



# FLORIDA DEPARTMENT OF JUVENILE JUSTICE

Rick Scott, Governor

Christina K. Daly, Secretary

---

## LEGISLATIVE BUDGET REQUEST

Department of Juvenile Justice

Tallahassee

September 15, 2015

Cynthia Kelly, Director  
Office of Policy and Budget  
Executive Office of the Governor  
1701 The Capitol  
Tallahassee, Florida 32399-0001

JoAnne Leznoff, Staff Director  
House Appropriations Committee  
221 The Capitol  
Tallahassee, Florida 32399-1300

Cindy Kynoch, Staff Director  
Senate Committee on Appropriations  
201 The Capitol  
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Department of Juvenile Justice 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 2016-17 Fiscal Year. This submission has been approved by Christina K. Daly, Secretary.

A handwritten signature in blue ink, appearing to read "Christina K. Daly".

Christina K. Daly  
Secretary

---

2737 Centerview Drive • Tallahassee, Florida 32399-3100 • (850) 488-1850  
<http://www.djj.state.fl.us>

*The mission of the Department of Juvenile Justice is to increase public safety by reducing juvenile delinquency through effective prevention, intervention, and treatment services that strengthen families and turn around the lives of troubled youth.*

**Temporary Special Duty – General Pay Additives  
Implementation Plan for Fiscal Year 2016 – 2017**

The Department of Juvenile Justice (DJJ) proposes the following plan to implement the temporary special duties – general pay additive:

- The department will use existing resources to grant the temporary special duties – general pay additive.
- This additive may be approved for employees in career service positions who temporarily perform duties and responsibilities not customarily assigned to their position. The department shall review the temporary duties and responsibilities being assigned, the additive amount and ensure compliance with applicable collective bargaining agreement(s).
- The pay additive shall be reviewed every ninety (90) days; and shall be removed or adjusted if there is a change in the conditions upon which it was granted.
- The pay additive may be effective beginning the first day of the temporary duties, and shall be effective after the 22<sup>nd</sup> workday for an employee who is covered by a current collective bargaining agreement and meets the requirements. Employees shall be eligible to receive a temporary special duties – general pay additive in an amount up to 5% of the employee’s base rate of pay.
- All career service positions assigned to Pay Plan – 01 are eligible to receive the temporary special duties – general pay additive. There are a total of 2566.0 eligible positions. The additive amount will not exceed 5% of an employee’s base rate of pay.
- Pay additives have been used since the creation of DJJ on October 1, 1994; for reasons such as maintaining the required number of staff to client ratio and specialized training required to perform the duties.
- Collective Bargaining Units Impacted:

**The American Federation of State County and Municipal Employees (AFSCME)**

Article 21

COMPENSATION FOR TEMPORARY SPECIAL DUTY IN A HIGHER POSITION

(A) Each time an employee is designated by the employee's immediate supervisor to act in a vacant established position in a higher broadband level than the employee's current broadband level, and performs a major portion of the duties of the higher level position, irrespective of whether the higher level position is funded, for more than 22 workdays within any six consecutive months, the employee shall be eligible to receive a temporary special duty additive in accordance with the Rules of the State Personnel System, beginning with the 23rd day.

(B) Employees being paid at a higher rate while temporarily acting in a position in a higher broadband level will be returned to their regular rate of pay when the period of temporary special duty in the higher broadband level is ended.

**Florida Nursing Association (FNA)**

Article 21

COMPENSATION FOR TEMPORARY SPECIAL DITY IN A HIGHER POSITION

“Each time an employee is officially designated by the appropriate supervisor to act in a position in a higher broadband level than the employee's current level, and performs a major portion of the duties of the higher level position, irrespective of whether the higher level position is funded, for more than 22 workdays within any six (6) consecutive months, the employee shall be eligible to receive a temporary special duty additive in accordance with Rule 60L-32, Florida Administrative Code, beginning the 23<sup>rd</sup> day.”

**CLASSES Used by DJJ 6-26-15 update**

<b>Class Code</b>	<b>Broadband Code</b>	<b>Class Title</b>	<b>Bband Occupation Title</b>	<b>Pay Grade Code</b>	<b>Bband Payband Code</b>	<b>Employee Group Desc</b>	<b>Pay Plan</b>	<b>Spec Risk Ret</b>	<b>Cbu</b>	<b>Eeo4</b>
1427	13-2011-01	ACCOUNTANT I	ACCOUNTANTS AND AUDITORS	014	004	Included	01	N	05	02
1430	13-2011-01	ACCOUNTANT II	ACCOUNTANTS AND AUDITORS	016	004	Included	01	N	05	02
1436	13-2011-02	ACCOUNTANT III	ACCOUNTANTS AND AUDITORS	018	006	Excluded	01	N	05	02
1437	13-2011-03	ACCOUNTANT IV	ACCOUNTANTS AND AUDITORS	020	008	Excluded	01	N	05	02
1448	11-3031-02	ACCOUNTING SERVICES ADMINISTRATOR - SES	FINANCIAL MANAGERS	423	020	Excluded	08	N	89	02
4947	13-2011-03	ACCOUNTING SERVICES ANALYST A	ACCOUNTANTS AND AUDITORS	021	008	Excluded	01	N	05	02
1445	13-2011-03	ACCOUNTING SERVICES SUPERVISOR II - SES	ACCOUNTANTS AND AUDITORS	422	008	Excluded	08	N	89	02
0709	43-6011-02	ADMINISTRATIVE ASSISTANT I	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	015	003	Included	01	N	01	02
0709	43-6011-02	ADMINISTRATIVE ASSISTANT I - SES	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	415	003	Included	08	N	89	02
0712	43-6011-03	ADMINISTRATIVE ASSISTANT II	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	018	005	Included	01	N	01	02
0712	43-6011-03	ADMINISTRATIVE ASSISTANT II - SES	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	418	005	Included	08	N	89	02
0714	43-6011-04	ADMINISTRATIVE ASSISTANT III - SES	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	421	006	Excluded	08	N	89	02
0108	43-6011-02	ADMINISTRATIVE SECRETARY	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	012	003	Included	01	N	01	06
0108	43-6011-02	ADMINISTRATIVE SECRETARY- SES	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	412	003	Included	08	N	89	06
4521	17-1022-05	ARCHITECT SUPERVISOR - SES	SURVEYORS	427	012	Excluded	08	N	87	02
5715	11-9151-02	ASSISTANT DETENTION CENTER SUPT II - SES	COMMUNITY AND SOCIAL SERVICE MANAGERS	421	020	Excluded	08	N	89	02
6814	10-9151-02	ASSISTANT SEC FOR DETENTION SERVICES-DJJ	COMMUNITY AND SOCIAL SERVICE MANAGERS	940	024	Excluded	09	N	99	01
6816	10-9151-02	ASST SEC FOR PREVENT & VICTIM SERV-DJJ	COMMUNITY AND SOCIAL SERVICE MANAGERS	940	024	Excluded	09	N	99	01
6815	10-9151-02	ASST SEC FOR RESIDENTIAL & CORR FAC -DJJ	COMMUNITY AND SOCIAL SERVICE MANAGERS	940	024	Excluded	09	N	99	01
7736	23-1011-03	ATTORNEY	LAWYERS	220	010	Excluded	08	N	81	02
9433	11-3031-03	AUDIT ADMINISTRATOR	FINANCIAL MANAGERS	530	021	Excluded	08	N	89	01
9431	11-3031-03	CHIEF OF BUDGET-DJJ	FINANCIAL MANAGERS	530	021	Excluded	08	N	89	01

**CLASSES Used by DJJ 6-26-15 update**

<b>Class Code</b>	<b>Broadband Code</b>	<b>Class Title</b>	<b>Bband Occupation Title</b>	<b>Pay Grade Code</b>	<b>Bband Payband Code</b>	<b>Employee Group Desc</b>	<b>Pay Plan</b>	<b>Spec Risk Ret</b>	<b>Cbu</b>	<b>Eeo4</b>
6824	11-3061-03	CHIEF OF CONTRACT DEVELOPMENT & PLANNING	PURCHASING MANAGERS	530	021	Excluded	08	N	89	01
9768	11-3031-03	CHIEF OF FINANCE AND ACCOUNTING-DJJ	FINANCIAL MANAGERS	530	021	Excluded	08	N	89	01
9430	11-3011-03	CHIEF OF GENERAL SERVICES-DJJ	ADMINISTRATIVE SERVICES MANAGERS	530	021	Excluded	08	N	89	01
9429	11-3121-03	CHIEF OF HUMAN RESOURCES - DJJ	HUMAN RESOURCE MANAGERS	530	021	Excluded	08	N	89	01
8865	11-3021-03	CHIEF OF MGMT INFORMATION SERVICES-DJJ	COMPUTER & INFORMATION SYSTEMS MANAGERS	540	021	Excluded	08	N	89	01
9422	11-1021-03	CHIEF OF MONITORING & QUAL IMPROVEMENT	GENERAL AND OPERATIONS MANAGERS	530	021	Excluded	08	N	89	01
8222	11-3061-03	CHIEF OF PROCUREMENT AND CONTRACT ADMINI	PURCHASING MANAGERS	530	021	Excluded	08	N	89	01
8219	11-3021-03	CHIEF OF RESEARCH AND DATA INTEGRITY	COMPUTER & INFORMATION SYSTEMS MANAGERS	530	021	Excluded	08	N	89	01
6811	10-1021-02	CHIEF OF STAFF-DJJ	GENERAL AND OPERATIONS MANAGERS	940	024	Excluded	09	N	99	01
6836	11-9199-03	CHIEF PROBATION OFFICER/MANAGER-DJJ	MANAGERS, ALL OTHER	530	021	Excluded	08	N	89	01
9490	11-2031-03	COMMUNICATIONS ADMINISTRATOR-DJJ	PUBLIC RELATIONS & FUNDRAISING MANAGERS	530	021	Excluded	08	N	89	01
8715	11-2031-02	COMMUNITY RELATIONS ADMINISTRATOR	PUBLIC RELATIONS & FUNDRAISING MANAGERS	160	020	Excluded	08	N	89	01
2020	43-9011-01	COMPUTER OPERATOR I	COMPUTER OPERATORS	011	001	Included	01	N	01	03
4692	11-9021-02	CONSTRUCTION PROJECTS CONSULTANT II	CONSTRUCTION MANAGERS	024	020	Excluded	01	N	05	02
6526	37-2011-01	CUSTODIAL WORKER	JANITOR/CLEANER, EXCEPT MAID/HOUSEKEEP	004	001	Included	01	N	03	08
2127	15-1141-04	DATA BASE CONSULTANT	DATABASE ADMINISTRATORS	026	009	Excluded	01	N	05	02
2133	11-3021-02	DATA PROCESSING MANAGER - SES	COMPUTER & INFORMATION SYSTEMS MANAGERS	426	020	Excluded	08	N	89	02
9085	11-9199-02	DETENTION SUPERINTENDENT-DJJ	MANAGERS, ALL OTHER	520	020	Excluded	08	N	89	01
5203	29-1031-01	DIETITIAN	DIETITIANS AND NUTRITIONISTS	086	006	Excluded	01	N	04	02
6840	10-3011-01	DIR OF OFFICE OF PRGM ACCOUNTABILITY-DJJ	ADMINISTRATIVE SERVICES MANAGERS	930	023	Excluded	09	N	99	01

**CLASSES Used by DJJ 6-26-15 update**

<b>Class Code</b>	<b>Broadband Code</b>	<b>Class Title</b>	<b>Bband Occupation Title</b>	<b>Pay Grade Code</b>	<b>Bband Payband Code</b>	<b>Employee Group Desc</b>	<b>Pay Plan</b>	<b>Spec Risk Ret</b>	<b>Cbu</b>	<b>Eeo4</b>
6819	10-9151-01	DIR OF RESIDENTIAL & CORR FACILITIES-DJJ	COMMUNITY AND SOCIAL SERVICE MANAGERS	930	023	Excluded	09	N	99	01
6817	10-9151-01	DIRECTOR OF DETENTION-DJJ	COMMUNITY AND SOCIAL SERVICE MANAGERS	930	023	Excluded	09	N	99	01
6818	10-9151-01	DIRECTOR OF PROB & COMMUNITY CORR-DJJ	COMMUNITY AND SOCIAL SERVICE MANAGERS	930	023	Excluded	09	N	99	01
9044	10-9199-01	DIRECTOR OF STAFF DEVELOPMENT & TRAINING	MANAGERS, ALL OTHER	940	023	Excluded	09	N	99	01
2053	11-3021-02	DISTRIBUTED COMPUTER SYSTEMS ADMIN - SES	COMPUTER & INFORMATION SYSTEMS MANAGERS	425	020	Excluded	08	N	89	02
2052	15-1142-02	DISTRIBUTED COMPUTER SYSTEMS ANALYST	NETWORK & COMPUTER SYSTEMS ADMINISTRATOR	022	006	Included	01	N	01	03
7252	11-1021-03	EDUCATION POLICY ADMINISTRATOR-DJJ	GENERAL AND OPERATIONS MANAGERS	530	021	Excluded	08	N	89	01
0718	43-6011-04	EXECUTIVE ASSISTANT I - SES	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	422	006	Excluded	08	N	89	02
0115	43-6011-02	EXECUTIVE SECRETARY - SES	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	415	003	Included	08	N	89	06
1466	11-3031-02	FINANCE & ACCOUNTING DIRECTOR III SES	FINANCIAL MANAGERS	426	020	Excluded	08	N	89	02
1418	43-3031-02	FISCAL ASSISTANT II	BOOKKEEPING, ACCOUNTING & AUDITING CLERK	012	003	Included	01	N	01	05
1418	43-3031-02	FISCAL ASSISTANT II - SES	BOOKKEEPING, ACCOUNTING & AUDITING CLERK	412	003	Included	08	N	89	05
6223	11-9051-01	FOOD SERVICE DIRECTOR I - SES	FOOD SERVICE MANAGERS	415	019	Excluded	08	N	89	02
6224	11-9051-01	FOOD SERVICE DIRECTOR II - SES	FOOD SERVICE MANAGERS	418	019	Excluded	08	N	89	02
6213	35-2021-01	FOOD SUPPORT WORKER	FOOD PREPARATION WORKERS	006	002	Included	01	N	03	08
9416	10-9199-02	GENERAL COUNSEL-DJJ	MANAGERS, ALL OTHER	940	024	Excluded	09	N	99	01
2224	13-1111-03	GOVERNMENT ANALYST I	MANAGEMENT ANALYSTS	022	007	Excluded	01	N	05	02
2225	13-1111-04	GOVERNMENT ANALYST II	MANAGEMENT ANALYSTS	026	010	Excluded	01	N	05	02
2234	13-1111-03	GOVERNMENT OPERATIONS CONSULTANT I	MANAGEMENT ANALYSTS	021	007	Excluded	01	N	05	02
2236	13-1111-04	GOVERNMENT OPERATIONS CONSULTANT II	MANAGEMENT ANALYSTS	023	010	Excluded	01	N	05	02

**CLASSES Used by DJJ 6-26-15 update**

<b>Class Code</b>	<b>Broadband Code</b>	<b>Class Title</b>	<b>Bband Occupation Title</b>	<b>Pay Grade Code</b>	<b>Bband Payband Code</b>	<b>Employee Group Desc</b>	<b>Pay Plan</b>	<b>Spec Risk Ret</b>	<b>Cbu</b>	<b>Eeo4</b>
2238	13-1111-04	GOVERNMENT OPERATIONS CONSULTANT III	MANAGEMENT ANALYSTS	025	010	Excluded	01	N	05	02
2235	13-1111-04	GOVERNMENT OPERATIONS CONSULTANT III-SES	MANAGEMENT ANALYSTS	425	010	Excluded	08	N	89	02
9415	10-1021-02	INSPECTOR GENERAL-DJJ	GENERAL AND OPERATIONS MANAGERS	940	024	Excluded	09	N	99	01
2240	13-1041-04	INSPECTOR SPECIALIST	COMPLIANCE OFFICERS	024	010	Excluded	01	N	09	02
2240	13-1041-04	INSPECTOR SPECIALIST - SES	COMPLIANCE OFFICERS	424	010	Excluded	08	N	89	02
9434	11-9199-03	INVESTIGATIONS ADMINISTRATOR-DJJ	MANAGERS, ALL OTHER	530	021	Excluded	08	N	89	01
5713	21-1092-03	JUVENILE JUSTICE DETENTION OFF SUPV-SES	PROBATION OFFICER & CORR TREATMENT SPEC	417	007	Included	08	N	86	05
5711	21-1092-01	JUVENILE JUSTICE DETENTION OFFICER I	PROBATION OFFICER & CORR TREATMENT SPEC	015	004	Included	01	N	03	05
5712	21-1092-02	JUVENILE JUSTICE DETENTION OFFICER II	PROBATION OFFICER & CORR TREATMENT SPEC	016	005	Included	01	N	03	05
5965	21-1092-02	JUVENILE PROBATION OFFICER	PROBATION OFFICER & CORR TREATMENT SPEC	018	005	Included	01	N	05	02
5967	21-1092-04	JUVENILE PROBATION OFFICER SUPV - SES	PROBATION OFFICER & CORR TREATMENT SPEC	420	008	Excluded	08	N	87	02
0717	13-1111-04	LEGISLATION SPECIALIST - SES	MANAGEMENT ANALYSTS	424	010	Excluded	08	N	89	02
9087	10-1021-01	LEGISLATIVE AFFAIRS DIRECTOR-DJJ	GENERAL AND OPERATIONS MANAGERS	920	023	Excluded	09	N	99	01
5599	29-2061-03	LICENSED PRACTICAL NURSE	LICENSED PRACTICAL & LICENSED VOC NURSES	014	005	Included	01	N	03	03
6387	11-9021-02	MAINTENANCE & CONSTRUCTION SUPT - SES	CONSTRUCTION MANAGERS	422	020	Excluded	08	N	89	02
6466	49-9042-02	MAINTENANCE MECHANIC	MAINTENANCE AND REPAIR WORKERS, GENERAL	014	004	Included	01	N	02	07
6381	11-9021-01	MAINTENANCE SUPERINTENDENT I - SES	CONSTRUCTION MANAGERS	418	019	Excluded	08	N	89	02
6382	11-9021-02	MAINTENANCE SUPERINTENDENT II - SES	CONSTRUCTION MANAGERS	419	020	Excluded	08	N	89	02
2209	13-1111-02	MANAGEMENT ANALYST I - SES	MANAGEMENT ANALYSTS	417	006	Included	08	N	86	02
2212	13-1111-03	MANAGEMENT ANALYST II - SES	MANAGEMENT ANALYSTS	419	007	Excluded	08	N	89	02

**CLASSES Used by DJJ 6-26-15 update**

<b>Class Code</b>	<b>Broadband Code</b>	<b>Class Title</b>	<b>Bband Occupation Title</b>	<b>Pay Grade Code</b>	<b>Bband Payband Code</b>	<b>Employee Group Desc</b>	<b>Pay Plan</b>	<b>Spec Risk Ret</b>	<b>Cbu</b>	<b>Eeo4</b>
2239	13-1111-04	MANAGEMENT REVIEW SPECIALIST - SES	MANAGEMENT ANALYSTS	424	010	Excluded	08	N	89	02
3150	13-1161-02	MARKETING RESEARCH ANALYST	MARKET RESEARCH ANALYSTS & MARKETING SPECS	020	007	Excluded	01	N	05	02
7680	11-9111-03	MENTAL HLTH & SUBSTAN ABUSE SERV DIR-DJJ	MEDICAL AND HEALTH SERVICES MANAGERS	530	021	Excluded	08	N	89	01
5345	11-9111-02	NURSING SERVICES DIRECTOR - SES	MEDICAL AND HEALTH SERVICES MANAGERS	482	020	Excluded	08	N	89	02
2047	15-1151-02	OFFICE AUTOMATION ANALYST	COMPUTER USER SUPPORT SPECIALISTS	022	006	Included	01	N	01	03
2041	15-1151-01	OFFICE AUTOMATION SPECIALIST I	COMPUTER USER SUPPORT SPECIALISTS	015	004	Included	01	N	01	03
2234	13-1111-03	OPERATIONS & MGMT CONSULTANT I - SES	MANAGEMENT ANALYSTS	421	007	Excluded	08	N	89	02
2236	13-1111-04	OPERATIONS & MGMT CONSULTANT II - SES	MANAGEMENT ANALYSTS	423	010	Excluded	08	N	89	02
2238	11-1021-02	OPERATIONS & MGMT CONSULTANT MGR - SES	GENERAL AND OPERATIONS MANAGERS	425	020	Excluded	08	N	89	02
2209	13-1111-02	OPERATIONS ANALYST I	MANAGEMENT ANALYSTS	017	006	Included	01	N	05	02
2212	13-1111-03	OPERATIONS ANALYST II	MANAGEMENT ANALYSTS	019	007	Excluded	01	N	05	02
6882	11-1021-03	OPERATIONS AND PROGRAM MANAGER	GENERAL AND OPERATIONS MANAGERS	530	021	Excluded	08	N	89	01
2239	13-1111-04	OPERATIONS REVIEW SPECIALIST	MANAGEMENT ANALYSTS	024	010	Excluded	01	N	05	02
9713	43-6011-02	PERSONAL SECRETARY I	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	110	003	Included	08	N	89	06
0189	13-1071-03	PERSONNEL SERVICES SPECIALIST/HR SES	HUMAN RESOURCES SPECIALISTS	421	007	Excluded	08	N	89	02
0185	13-1071-01	PERSONNEL TECHNICIAN I/HR-SES	HUMAN RESOURCES SPECIALISTS	414	003	Excluded	08	N	89	02
5916	11-9151-02	PROGRAM ADMINISTRATOR - SES	COMMUNITY AND SOCIAL SERVICE MANAGERS	425	020	Excluded	08	N	89	02
8221	11-1021-03	PROGRAMS & POLICY COORDINATOR	GENERAL AND OPERATIONS MANAGERS	530	021	Excluded	08	N	89	01
0945	13-1023-03	PROPERTY CONSULTANT	PURCHASING AGENTS	017	007	Excluded	01	N	05	02
0939	13-1081-01	PROPERTY SPECIALIST	LOGISTICIANS	014	003	Included	01	N	05	02



**CLASSES Used by DJJ 6-26-15 update**

<b>Class Code</b>	<b>Broadband Code</b>	<b>Class Title</b>	<b>Bband Occupation Title</b>	<b>Pay Grade Code</b>	<b>Bband Payband Code</b>	<b>Employee Group Desc</b>	<b>Pay Plan</b>	<b>Spec Risk Ret</b>	<b>Cbu</b>	<b>Eeo4</b>
0815	13-1023-03	PURCHASING AGENT III	PURCHASING AGENTS	018	007	Excluded	01	N	01	02
0830	13-1023-04	PURCHASING ANALYST	PURCHASING AGENTS	023	010	Excluded	01	N	01	02
0818	13-1023-03	PURCHASING SPECIALIST	PURCHASING AGENTS	021	007	Excluded	01	N	01	02
0806	13-1023-01	PURCHASING TECHNICIAN	PURCHASING AGENTS	011	003	Included	01	N	01	05
5312	29-1141-04	REGISTERED NURSING CONSULTANT	REGISTERED NURSES	079	010	Excluded	01	N	04	02
9491	10-1011-03	SECRETARY OF JUVENILE JUSTICE	CHIEF EXECUTIVES	950	025	Excluded	09	N	99	01
0105	43-6014-01	SECRETARY SPECIALIST	SEC & ADMN ASST, EXPT LEGAL, MED & EXEC	010	001	Included	01	N	01	06
0104	43-6014-01	SECRETARY SPECIALIST - SES	SEC & ADMN ASST, EXPT LEGAL, MED & EXEC	410	001	Included	08	N	89	06
7738	23-1011-04	SENIOR ATTORNEY	LAWYERS	230	014	Excluded	08	N	89	02
5237	19-3099-04	SENIOR BEHAVIORAL ANALYST	SOCIAL SCIENTISTS & RELATED WORKERS, ALL	095	011	Excluded	01	N	04	02
0008	43-1011-02	SENIOR CLERICAL SUPERVISOR - SES	FRST-LINE SUPV OF OFFI ADMIN SUPPT WRKRS	412	003	Included	08	N	86	06
0004	43-9061-02	SENIOR CLERK	OFFICE CLERKS, GENERAL	011	003	Included	01	N	01	06
0004	43-9061-02	SENIOR CLERK - SES	OFFICE CLERKS, GENERAL	411	003	Included	08	N	89	06
2114	15-1199-04	SENIOR INFO TECH BUSINESS CONSULTANT	COMPUTER OCCUPATIONS, ALL OTHERS	026	009	Excluded	01	N	05	02
5966	21-1092-03	SENIOR JUVENILE PROBATION OFFICER	PROBATION OFFICER & CORR TREATMENT SPEC	019	007	Included	01	N	05	02
2224	13-1111-03	SENIOR MANAGEMENT ANALYST I - SES	MANAGEMENT ANALYSTS	422	007	Excluded	08	N	89	02
2225	13-1111-04	SENIOR MANAGEMENT ANALYST II - SES	MANAGEMENT ANALYSTS	426	010	Excluded	08	N	89	02
2228	13-1111-04	SENIOR MANAGEMENT ANALYST SUPV - SES	MANAGEMENT ANALYSTS	426	010	Excluded	08	N	87	02
1468	13-2011-03	SENIOR PROFESSIONAL ACCOUNTANT	ACCOUNTANTS AND AUDITORS	022	008	Excluded	01	N	05	02
8711	29-9011-03	SENIOR SAFETY SPECIALIST - SES	OCCUPATIONAL HEALTH & SAFETY SPECIALISTS	416	005	Included	08	N	89	02
0120	43-6011-02	STAFF ASSISTANT	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	013	003	Included	01	N	01	06
0120	43-6011-02	STAFF ASSISTANT - SES	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	413	003	Included	08	N	89	06

**CLASSES Used by DJJ 6-26-15 update**

<b>Class Code</b>	<b>Broadband Code</b>	<b>Class Title</b>	<b>Bband Occupation Title</b>	<b>Pay Grade Code</b>	<b>Bband Payband Code</b>	<b>Employee Group Desc</b>	<b>Pay Plan</b>	<b>Spec Risk Ret</b>	<b>Cbu</b>	<b>Eeo4</b>
2109	15-1121-04	SYSTEM PROJECT CONSULTANT	COMPUTER SYSTEMS ANALYST	025	009	Excluded	01	N	05	03
2117	11-3021-02	SYSTEMS PROGRAMMING ADMINISTRATOR - SES	COMPUTER & INFORMATION SYSTEMS MANAGERS	427	020	Excluded	08	N	89	02
2107	15-1121-03	SYSTEMS PROJECT ANALYST	COMPUTER SYSTEMS ANALYST	024	008	Excluded	01	N	05	03
2039	11-3021-02	TELECOMMUNICATIONS ADMINISTRATOR - SES	COMPUTER & INFORMATION SYSTEMS MANAGERS	424	020	Excluded	08	N	89	02
1330	13-1151-03	TRAINING CONSULTANT	TRAINING AND DEVELOPMENT SPECIALISTS	019	007	Excluded	01	N	05	02
2132	15-1134-04	WEB MANAGER	WEB DEVELOPERS	026	009	Excluded	01	N	09	02
0090	43-9022-01	WORD PROCESSING SYSTEMS OPERATOR	WORD PROCESSORS AND TYPISTS	010	001	Included	01	N	01	06

# DEPARTMENT OF JUVENILE JUSTICE

## Department Level Exhibits and Schedules



*Christina K. Daly, Secretary*

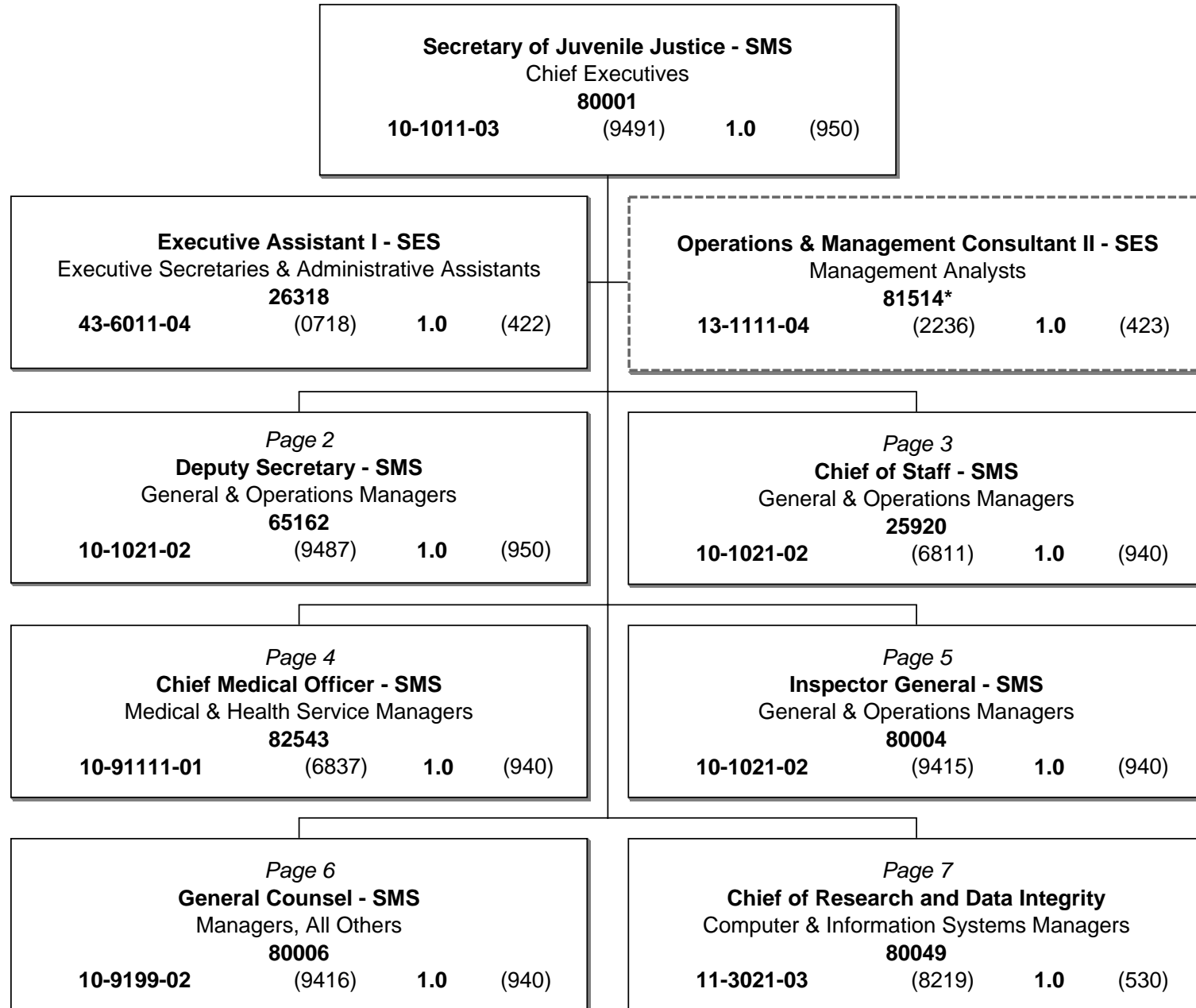
## Schedule VII: Agency Litigation Inventory

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

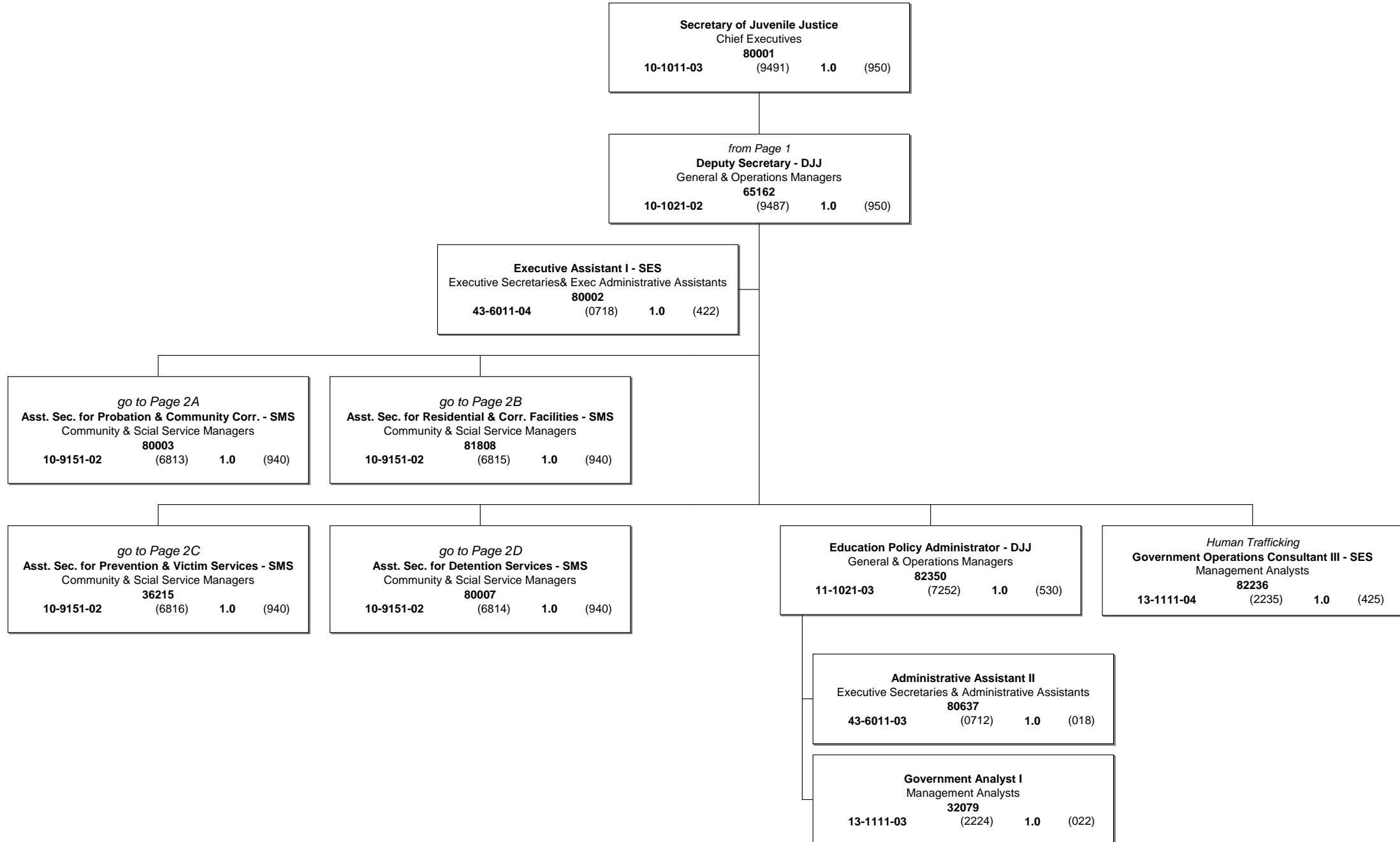
<b>Agency:</b>	Florida Department of Juvenile Justice		
<b>Contact Person:</b>	Scott Wright	<b>Phone Number:</b>	850-717-2445
<b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>	Charlotte County, et al (Petitioners) vs. Florida Department of Juvenile Justice (Respondent)  Other counties which have joined in related cases include: Martin, Hillsborough, Bay, and Alachua.		
<b>Court with Jurisdiction:</b>	Leon County Circuit Court		
<b>Case Number:</b>	2014CA-001885, 2014CA-002481, 214CA-02449, 2014CA-002707, 2015CA-1279.		
<b>Summary of the Complaint:</b>	These counties seek credits and refunds from the state as a result of overpaying for the cost of secure detention.		
<b>Amount of the Claim:</b>	\$86,568,831.78		
<b>Specific Statutes or Laws (including GAA) Challenged:</b>	Florida Statute 985.686 Florida Department of Juvenile Justice’s Administrative Rules 63G-1.011 and 1.017		
<b>Status of the Case:</b>	On July 30, 2014, the Florida Department of Juvenile Justice was served with the complaint and the case is currently in Leon County Circuit Court. Related cases were filed subsequently.		
<b>Who is representing (of record) the state in this lawsuit? Check all that apply.</b>	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General	
	<input type="checkbox"/>	Outside Contract Counsel	
<b>If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).</b>	The lawsuit is not a class action suit.		

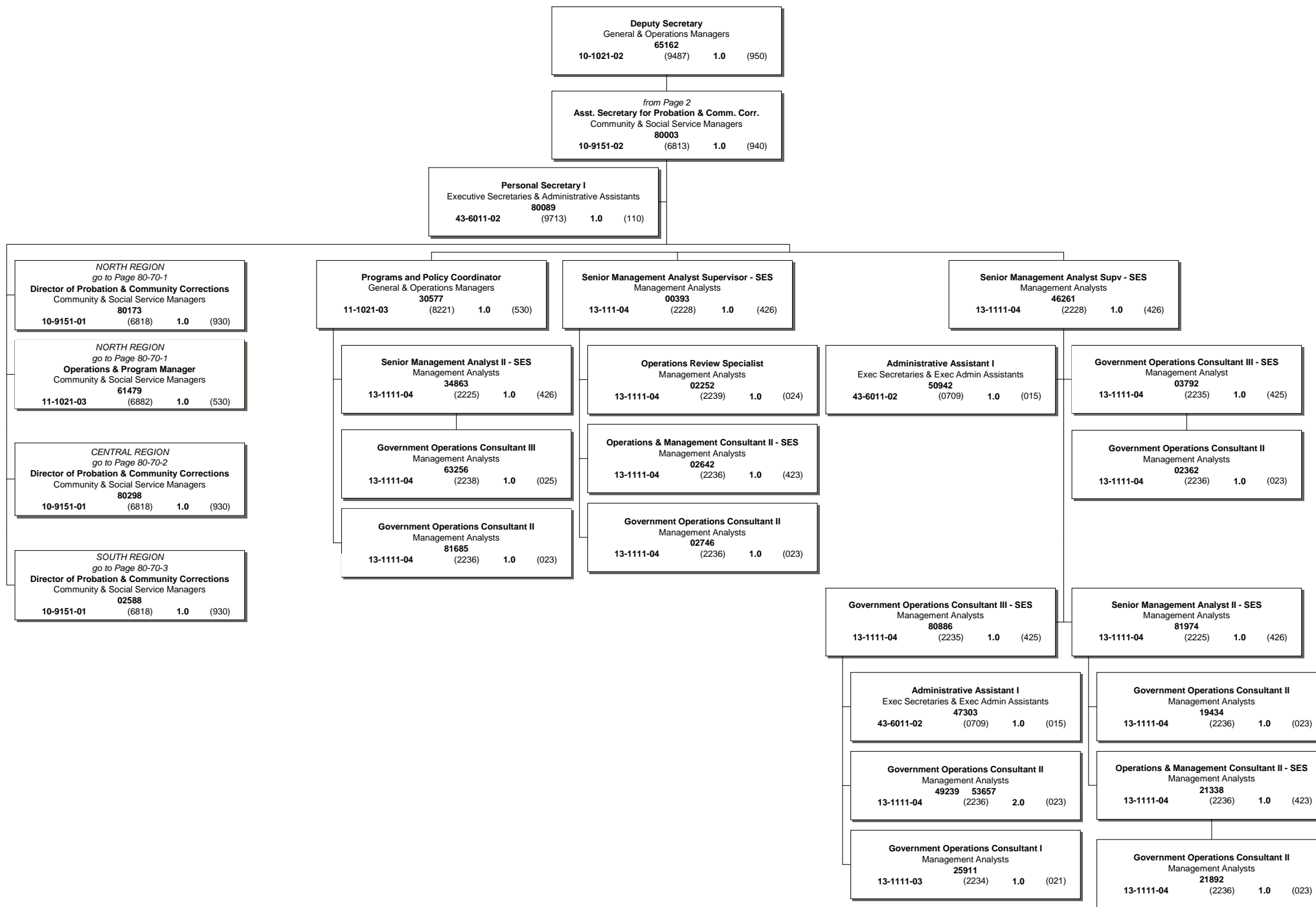
## TABLE OF CONTENTS

<b>Office of the Secretary</b>	<b>Page 1</b>
Office of the Deputy Secretary	Page 2
Assistant Secretary for Probation	Page 2A <i>(also Page 80-70 under Probation)</i>
Assistant Secretary for Residential	Page 2B <i>(also Page 80-80 under Residential)</i>
Assistant Secretary for Prevention	Page 2C <i>(also Page 80-90 under Prevention)</i>
Assistant Secretary for Detention	Page 2D <i>(also Page 80-40 under Detention)</i>
Chief of Staff	Page 3
Office of Administration	Page 3A
Budget	Page 3A-1
Finance & Accounting	Page 3A-2
Human Resources	Page 3A-3
General Services	Page 3A-4
Management Information Systems	Page 3A-5, 3A-5-1
Office of Program Accountability	Page 3B
Monitoring and Quality Improvement	Page 3B-1
Procurement and Contract Administration	Page 3B-2
Chief Medical Officer	Page 4
Inspector General	Page 5
General Counsel	Page 6
Research and Data Integrity	Page 7



\*Funded by Residential 14



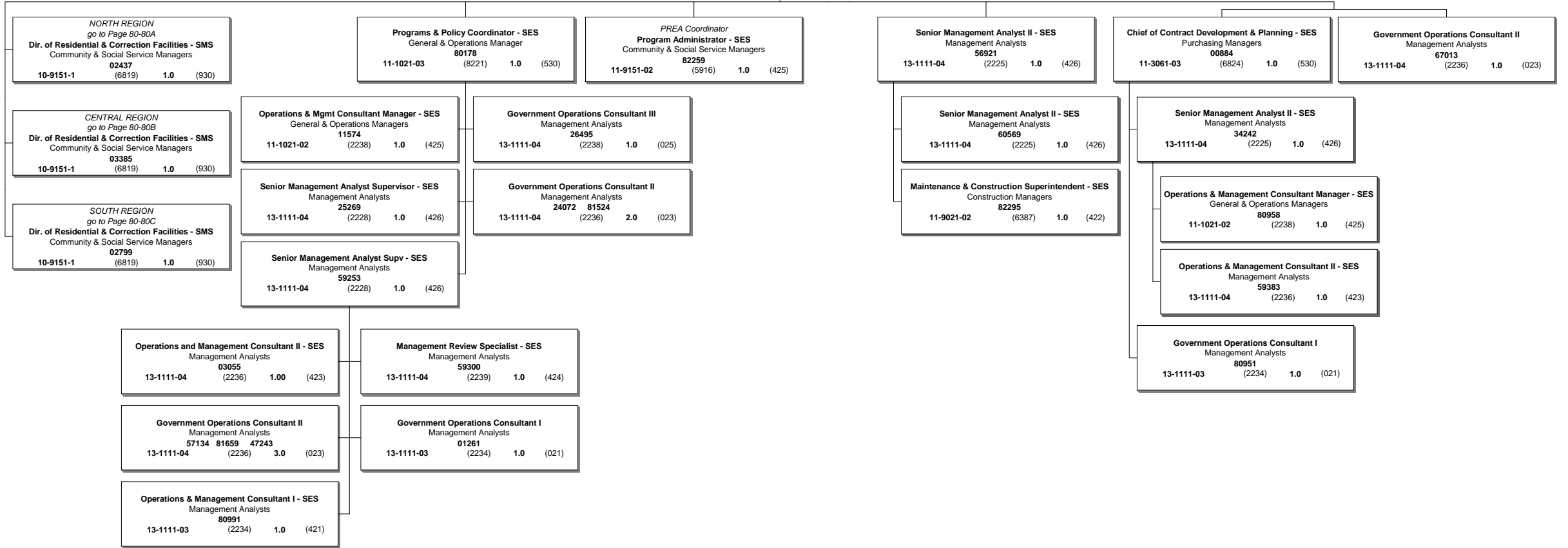


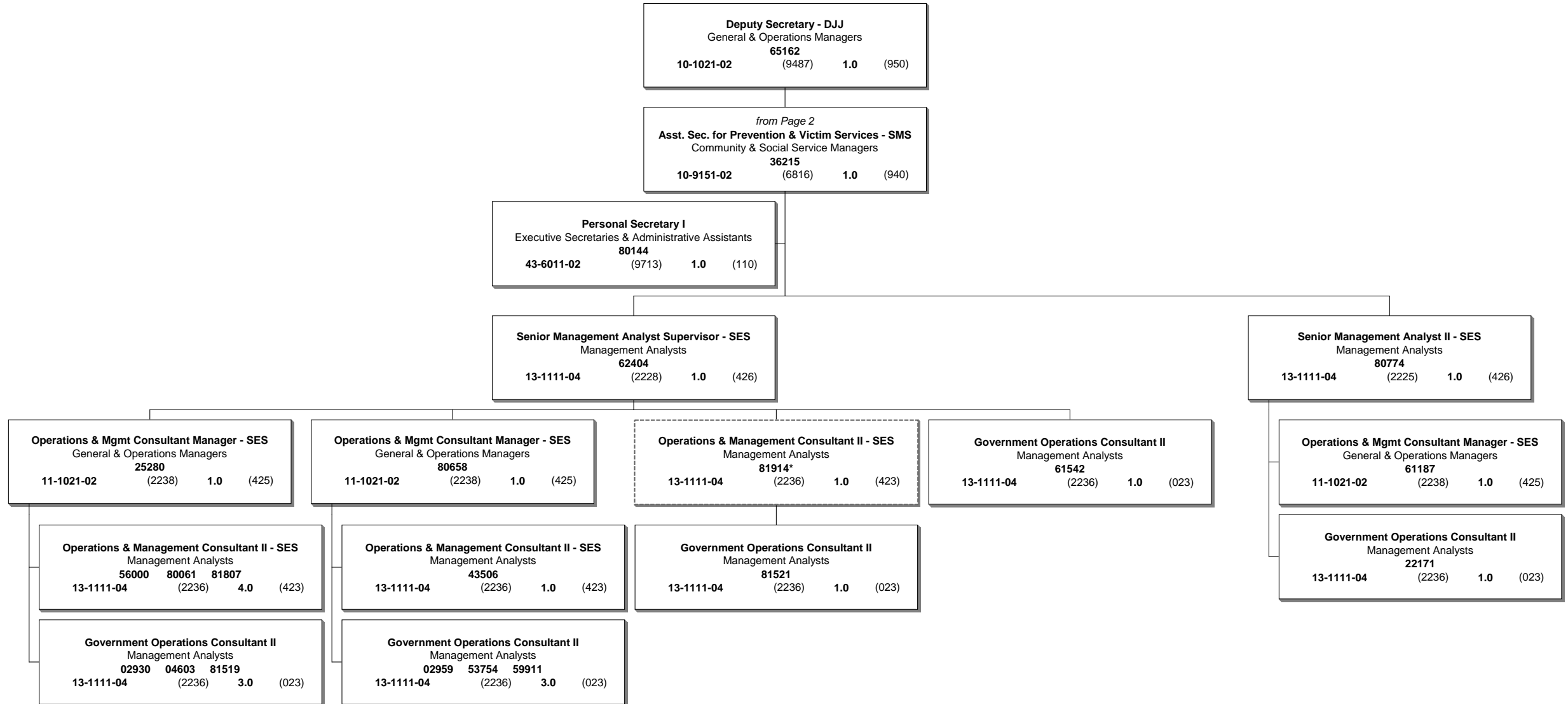


**Deputy Secretary - SMS**  
 General & Operations Managers  
**65162**  
**10-1021-02** (9487) 1.0 (950)

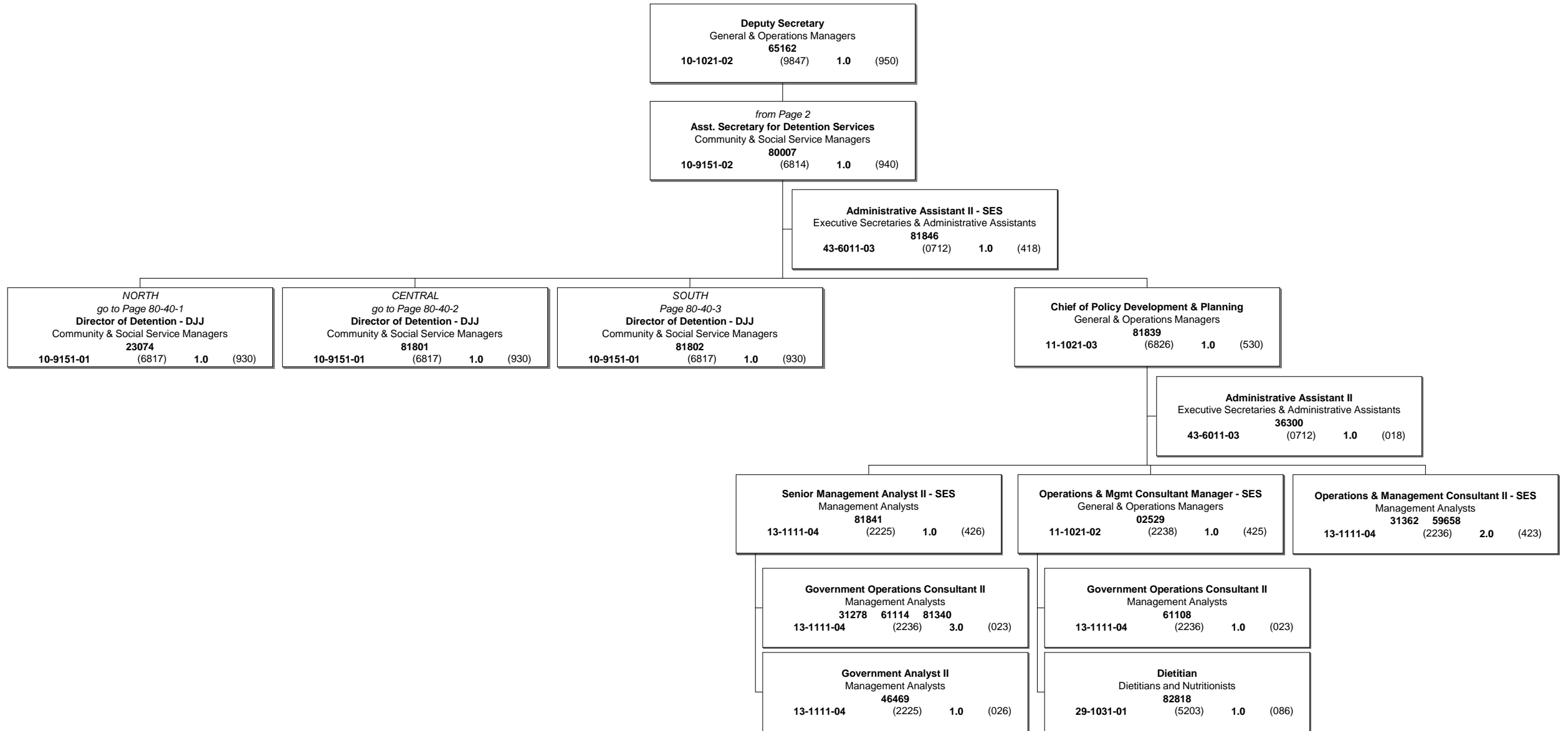
*from Page 2*  
**Asst. Sec. for Residential & Corr. Facilities - SMS**  
 Community & Social Service Managers  
**81808**  
**10-9151-02** (6815) 1.0 (940)

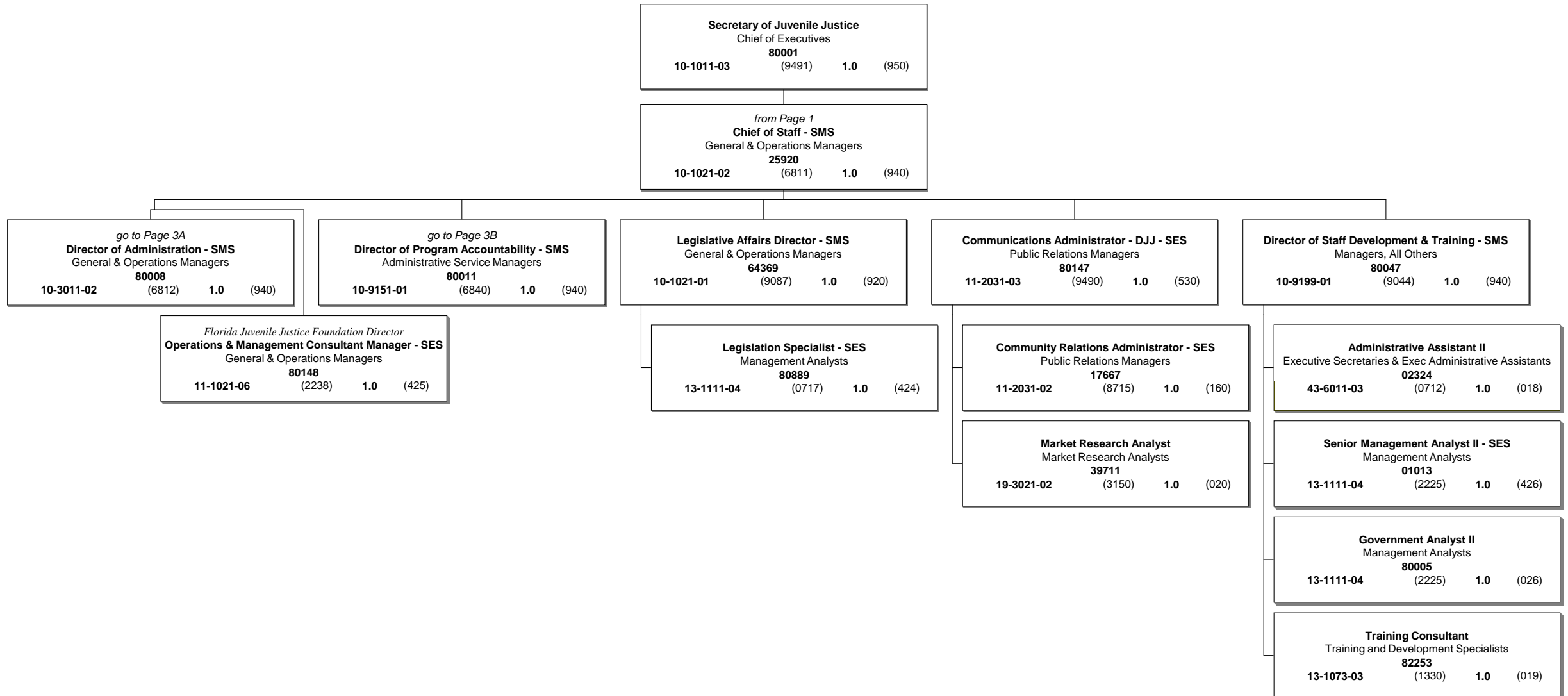
**Personal Secretary I**  
 Executive Secretaries & Administrative Assistants  
**38706**  
**43-6011-02** (9713) 1.0 (110)

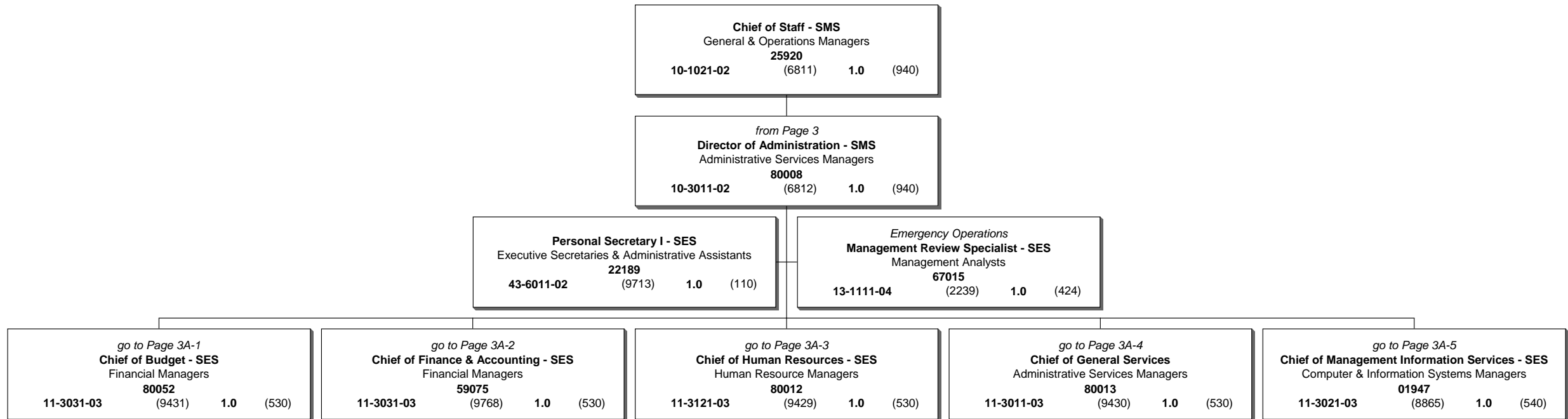


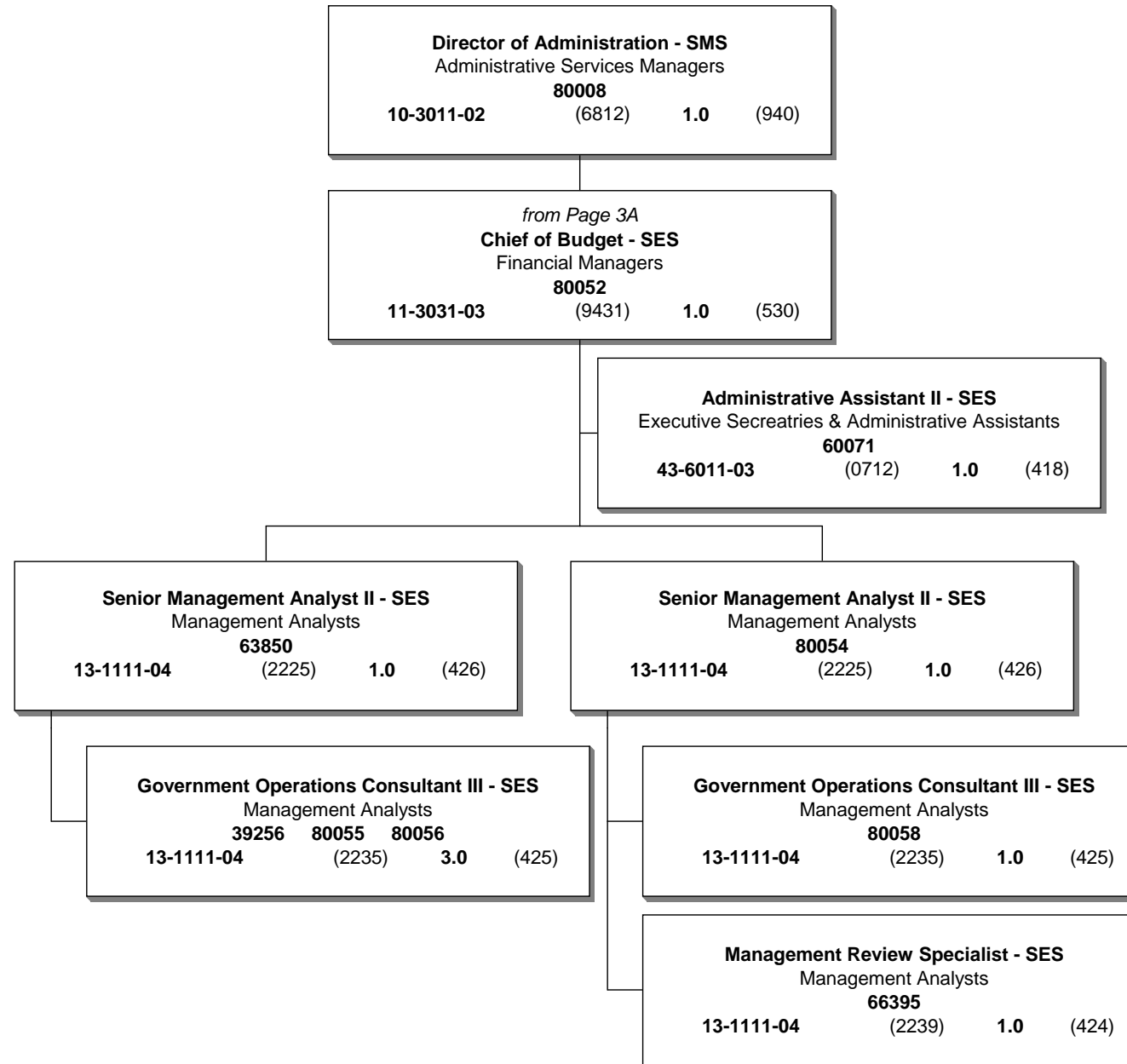


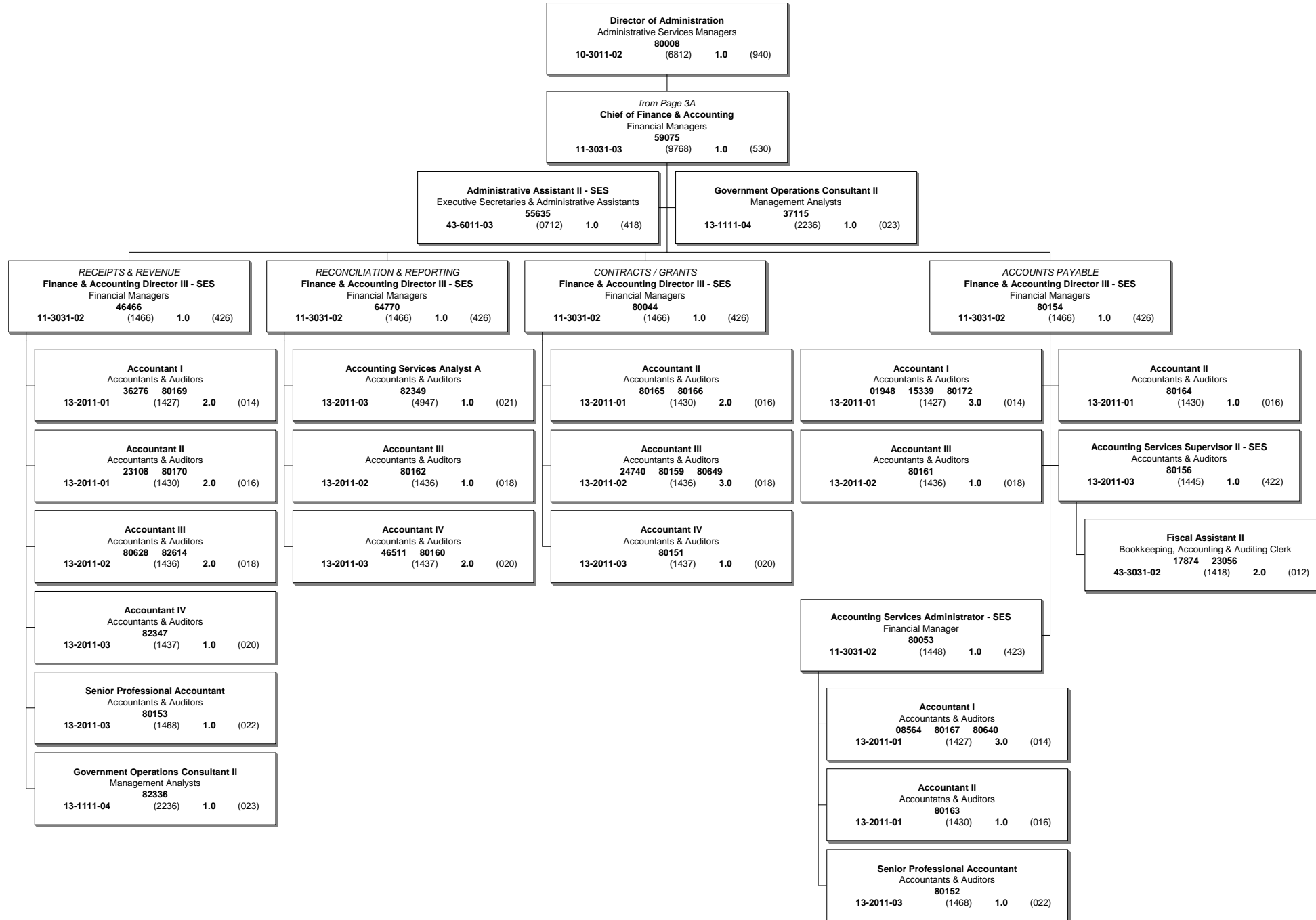
\*Funded by Residential

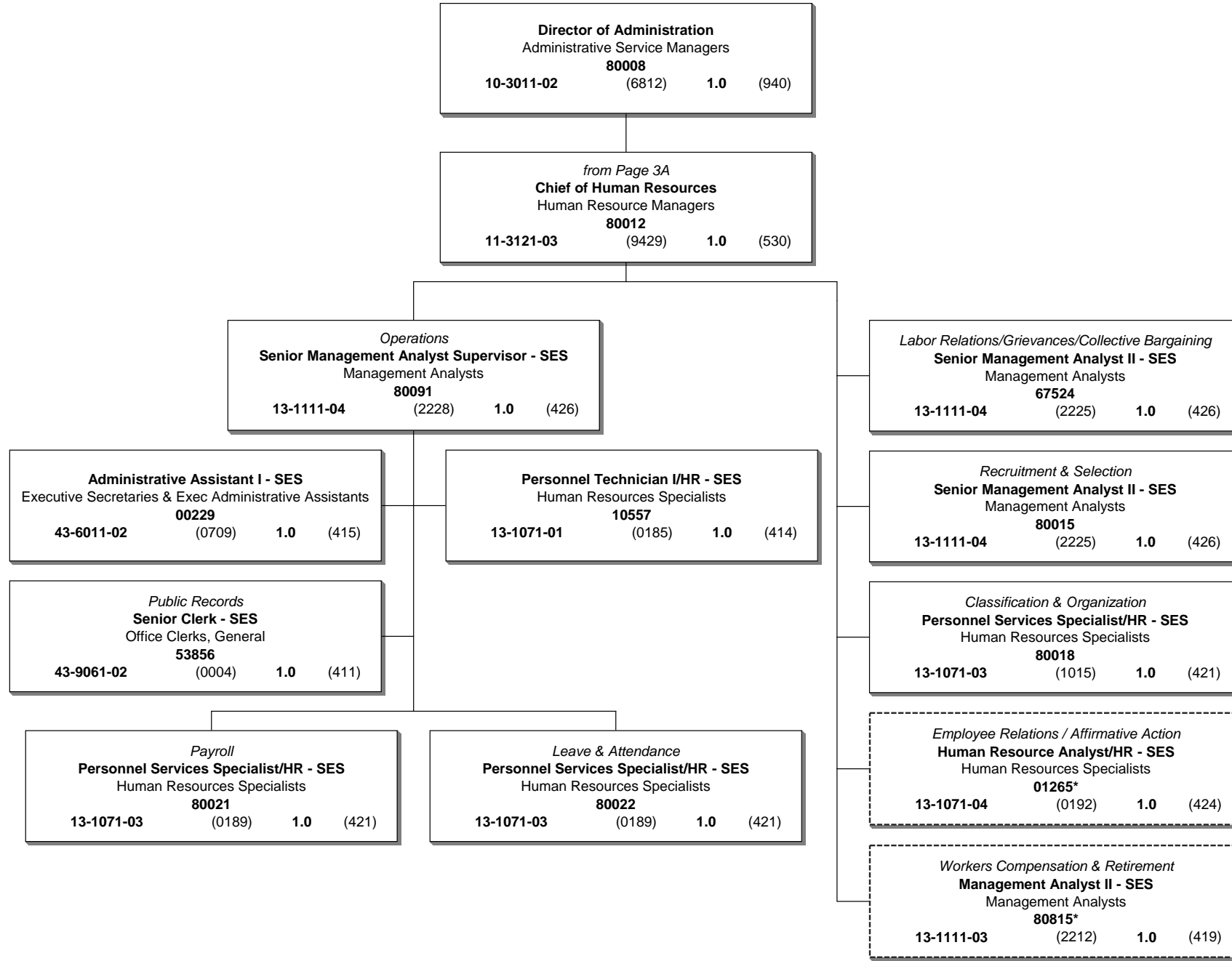






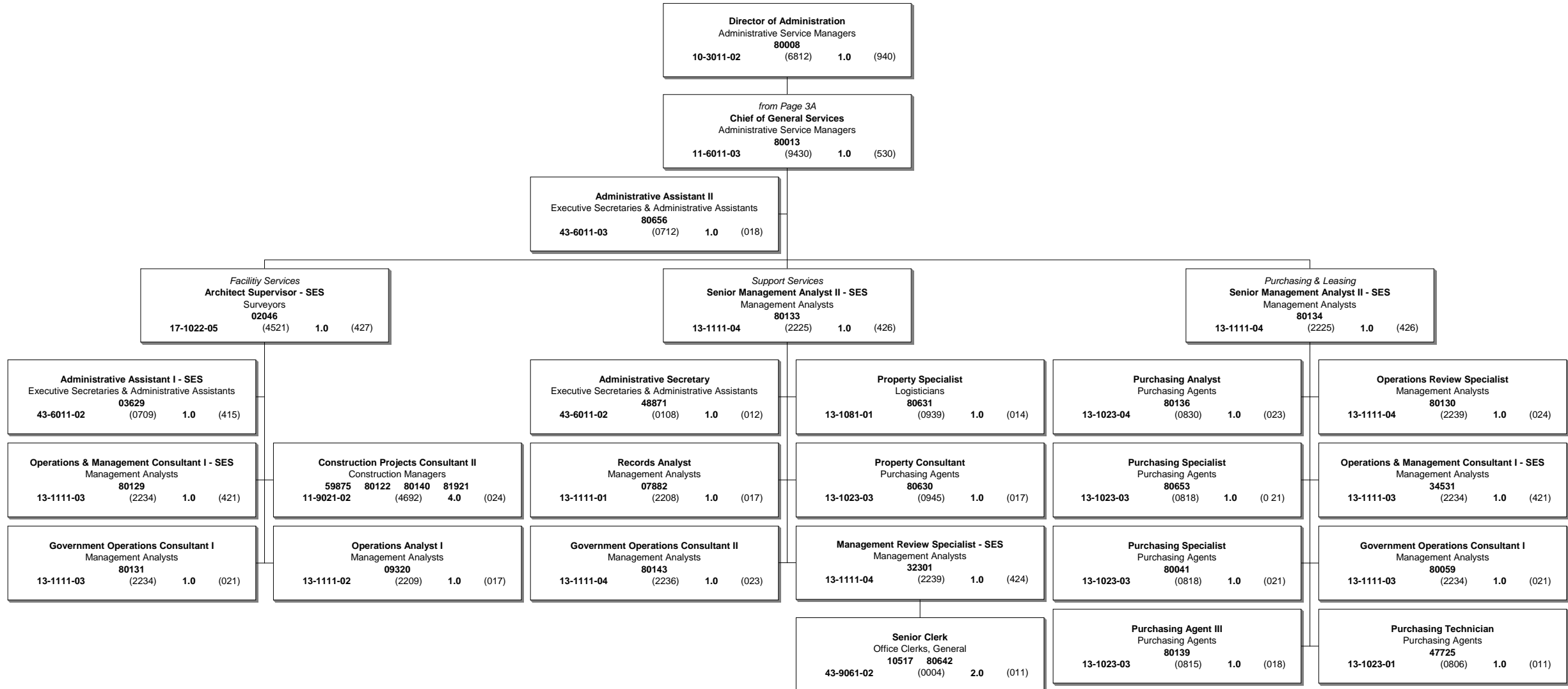






\* Funded by Residential  
 24





**Director of Administration**  
 Administrative Services Managers  
**80008**  
**10-3011-02** (6812) **1.0** (940)

*from Page 3A*  
**Chief of Management Information Services**  
 Computer & Information Systems Managers  
**01947**  
**11-3021-03** (8865) **1.0** (540)

*Information Technology - Application Development  
 go to Page 3A-5-1*  
**Systems Programming Administrator - SES**  
 Computer & Information Systems Managers  
**80455**  
**11-3021-02** (2117) **1.0** (427)

*Information Technology - Administrative Services  
 go to Page 3A-5-1*  
**Systems Programming Administrator - SES**  
 Computer & Information Systems Managers  
**80456**  
**11-3021-02** (2117) **1.0** (427)

*Information Technology - Network Operations  
 go to Page 3A-5-1*  
**Systems Programming Administrator - SES**  
 Computer & Information Systems Managers  
**80457**  
**11-3021-02** (2117) **1.0** (427)

*Information Security*  
**Systems Project Consultant**  
 Computer Systems Analysts  
**81779**  
**15-1051-04** (2109) **1.0** (025)

*Information Technology - Desktop Support*  
**Distributed Computer Systems Administrator - SES**  
 Computer & Information Systems Managers  
**80077**  
**11-3021-02** (2053) **1.0** (425)

*Information Technology - Desktop Support*  
**Distributed Computer Systems Administrator - SES**  
 Computer & Information Systems Managers  
**80488**  
**11-3021-02** (2053) **1.0** (425)

*Information Technology - Desktop Support*  
**Distributed Computer Systems Administrator - SES**  
 Computer & Information Systems Managers  
**80676**  
**11-3021-02** (2053) **1.0** (425)

*Information Technology - Desktop Support*  
**Distributed Computer Systems Administrator - SES**  
 Computer & Information Systems Managers  
**80677**  
**11-3021-02** (2053) **1.0** (425)

**Distributed Computer Systems Analyst**  
 Network & Computer Systems Administration  
**80088 80454**  
**15-1071-02** (2052) **2.0** (022)

**Distributed Computer Systems Analyst**  
 Network & Computer Systems Administration  
**80466 80669 80793**  
**15-1071-02** (2052) **3.0** (022)

**Distributed Computer Systems Analyst**  
 Network & Computer Systems Administration  
**80085 80472 80629 80794**  
**15-1071-02** (2052) **4.0** (022)

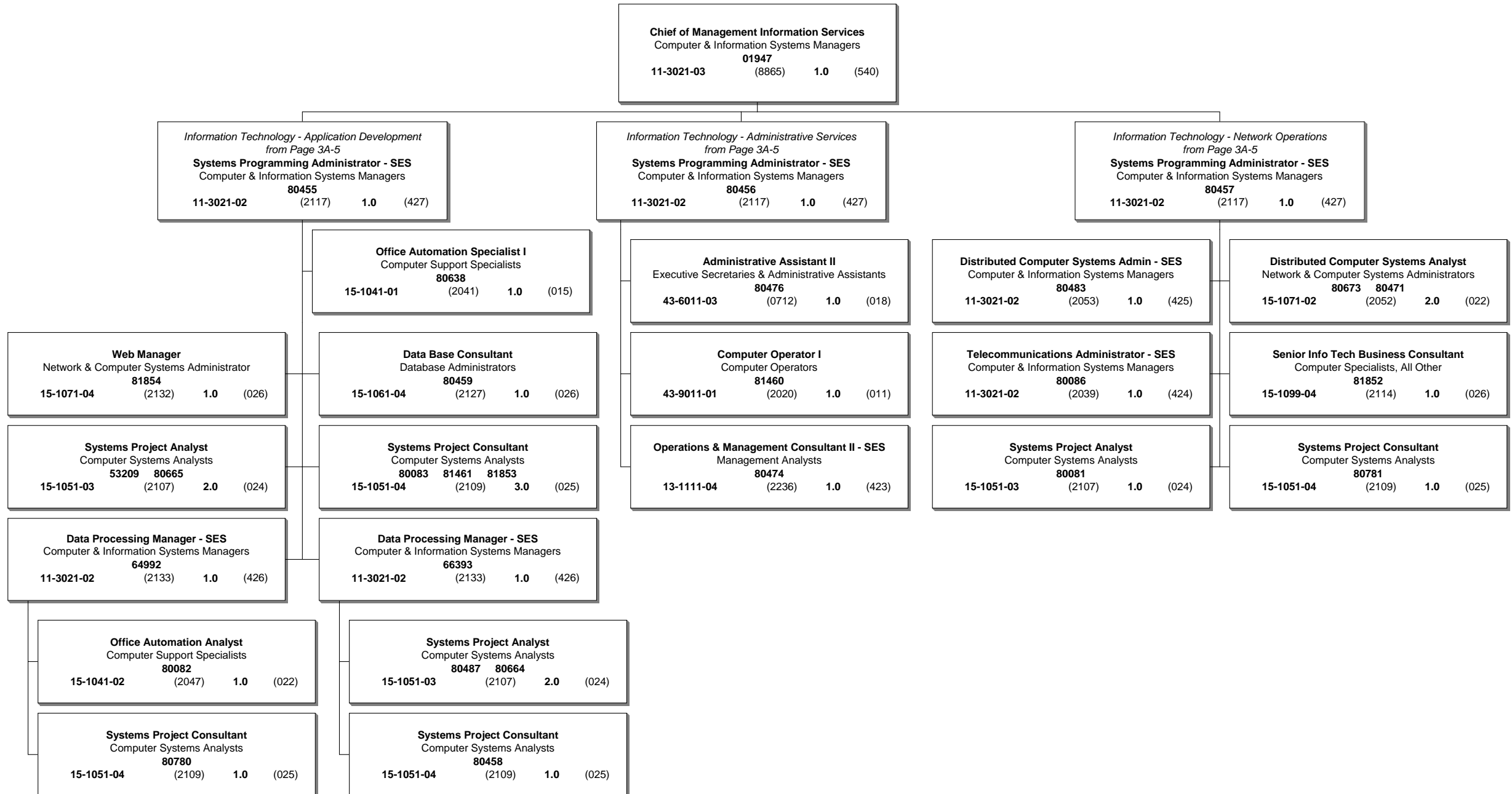
**Distributed Computer Systems Analyst**  
 Network & Computer Systems Administration  
**80670 80671 80790**  
**15-1071-02** (2052) **3.0** (022)

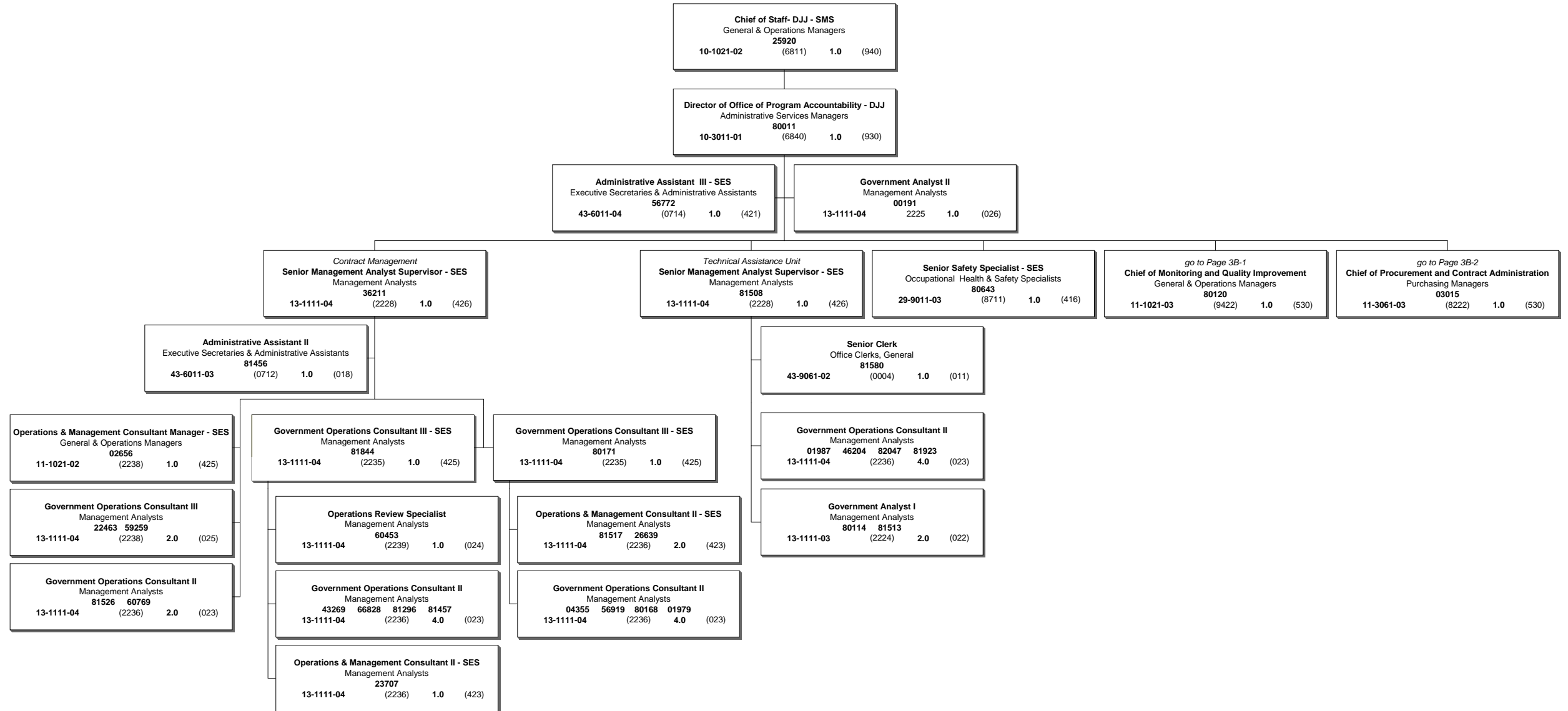
**Systems Project Analyst**  
 Computer Systems Analysts  
**80485 80668 81851**  
**15-1051-03** (2107) **3.0** (024)

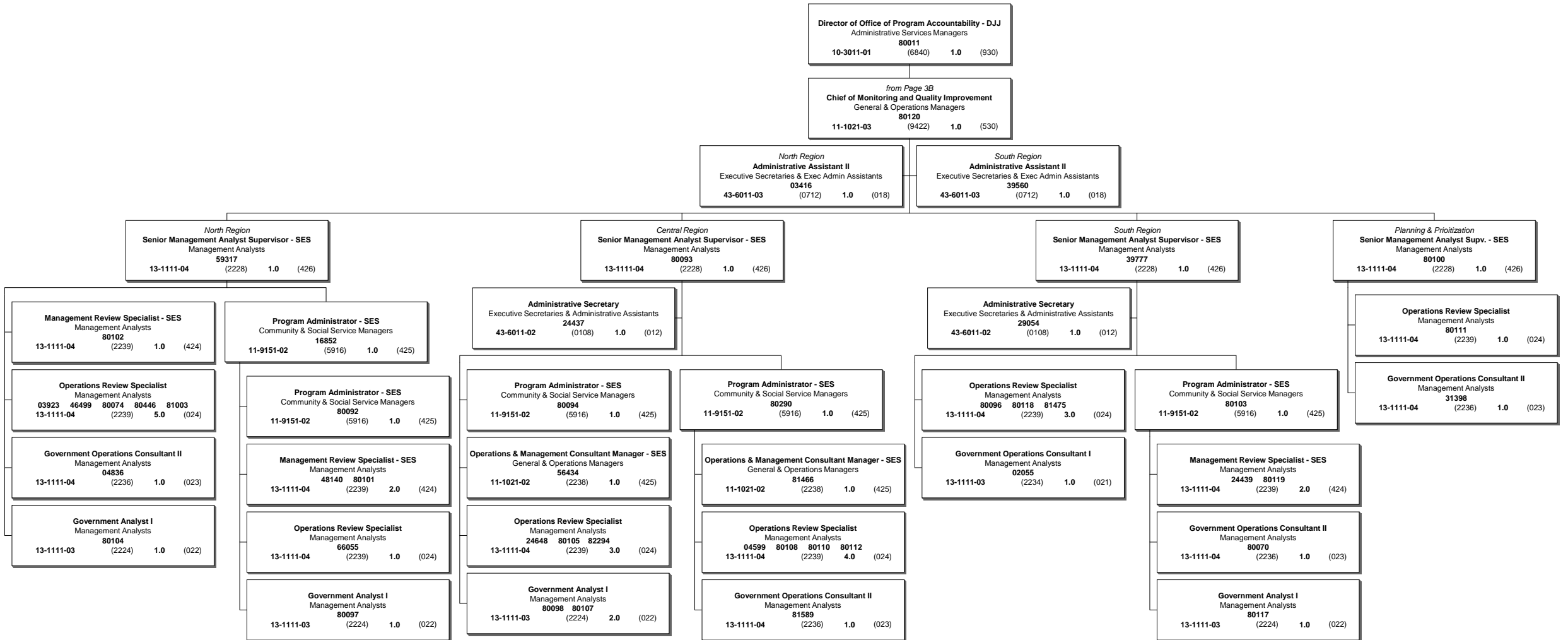
**Systems Project Analyst**  
 Computer Systems Analysts  
**80478 80786 80787**  
**15-1051-03** (2107) **3.0** (024)

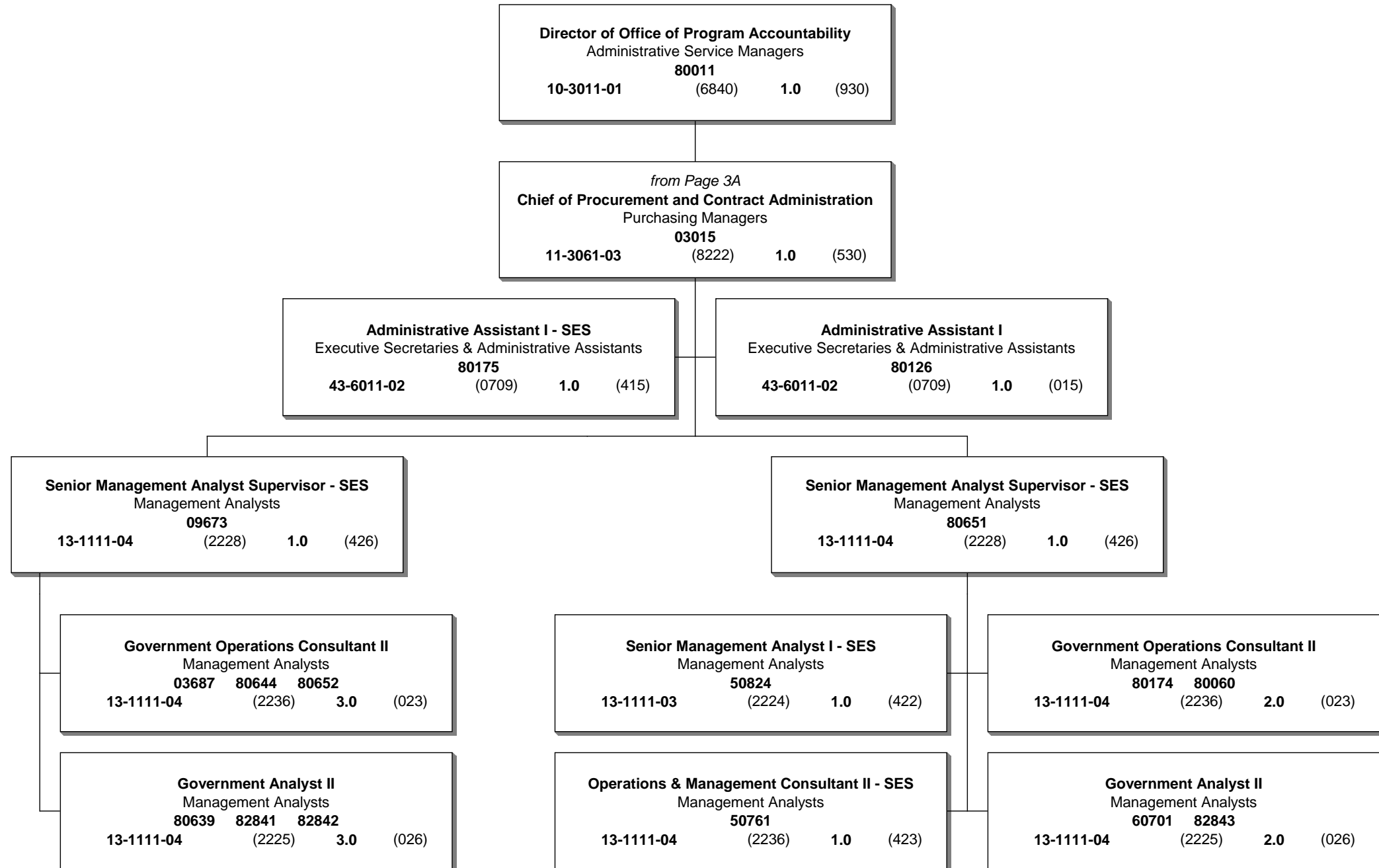
**Systems Project Analyst**  
 Computer Systems Analysts  
**80482 80788 80791 81151**  
**15-1051-03** (2107) **4.0** (024)

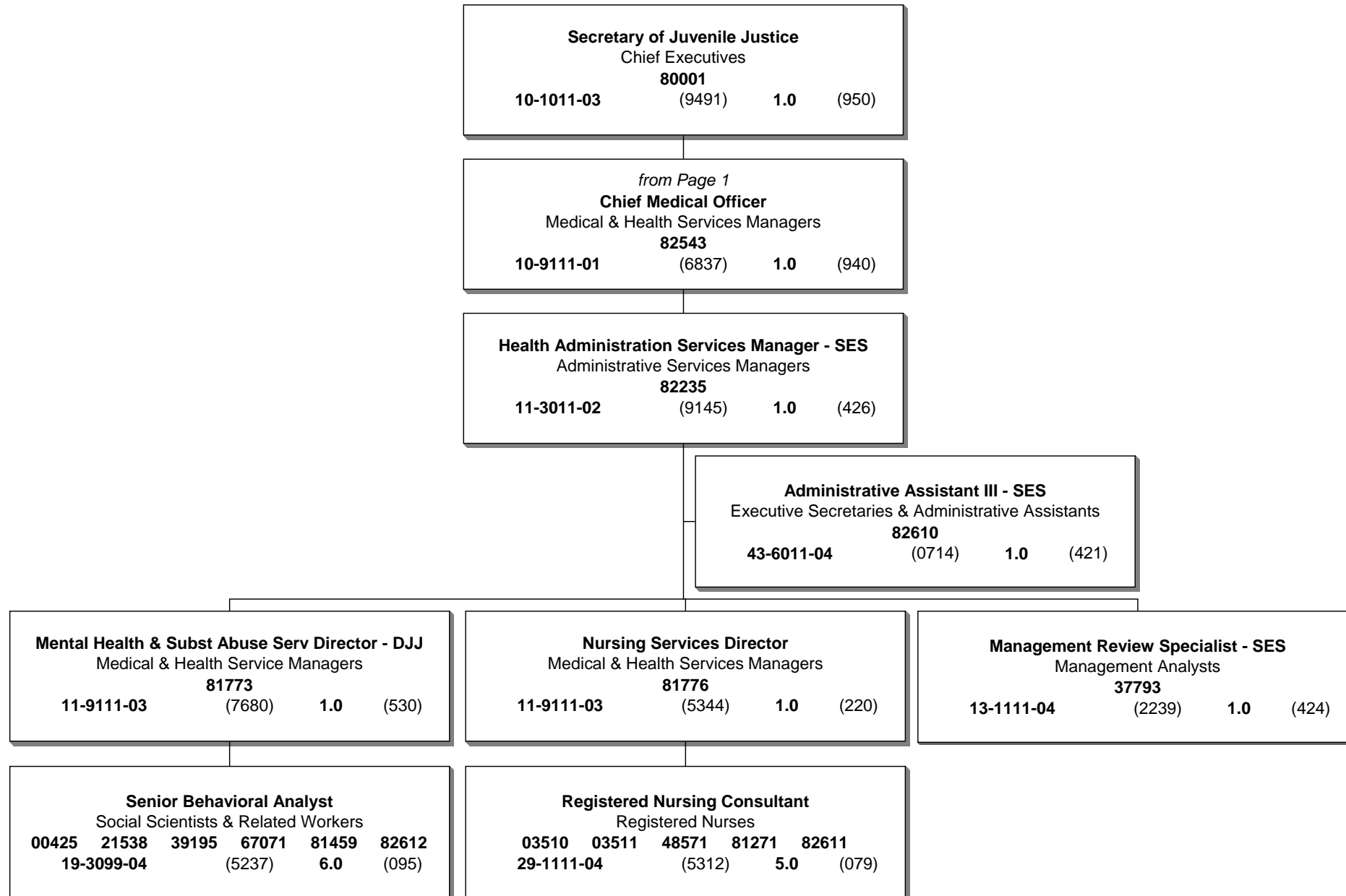
**Systems Project Analyst**  
 Computer Systems Analysts  
**80479 80480 80481 80484**  
**15-1051-03** (2107) **4.0** (024)

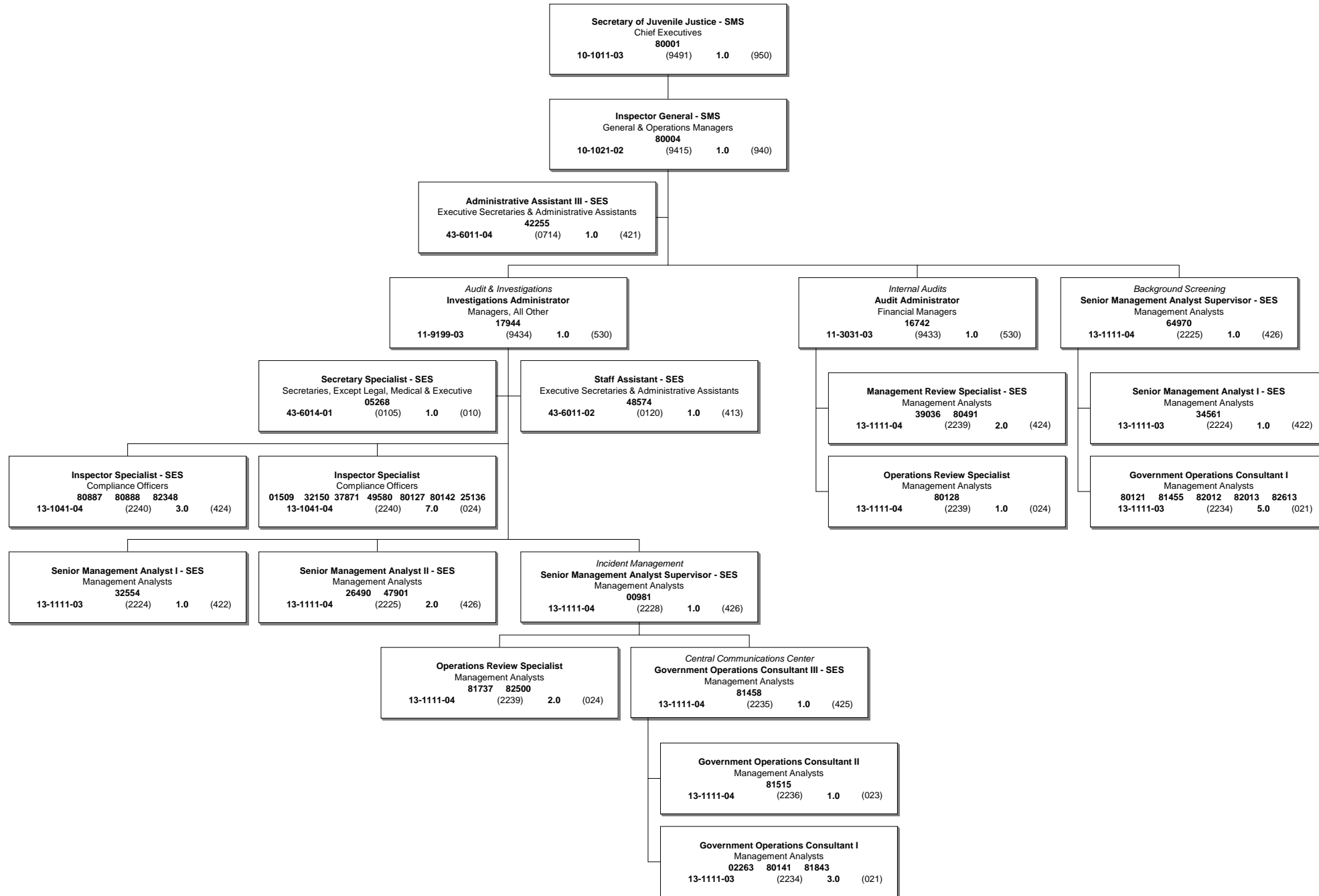




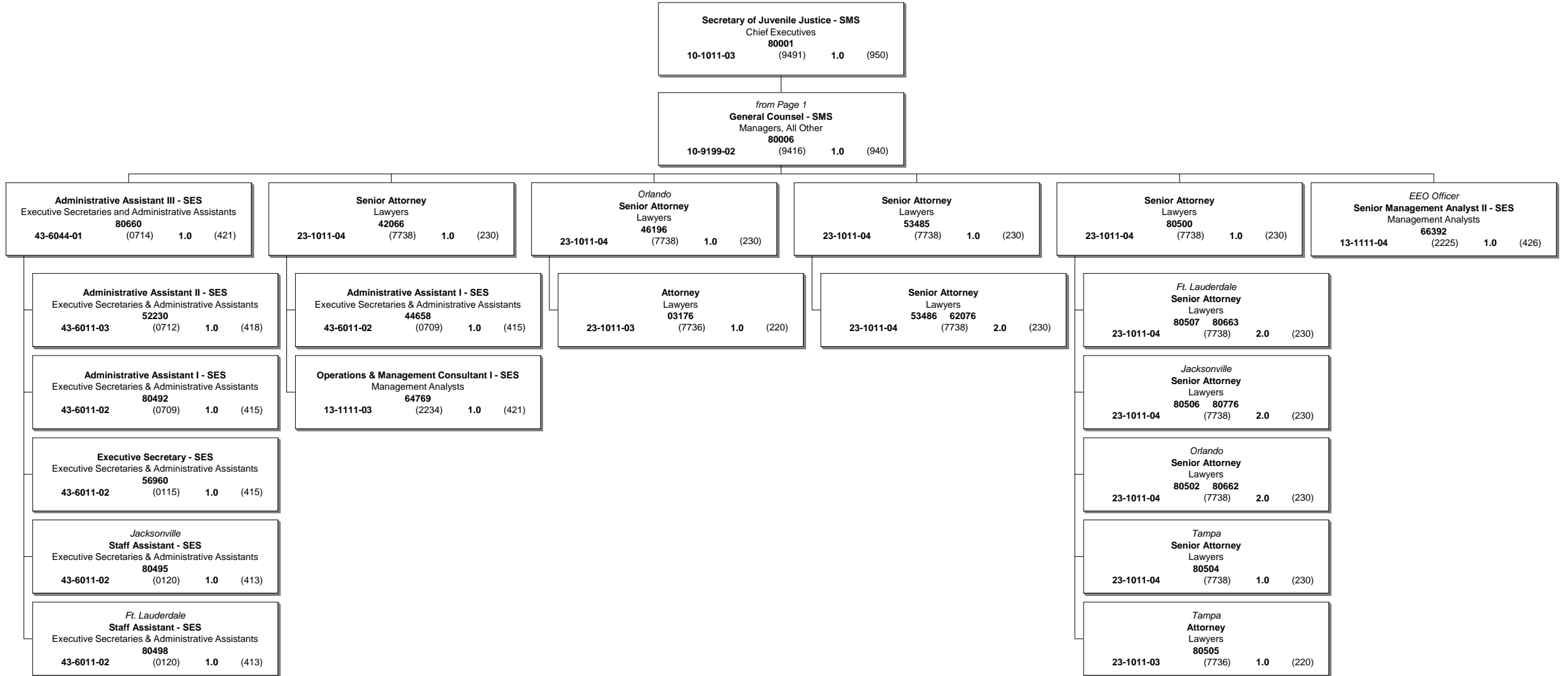


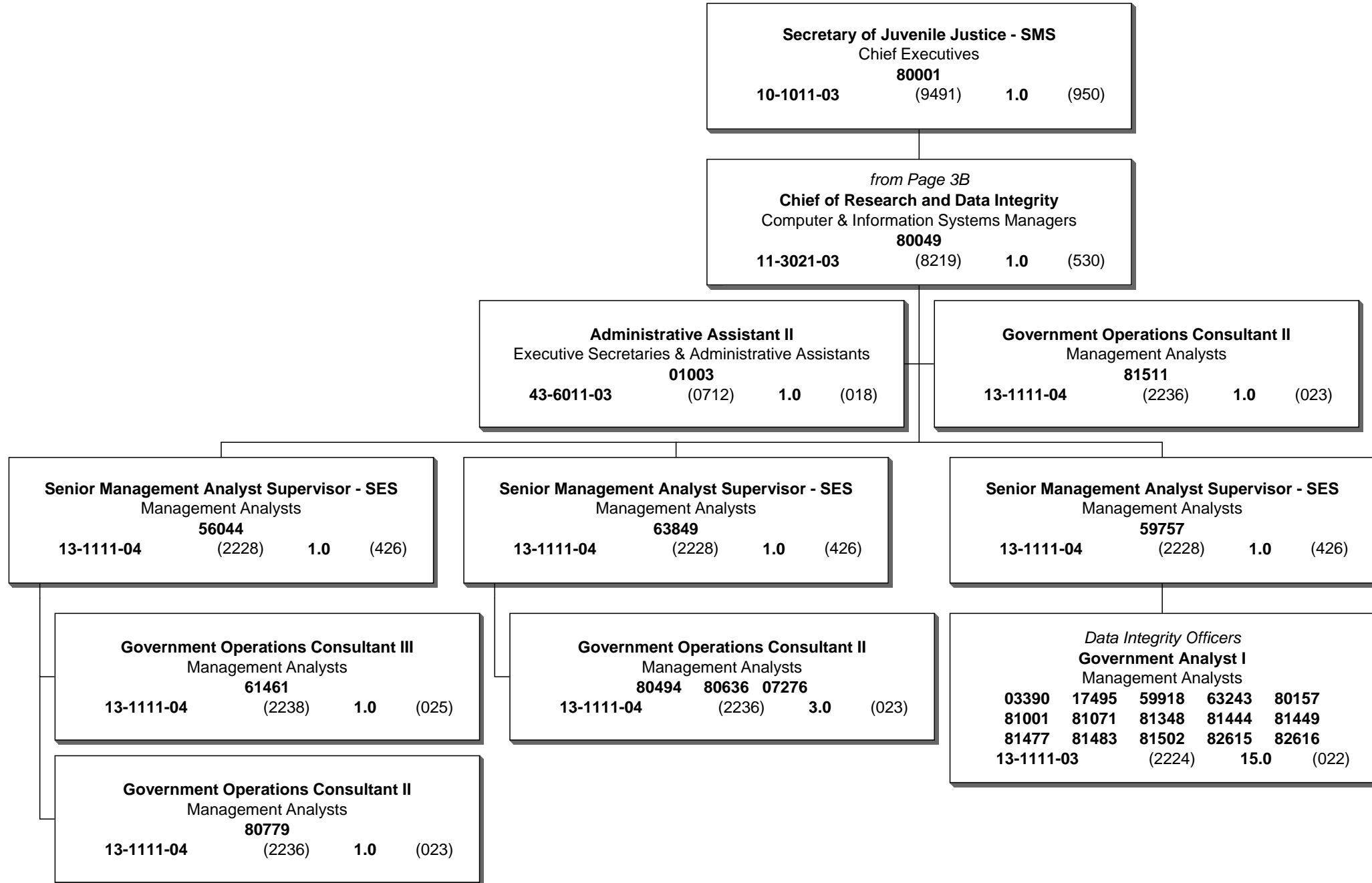






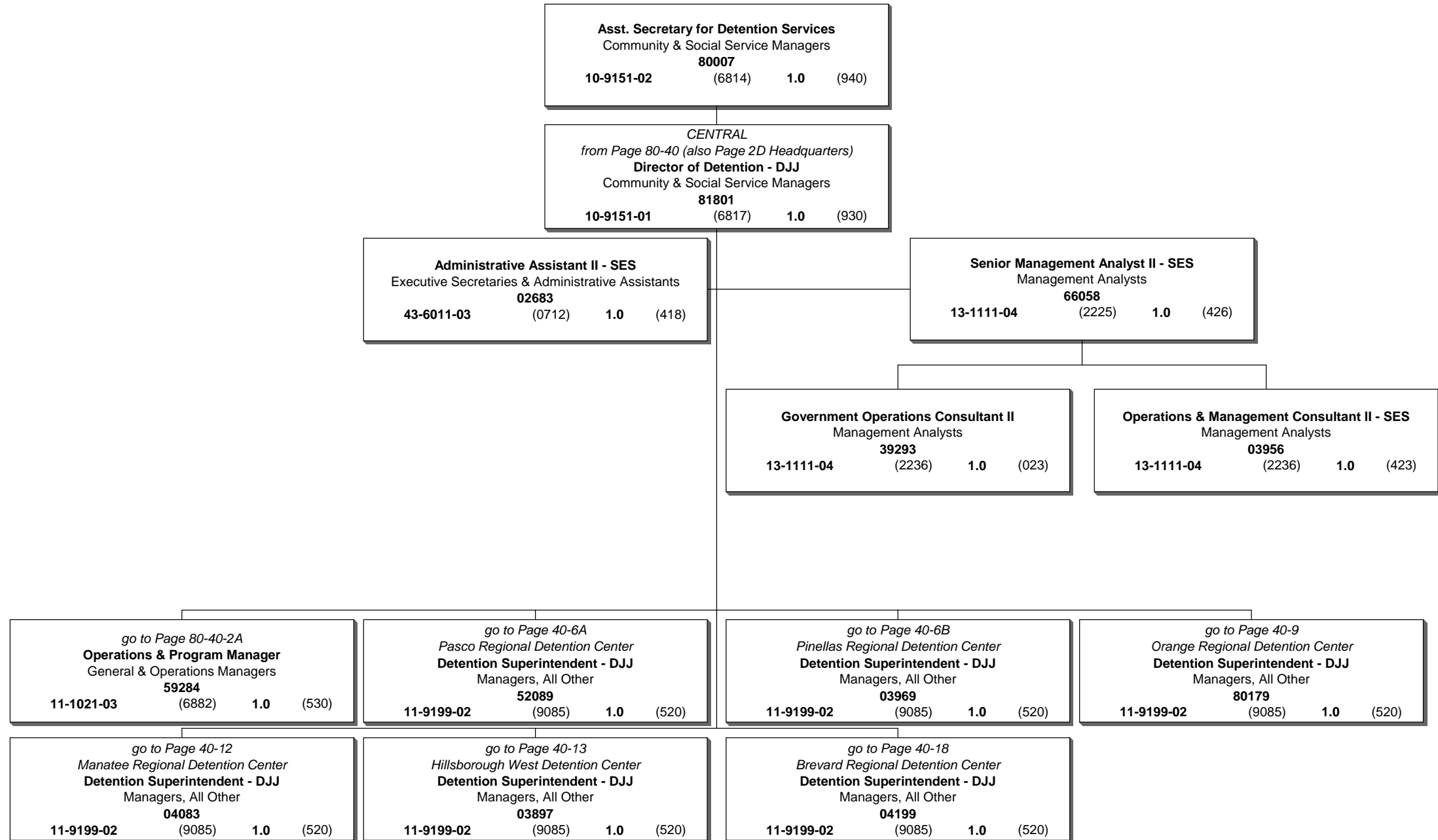


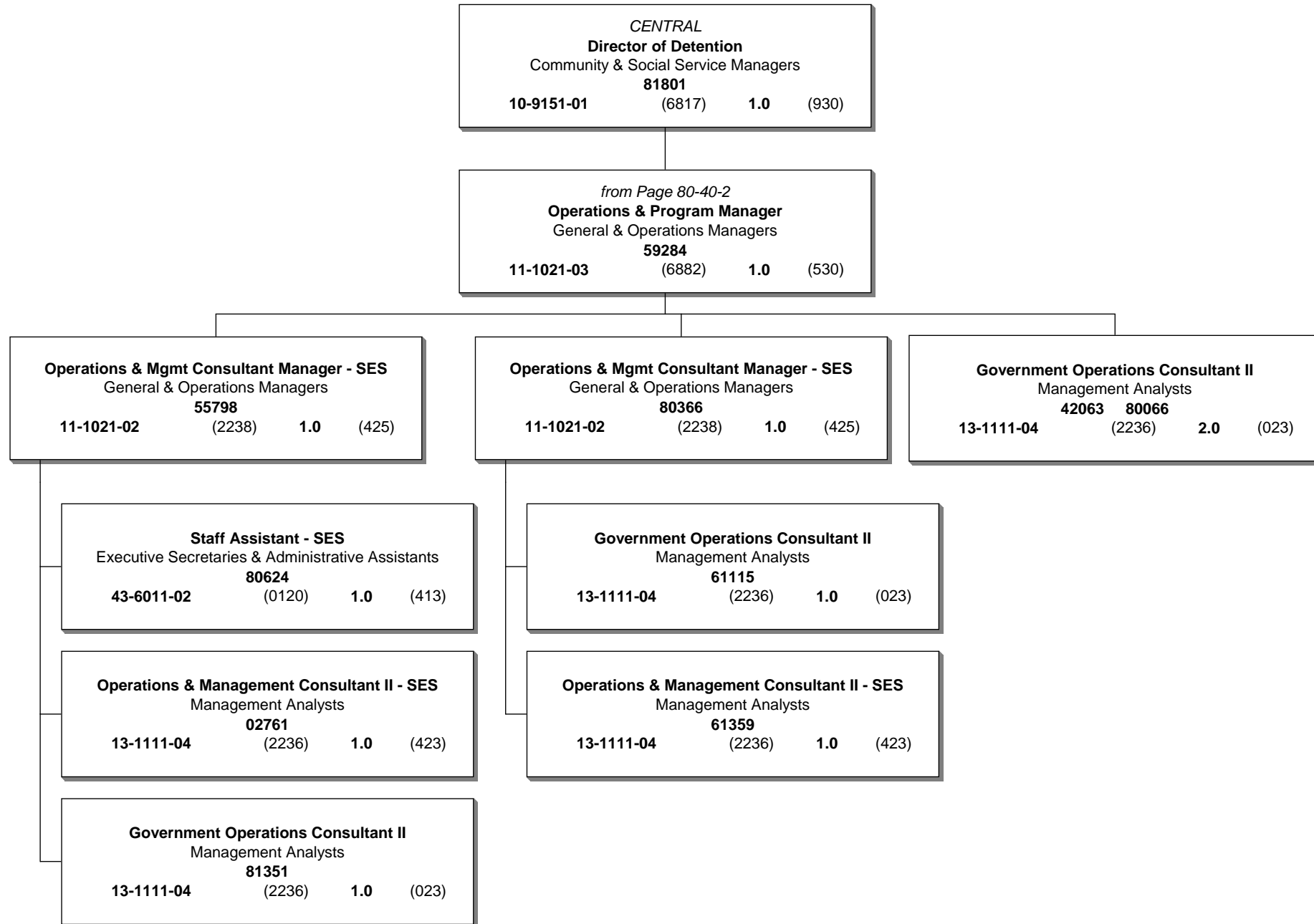


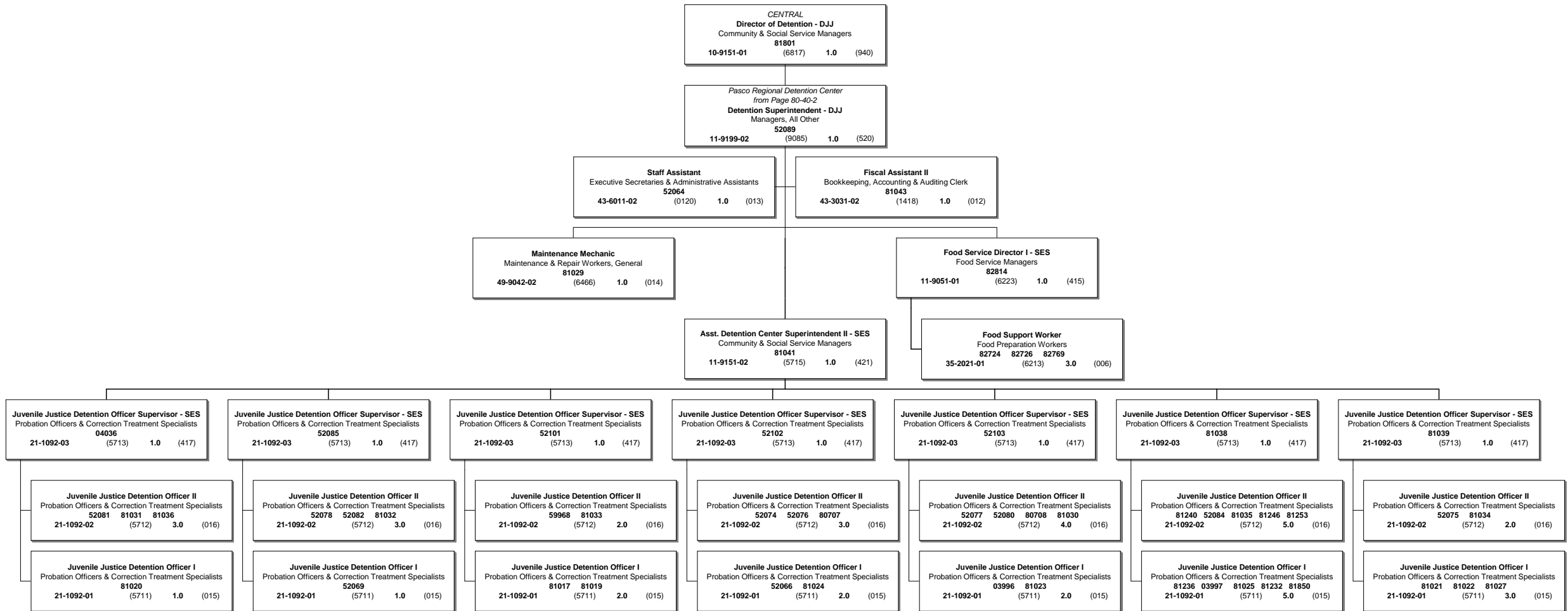


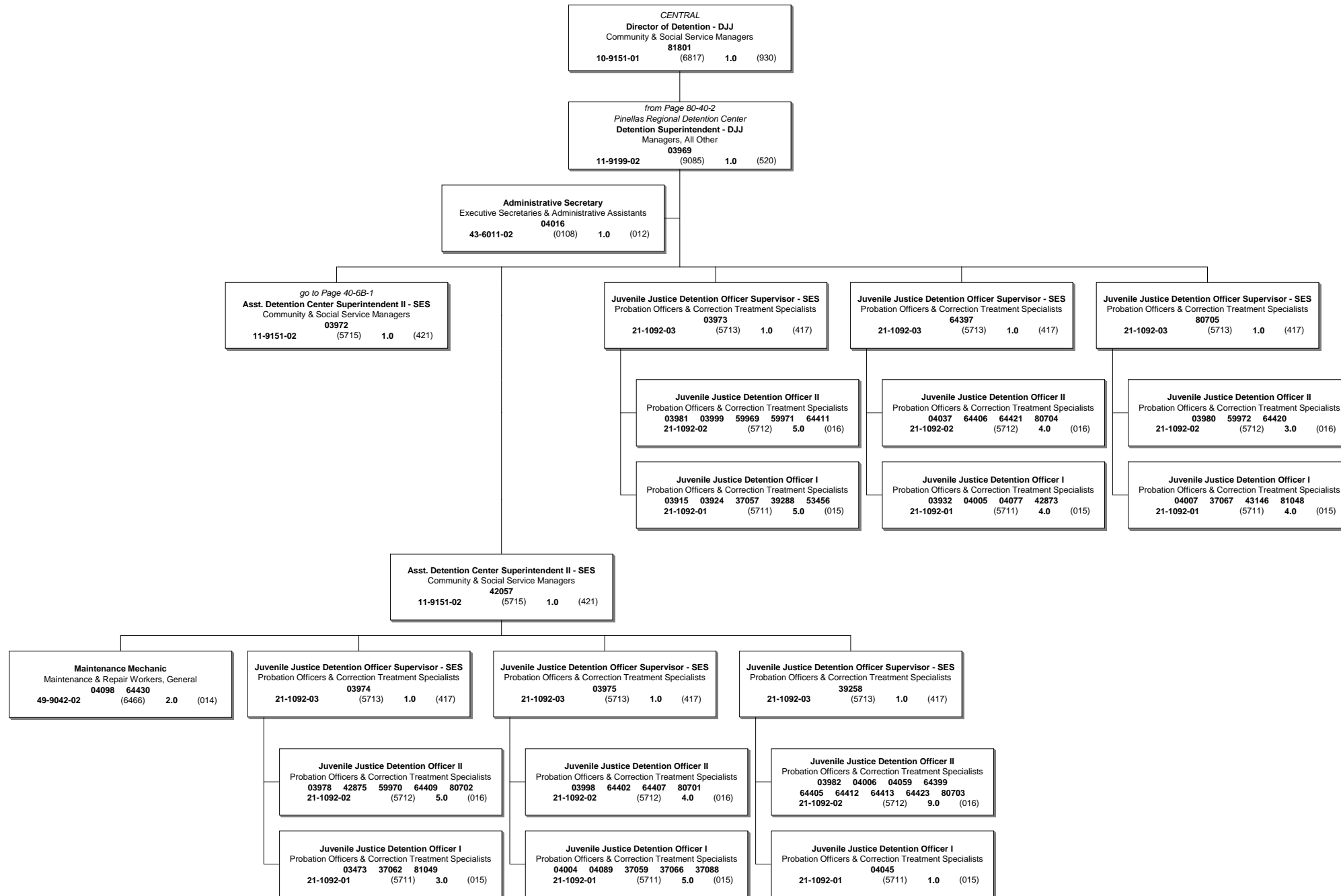
## TABLE OF CONTENTS

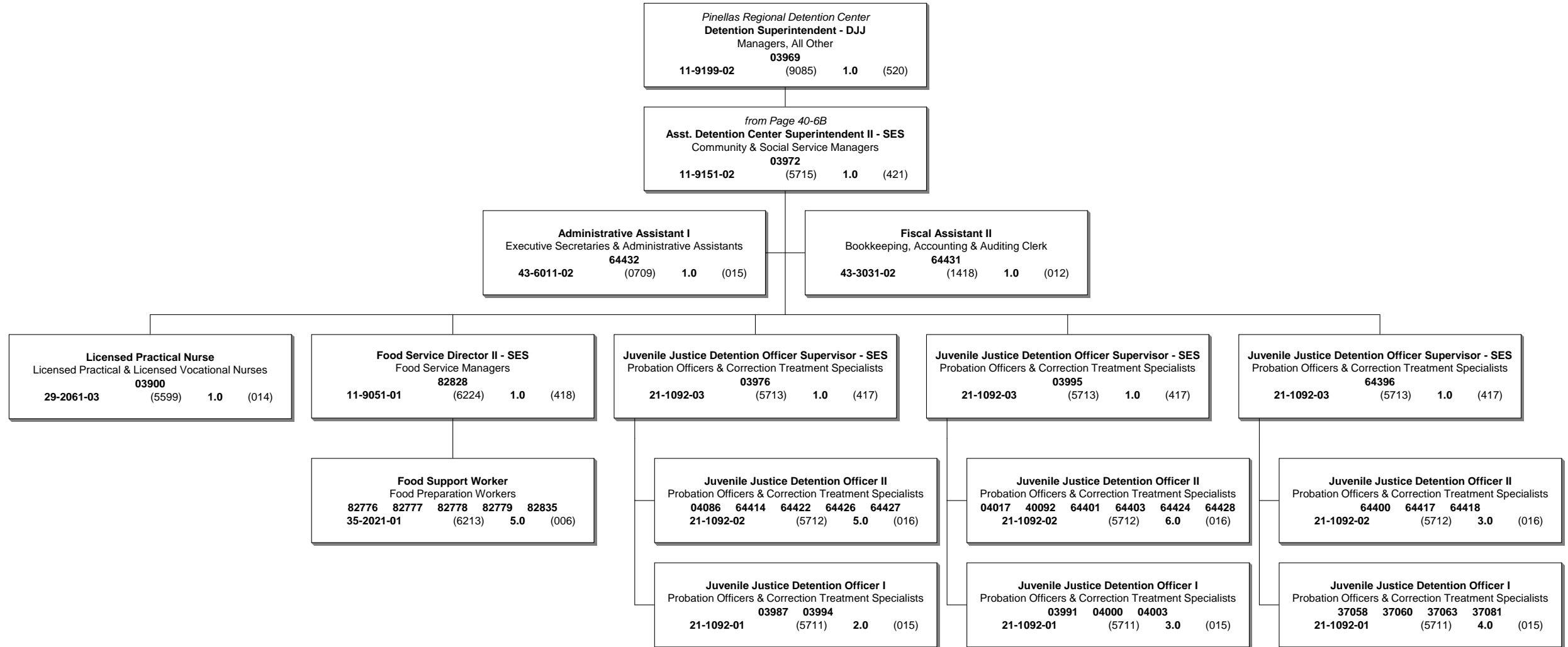
<b>Central Region – Director of Detention</b>	<b>Page 80-40-2</b>
Operations & Program Manager	Page 80-40-2A
Pasco Regional Detention Center	Page 40-6A
Pinellas Regional Detention Center	Page 40-6B, 40-6B-1
Orange Regional Detention Center	Page 40-9, 40-9A
Manatee Regional Detention Center	Page 40-12
West Hillsborough Regional Detention Center	Page 40-13, 40-13A
Brevard Regional Detention Center	Page 40-18, 40-18A



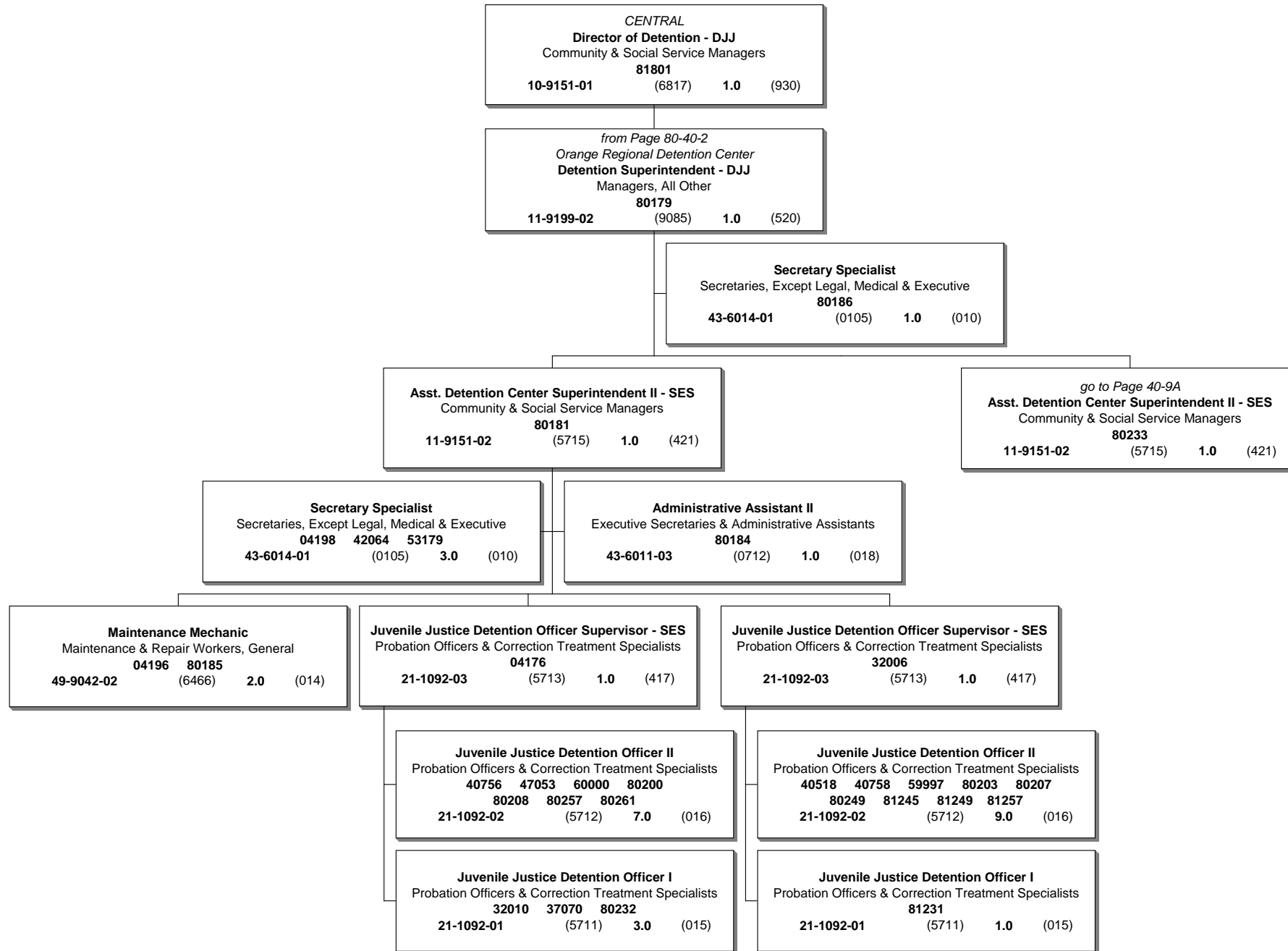


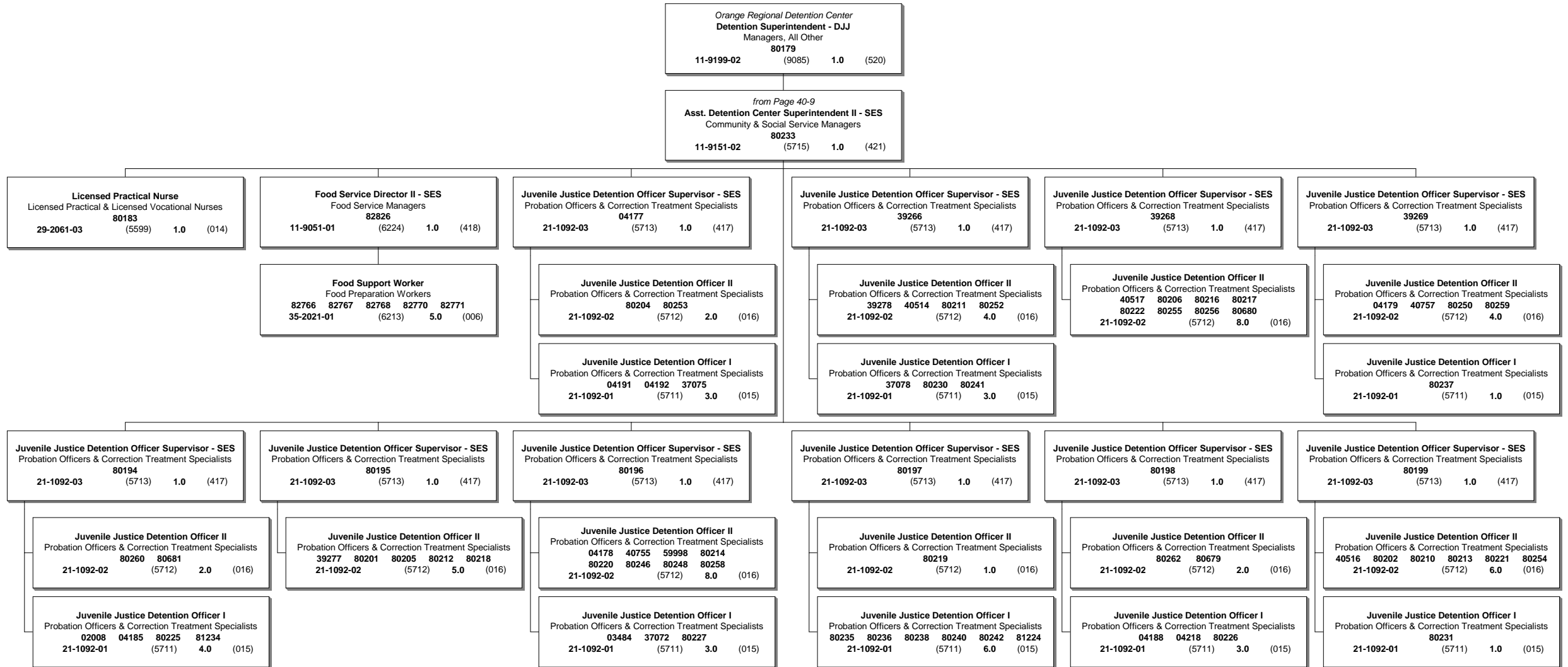




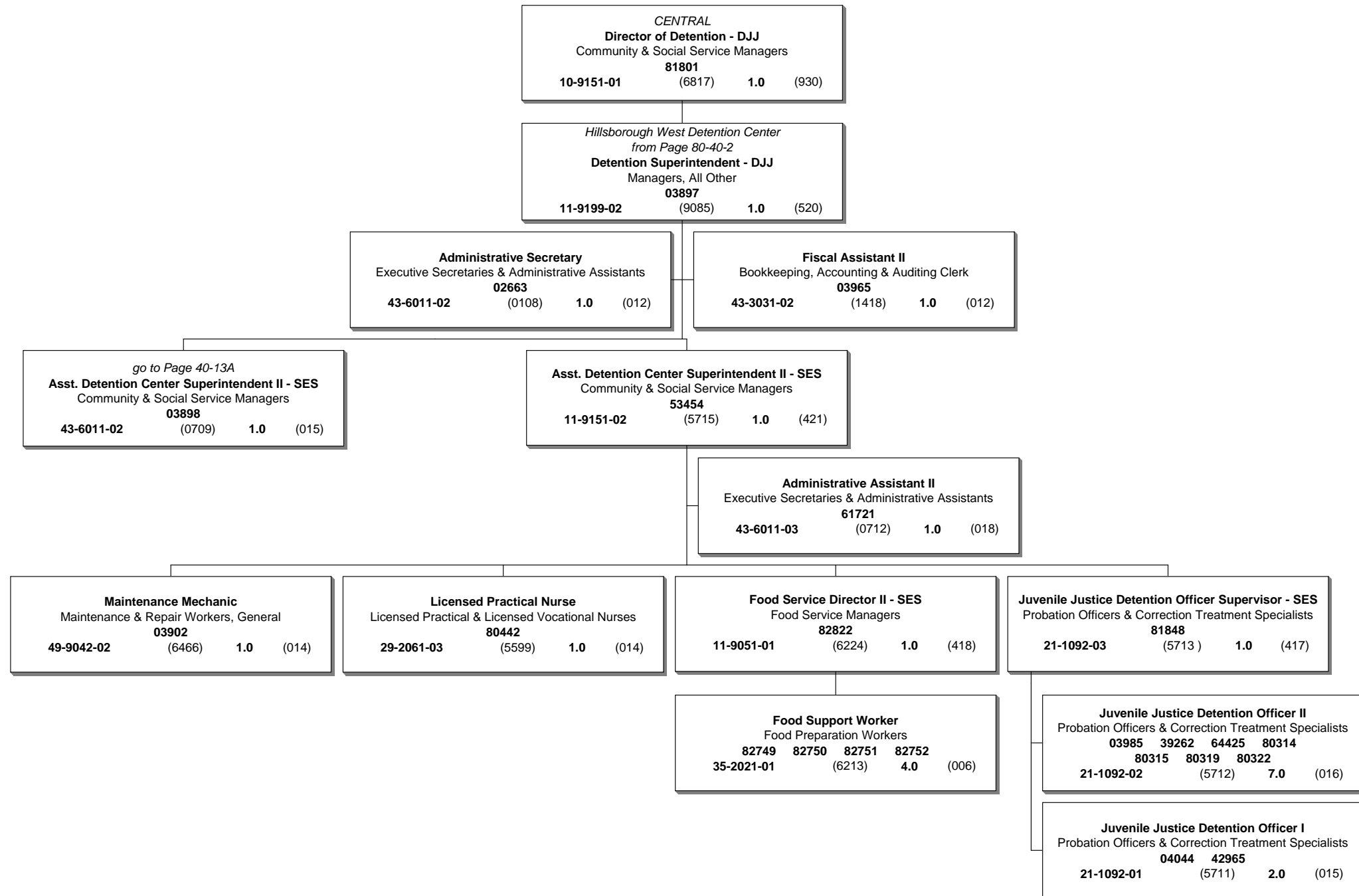


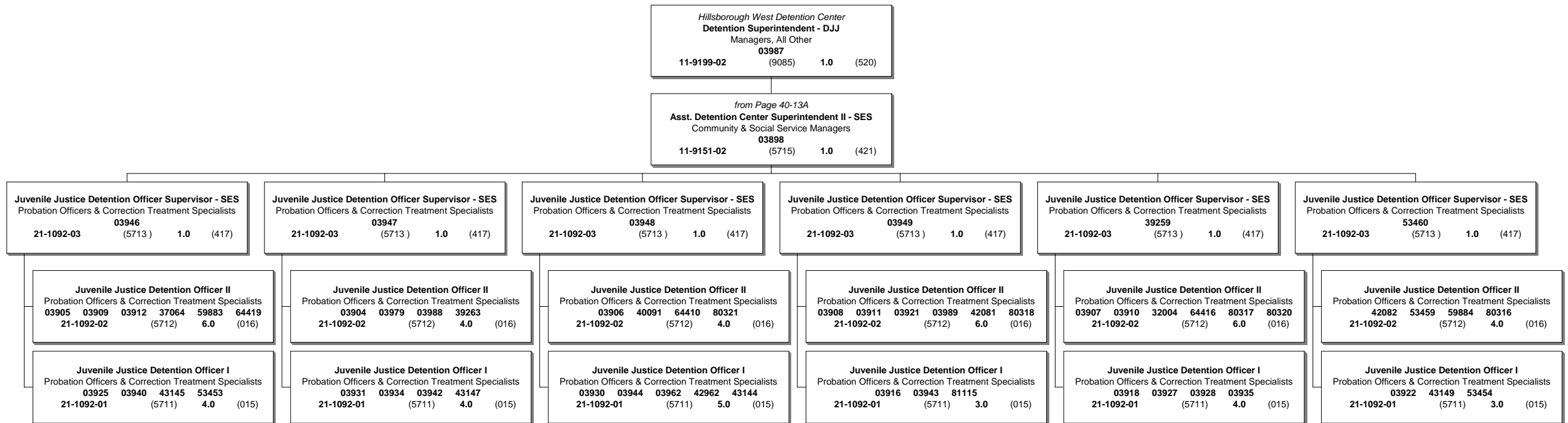


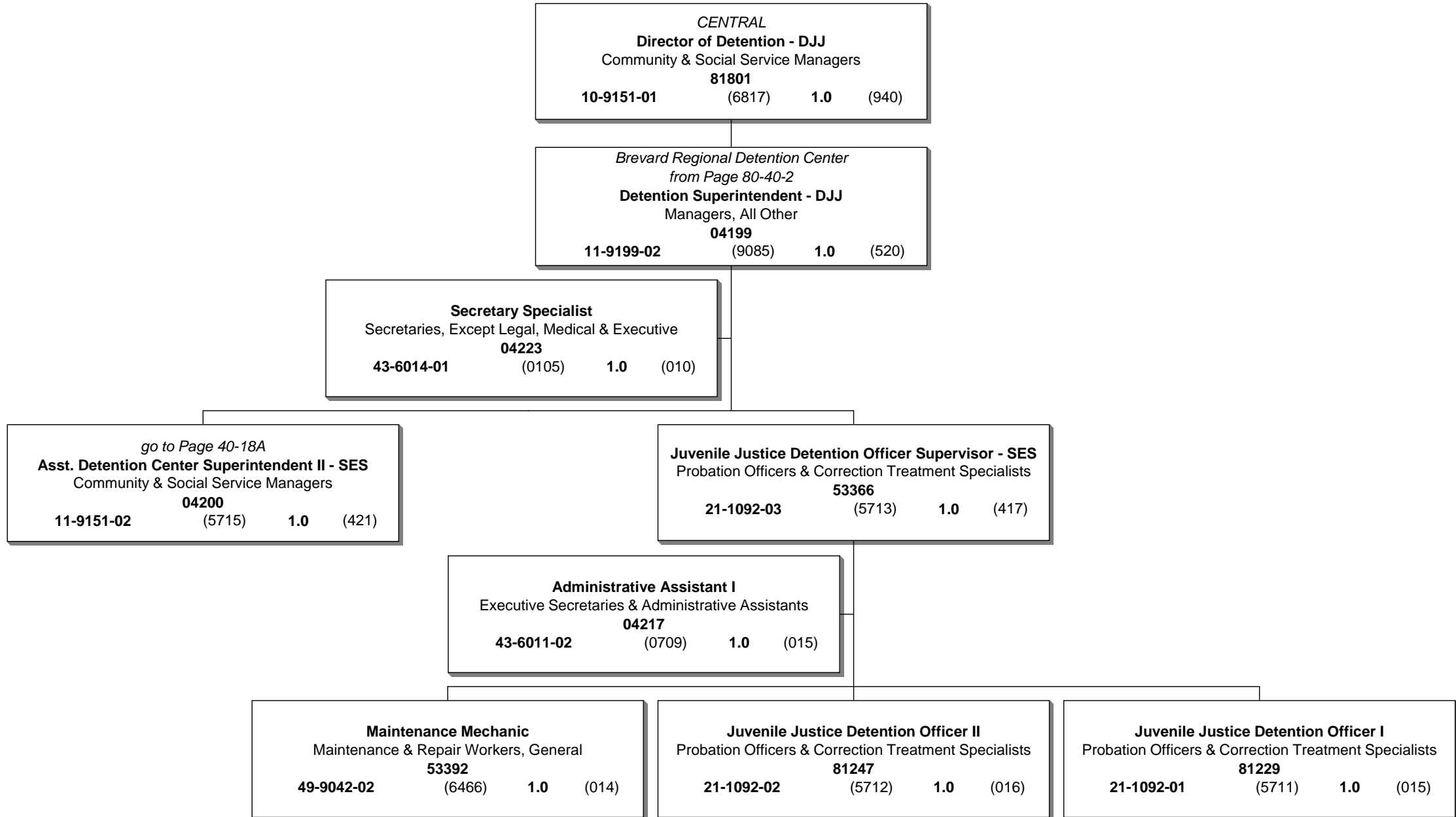


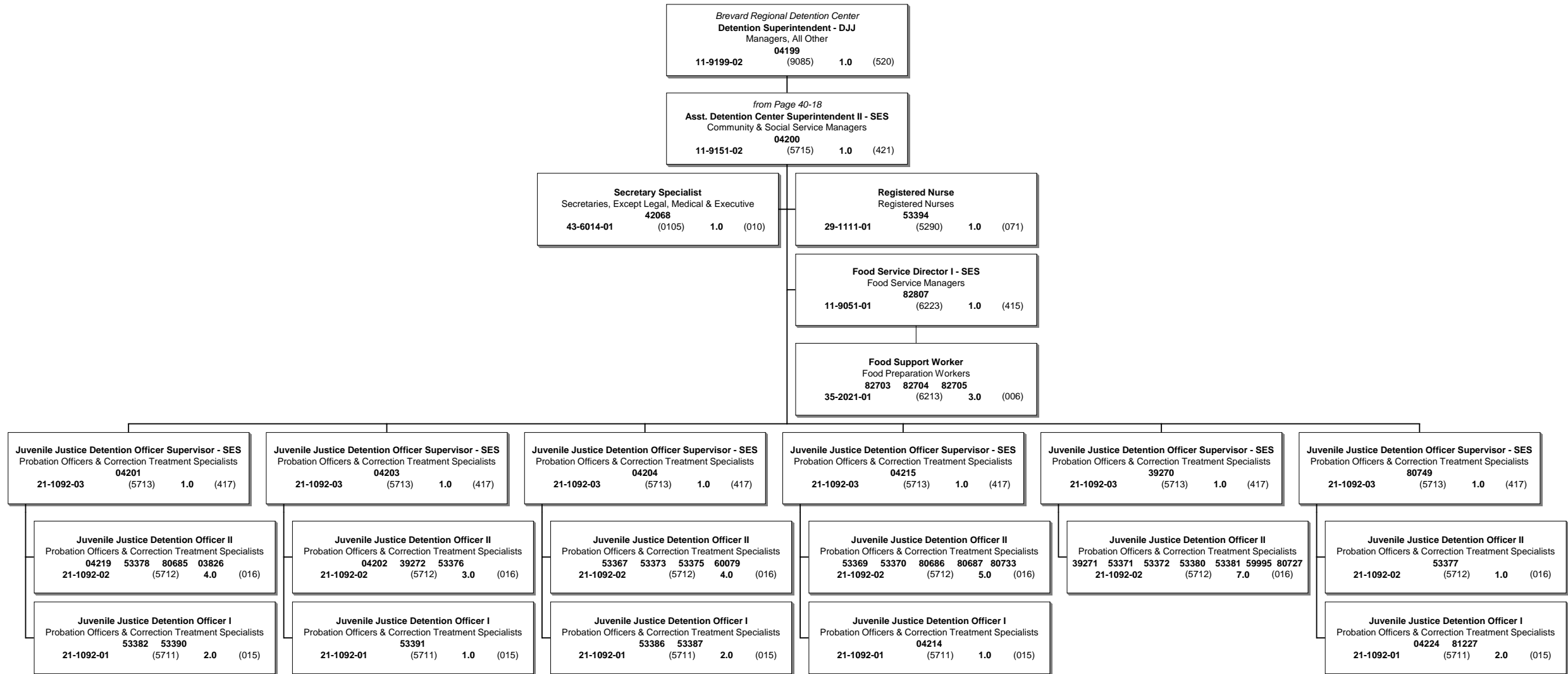












## TABLE OF CONTENTS

### **Assistant Secretary for Detention Services**

**Page 80-40** *(also Page 2D under Headquarters)*

### **North Region – Director of Detention**

**Page 80-40-1**

Okaloosa Detention Center

Page 40-1A

Escambia Detention Center

Page 40-1B

Leon Detention Center

Page 40-2

Duval Detention Center

Page 40-4, 40-4A

Marion Detention Center

Page 40-5

Volusia Detention Center

Page 40-7

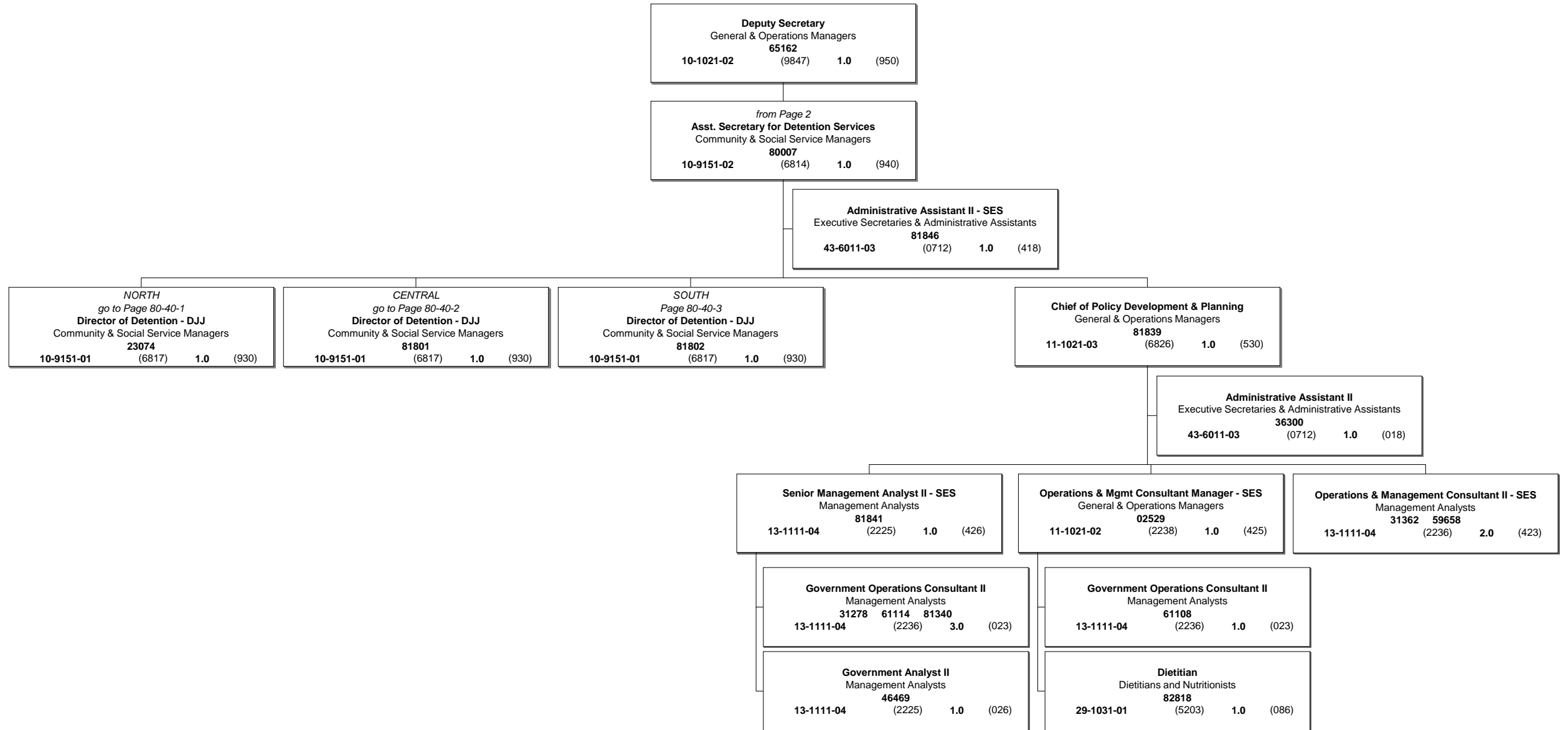
Alachua Detention Center

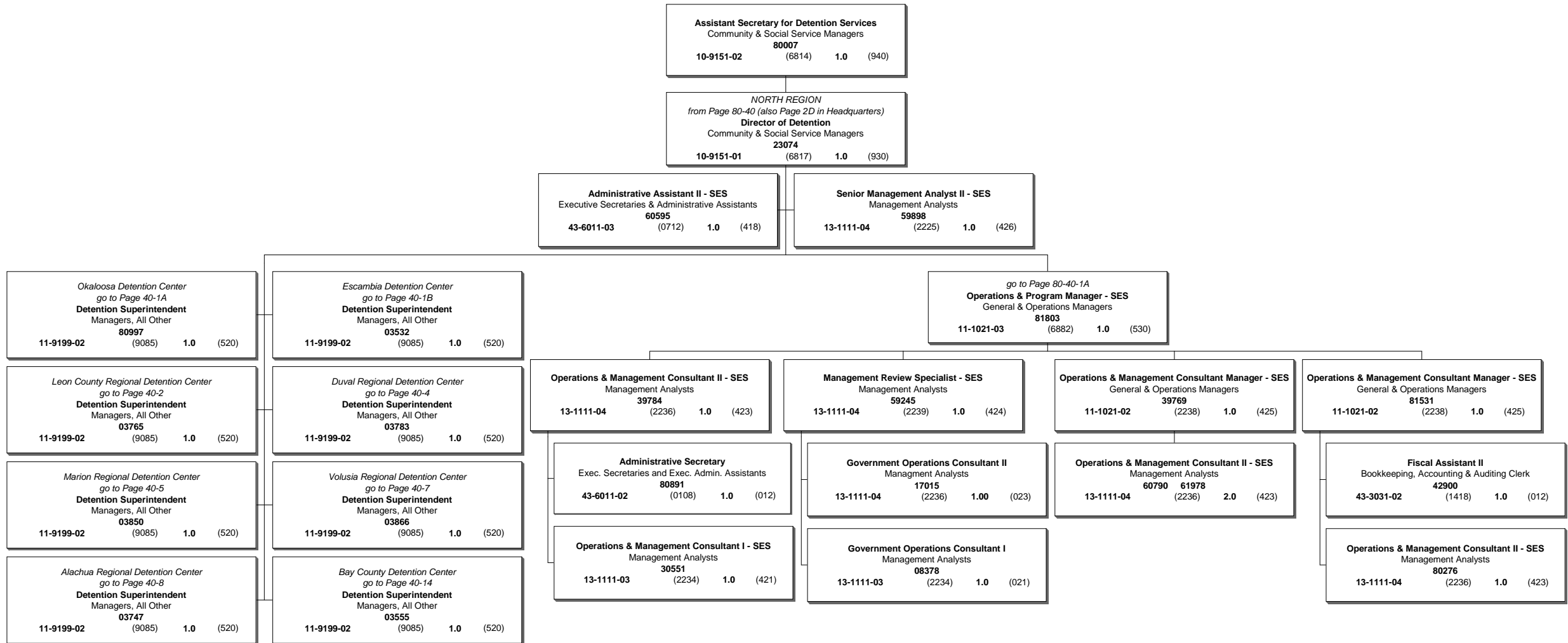
Page 40-8

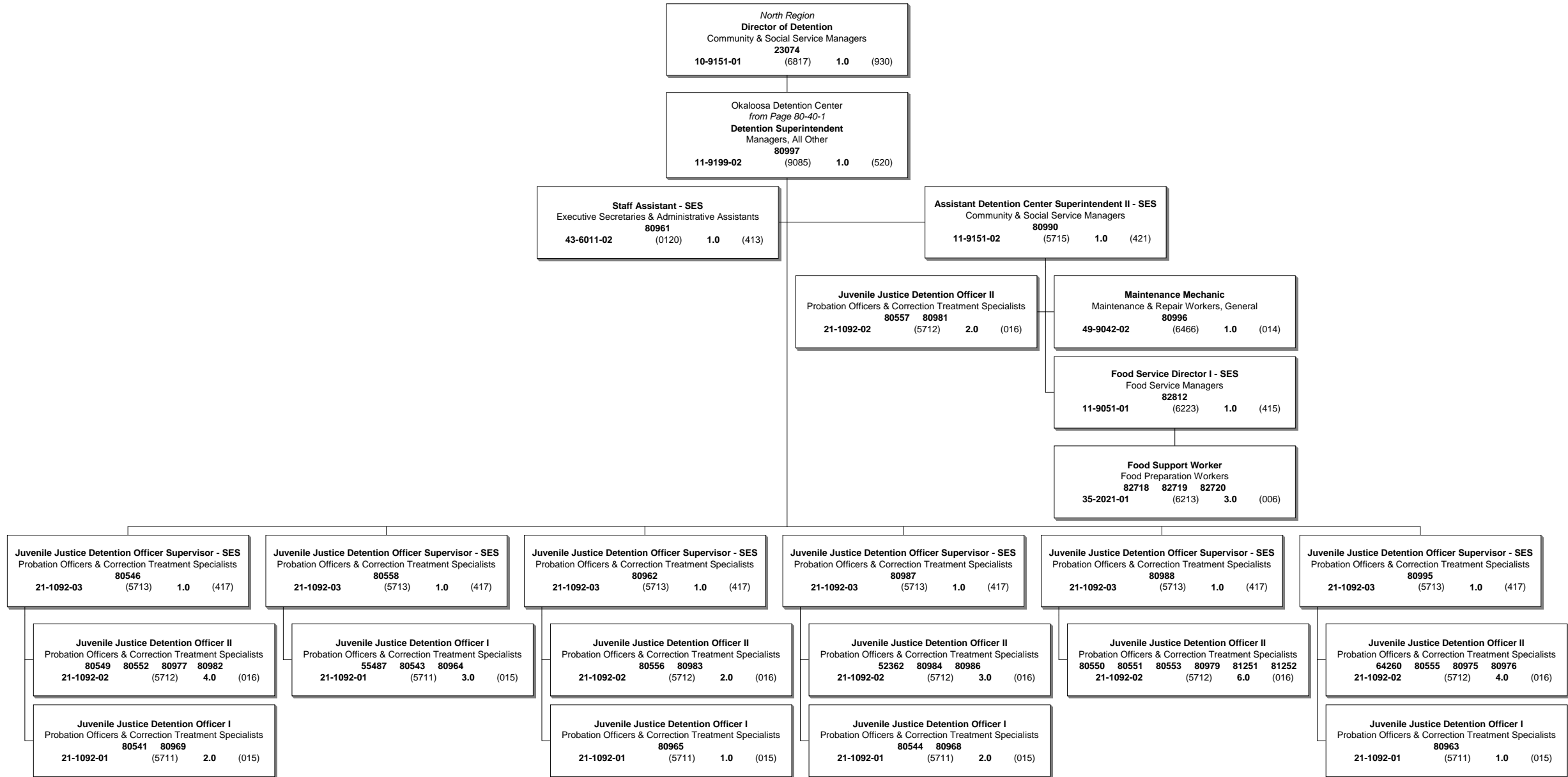
Bay Detention Center

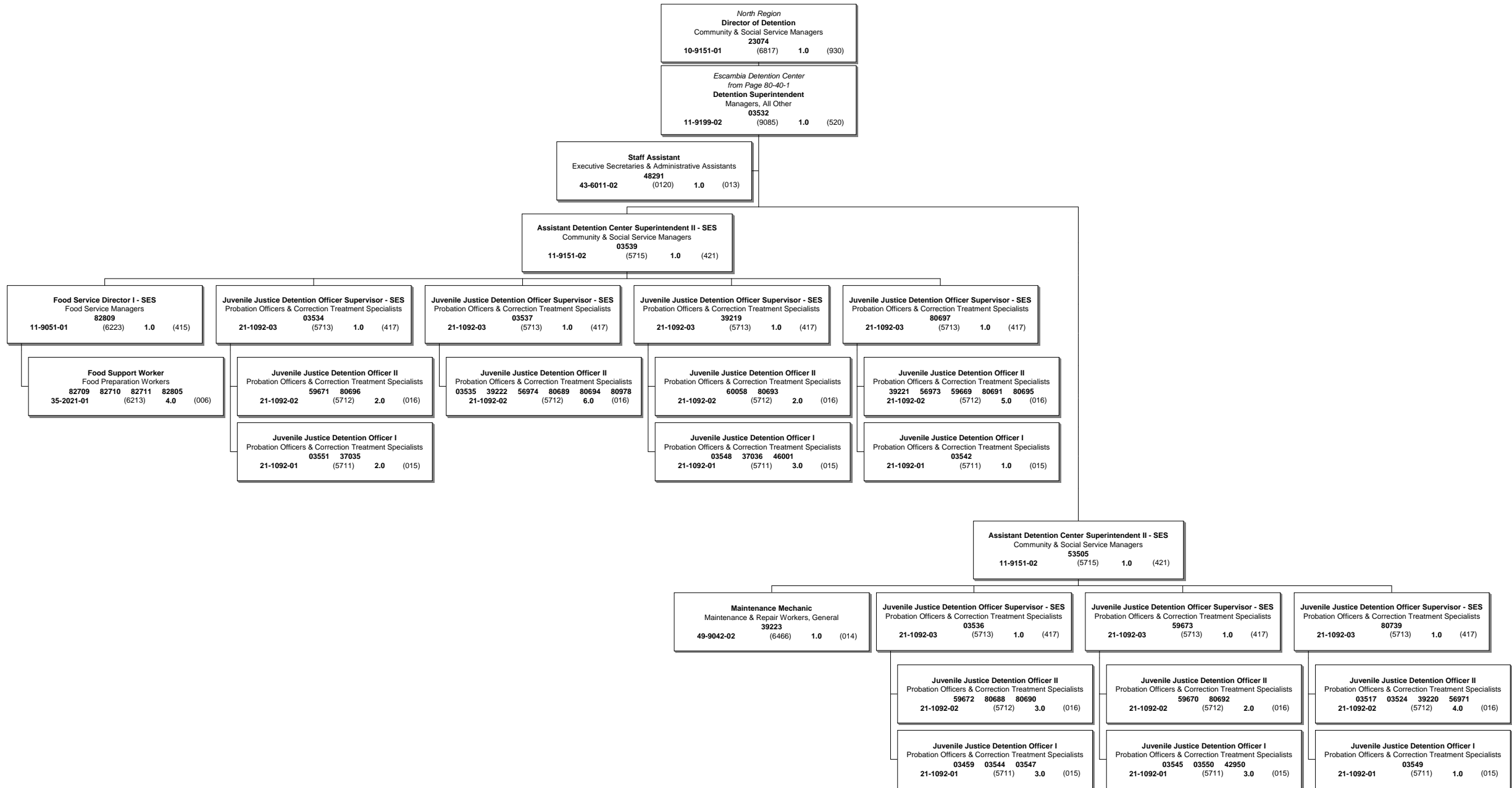
Page 40-14

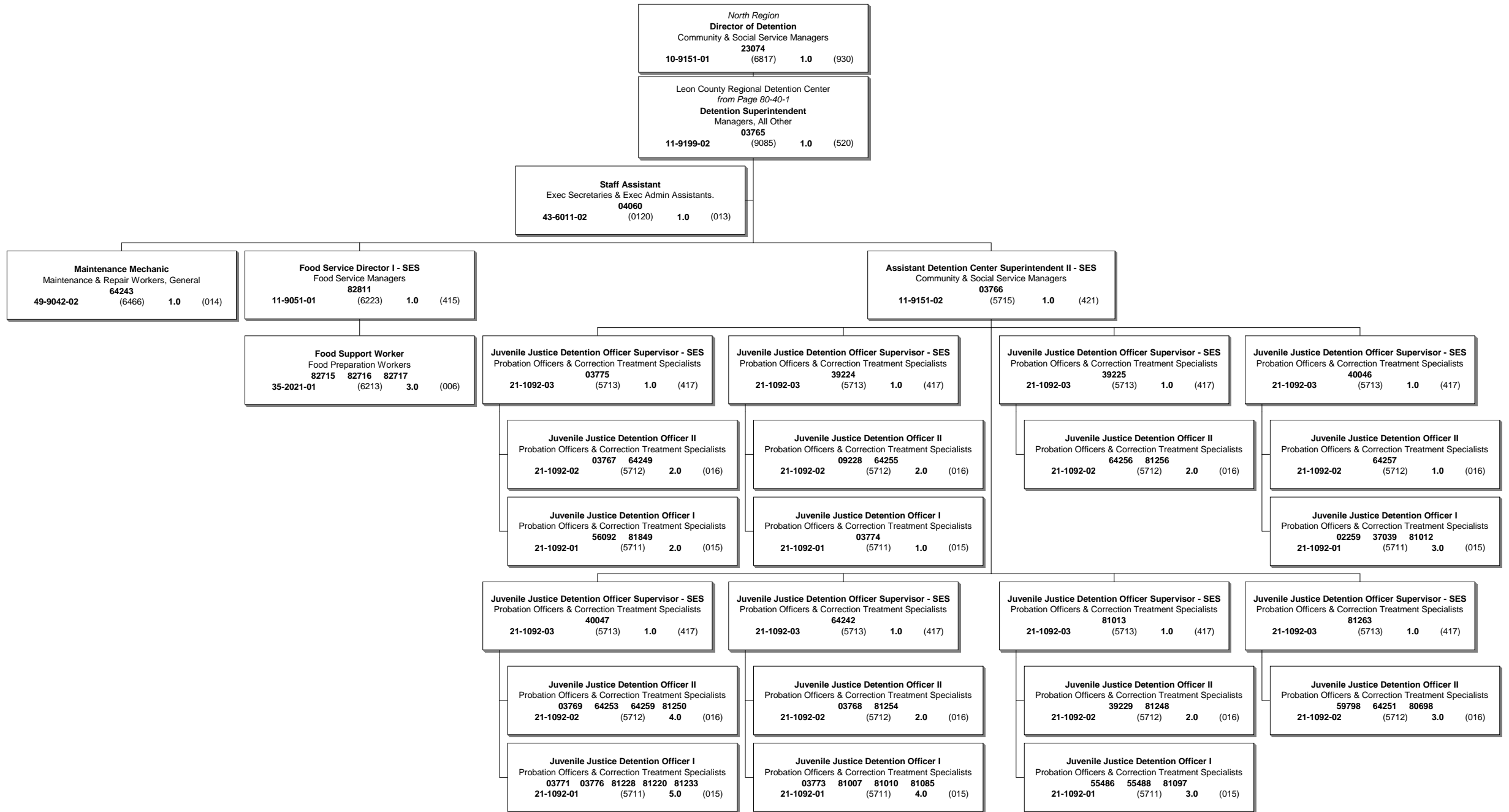


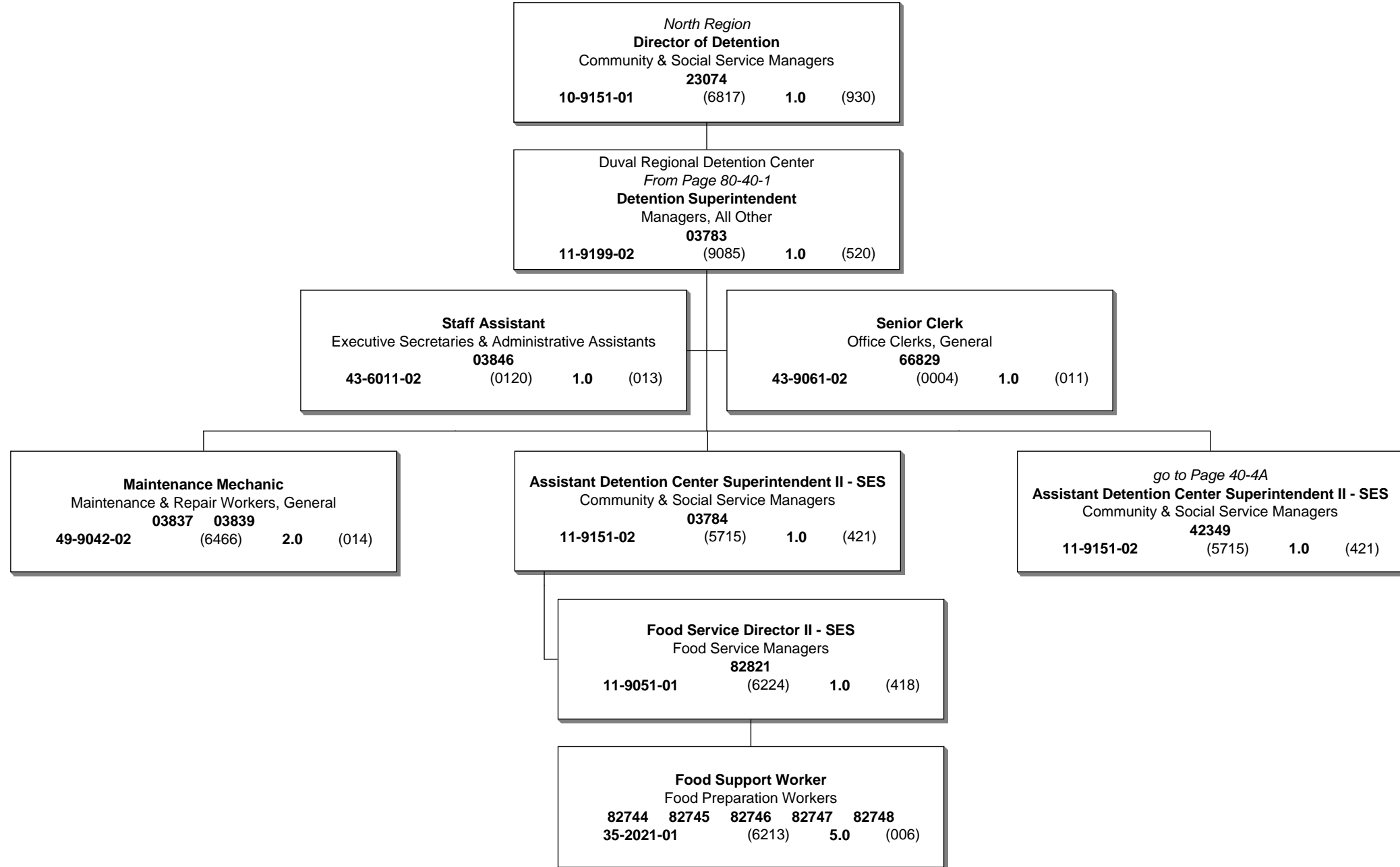


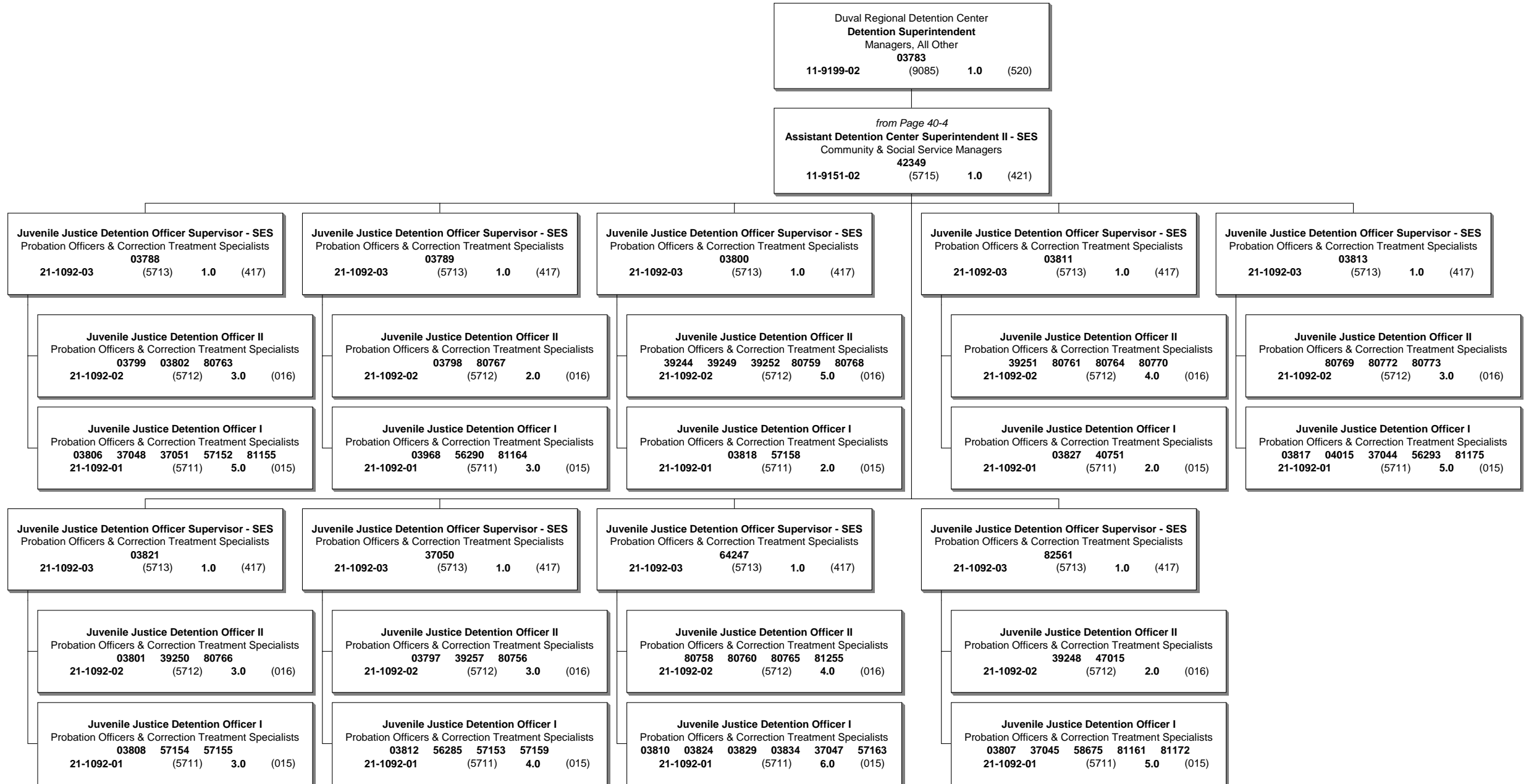


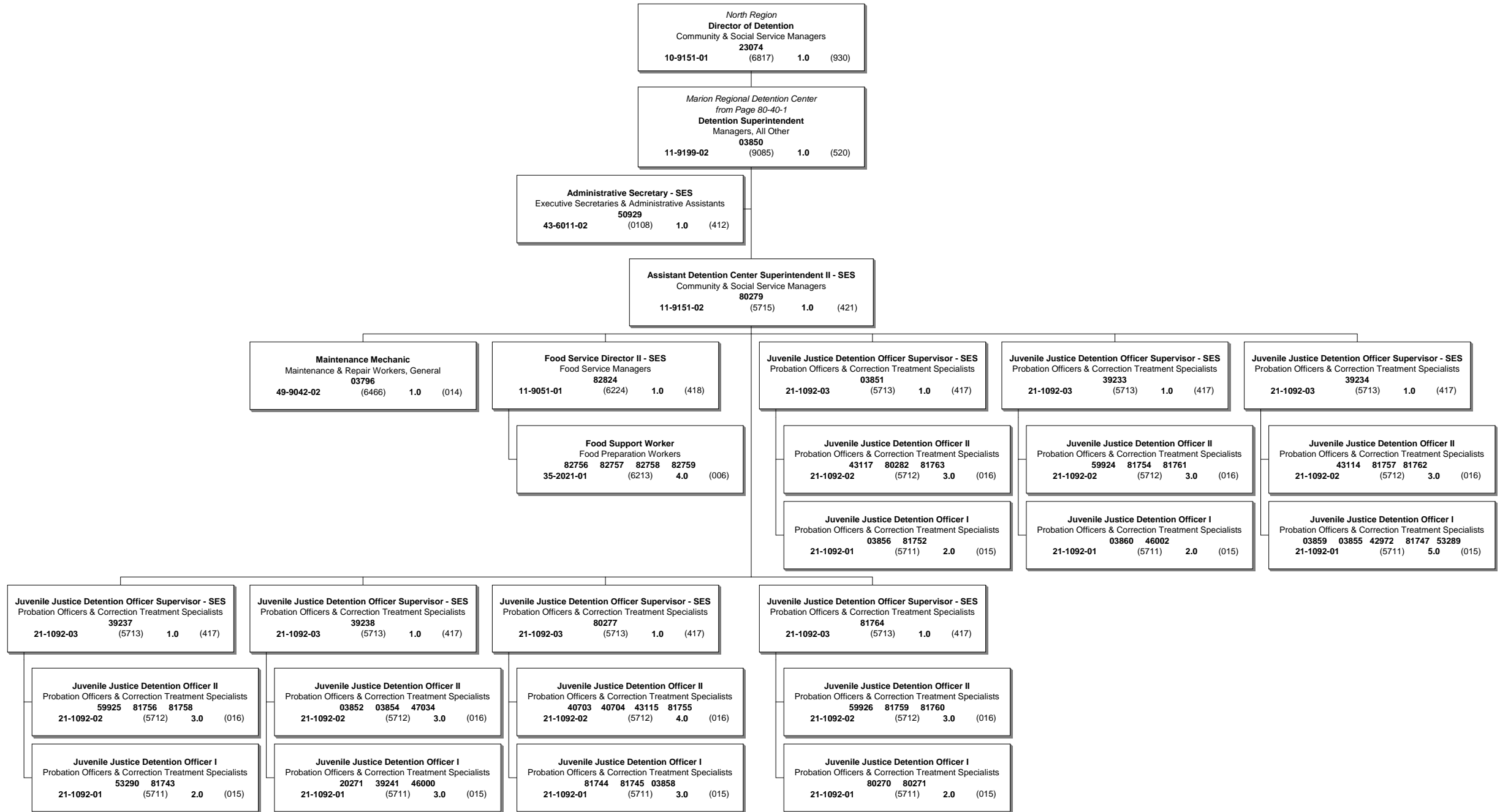




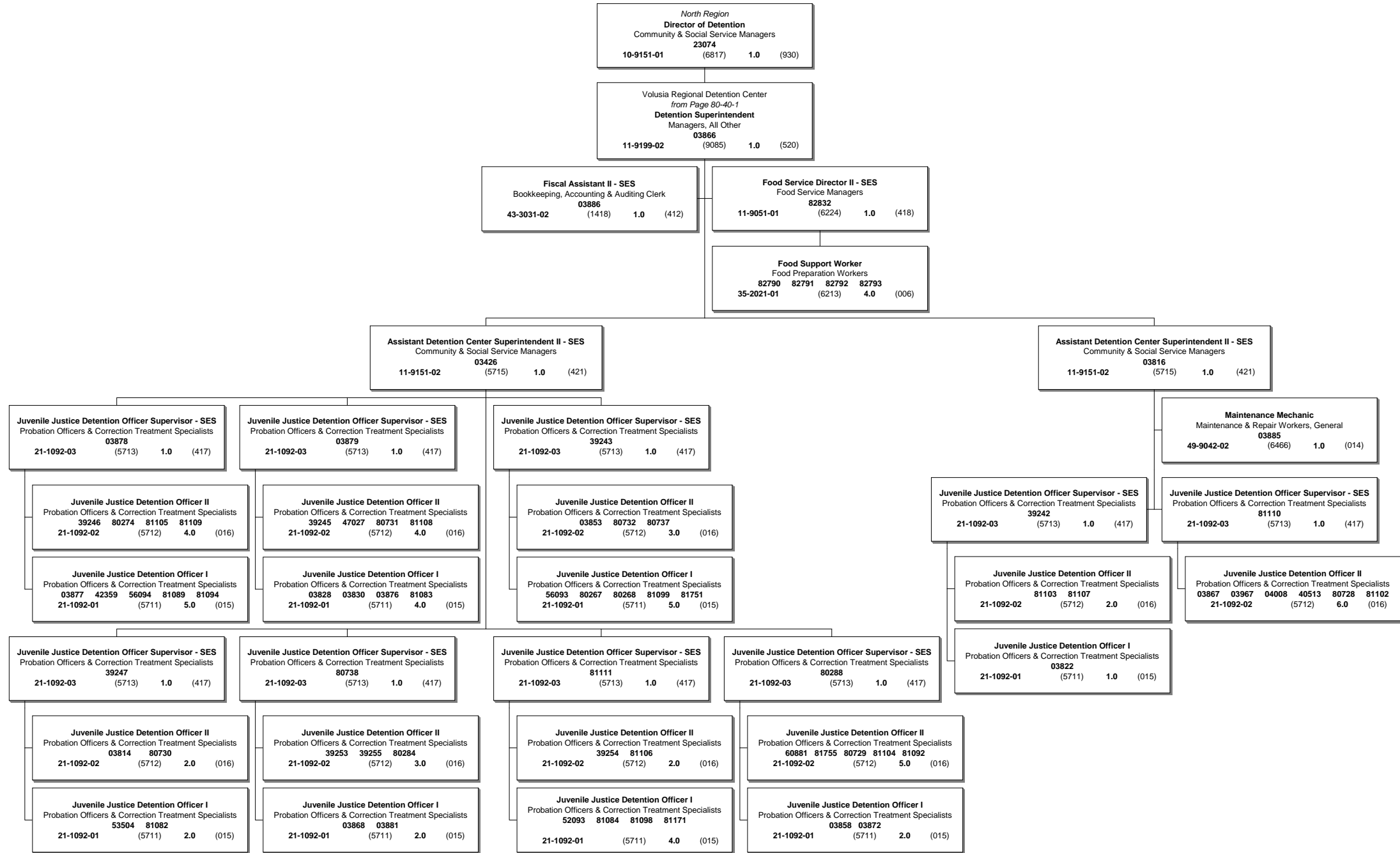


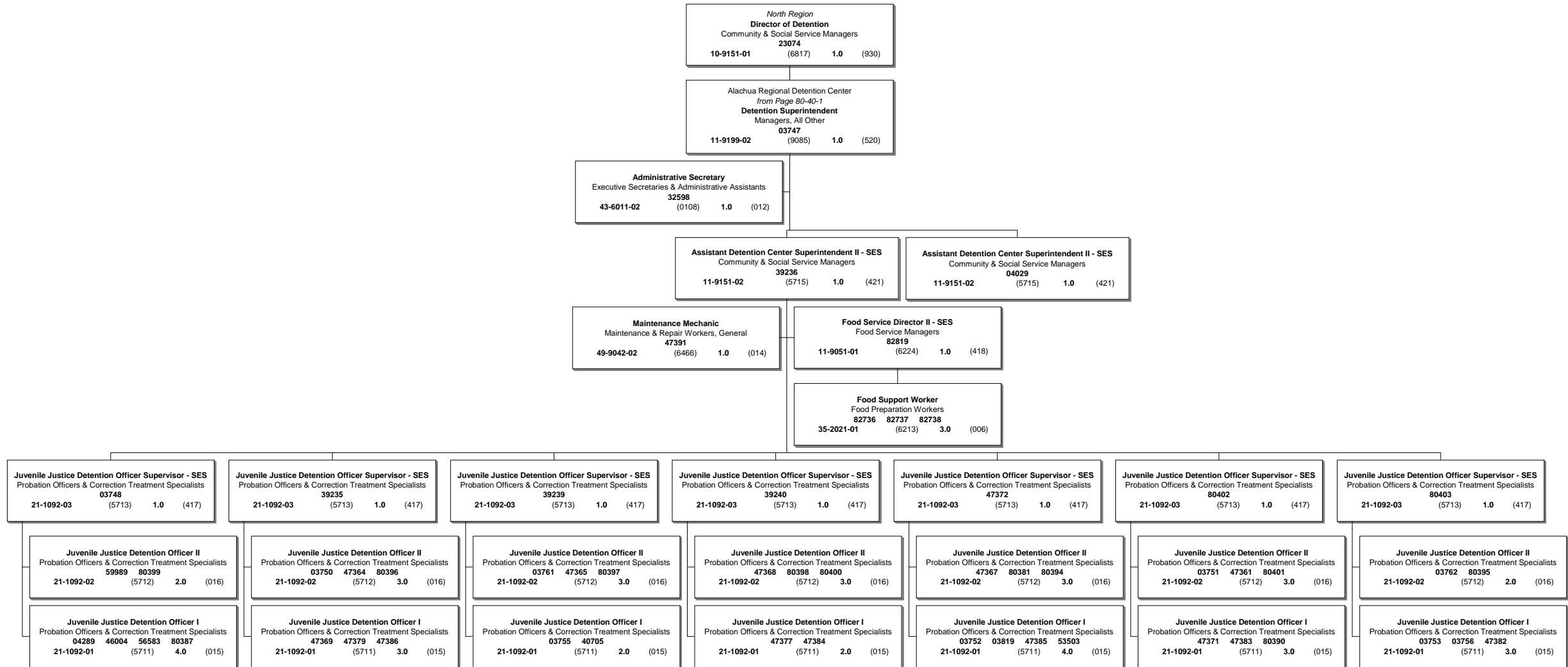


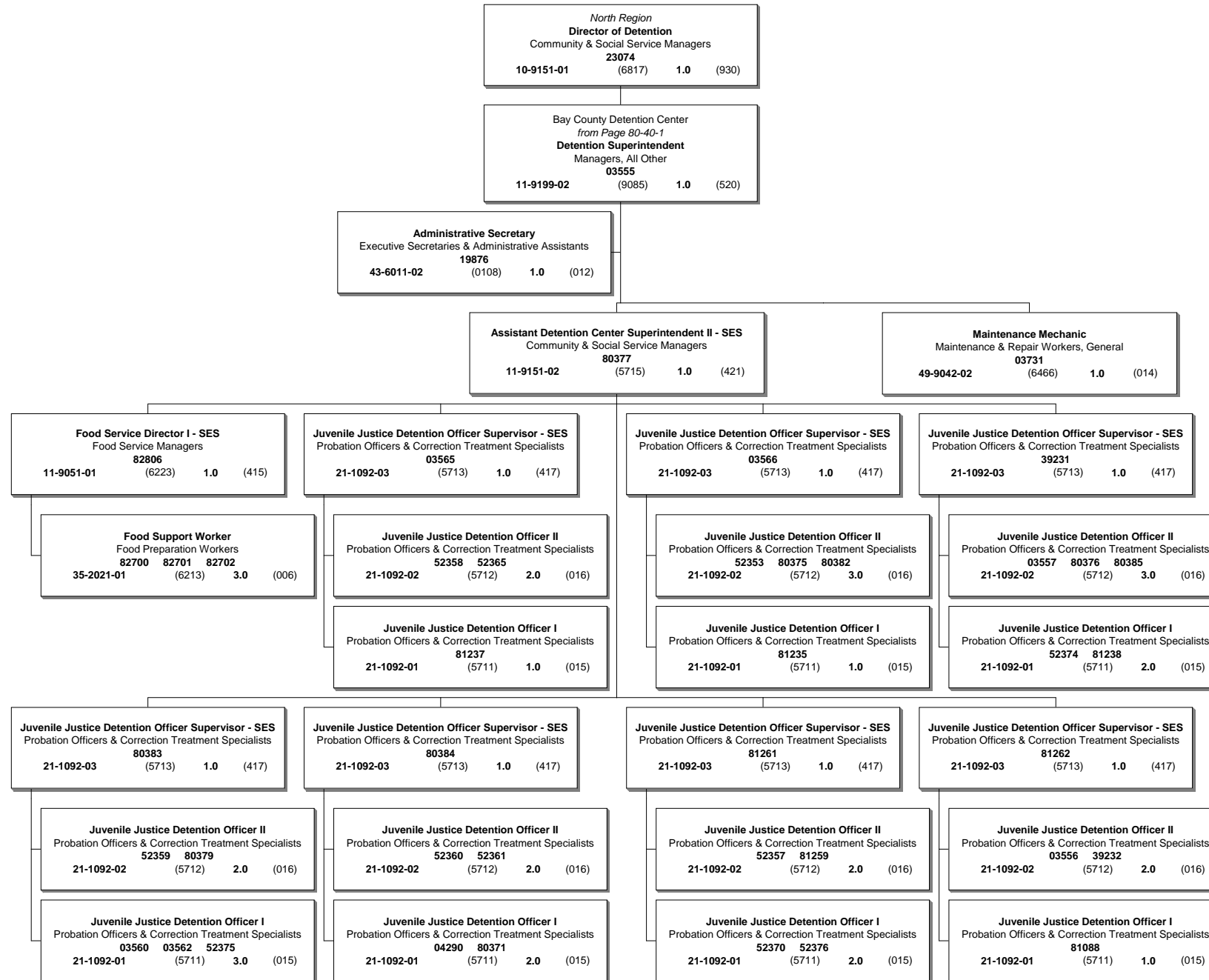












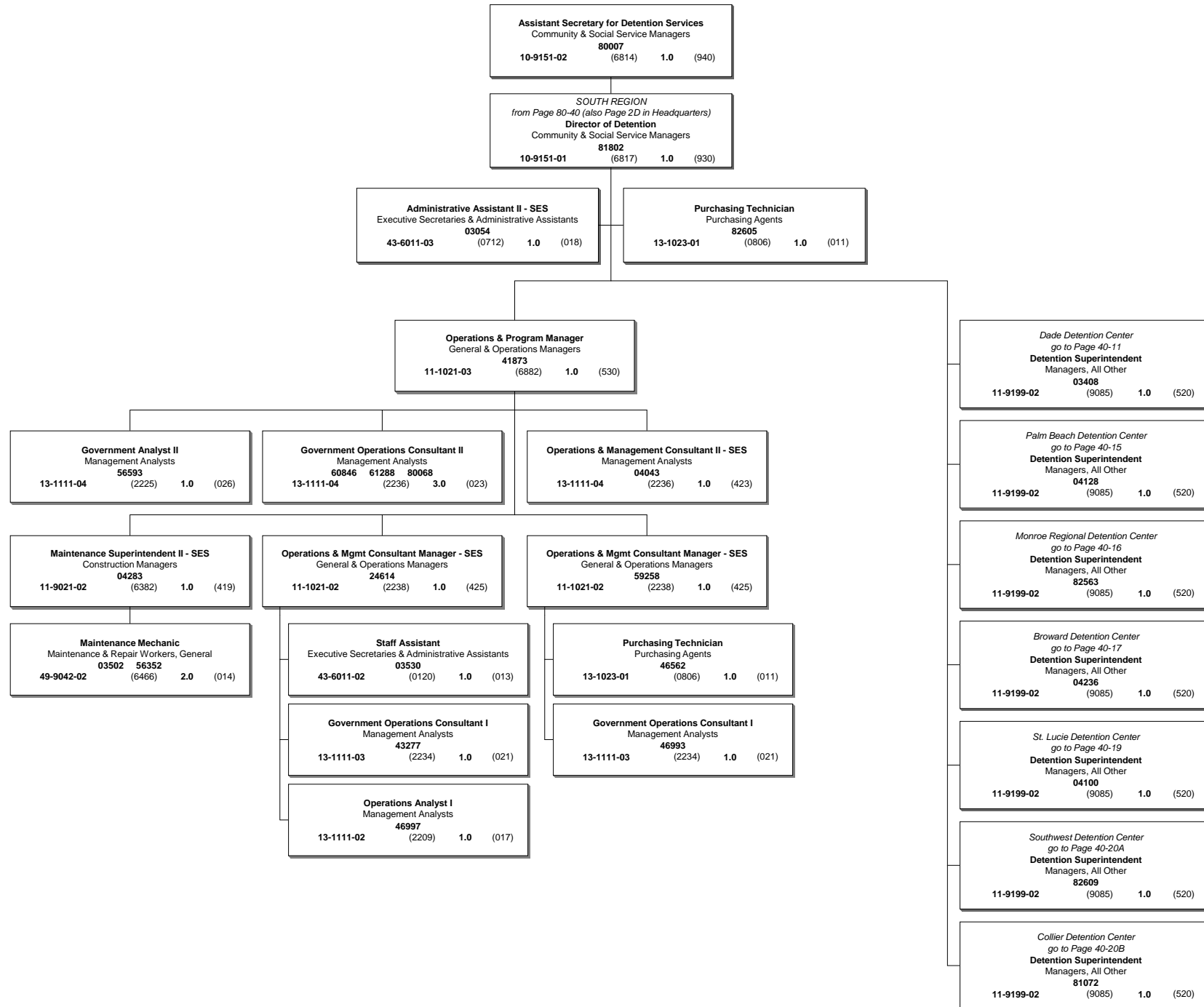
## TABLE OF CONTENTS

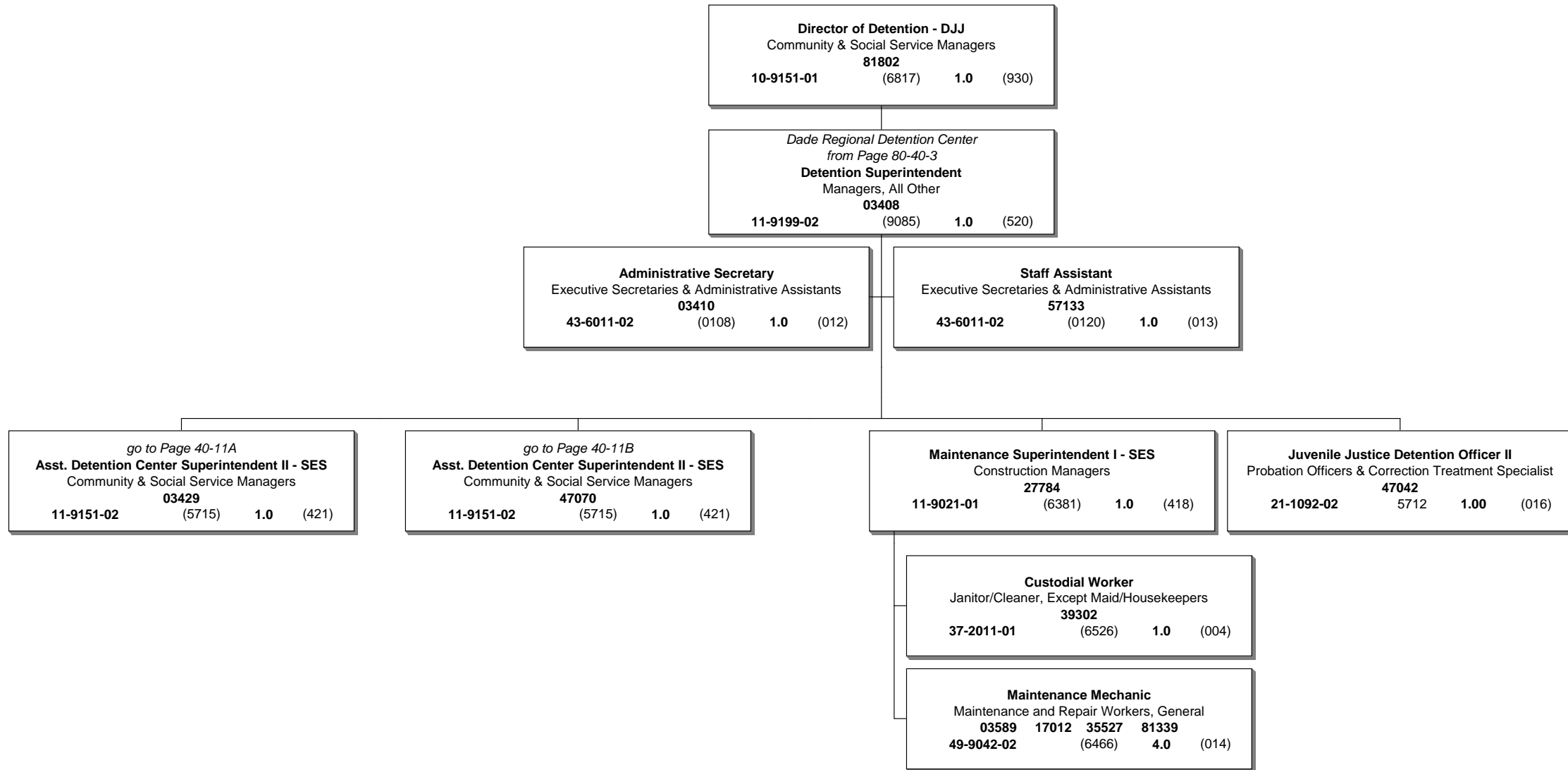
### **South Region – Director of Detention**

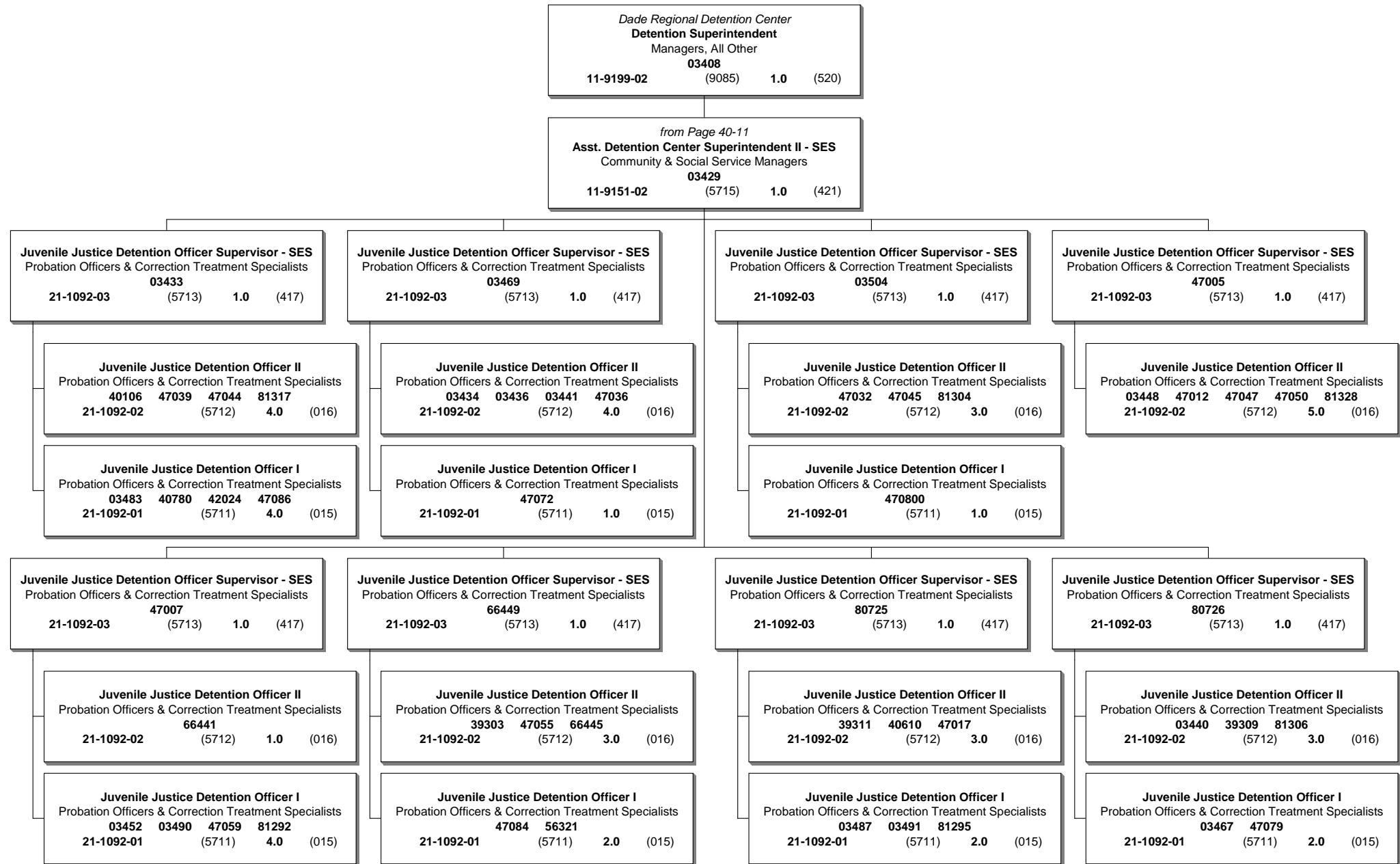
Dade Regional Detention Center  
Palm Beach Regional Detention Center  
Monroe Regional Detention Center  
Broward Regional Detention Center  
St. Lucie Regional Detention Center  
Southwest Regional Detention Center  
Collier Regional Detention Center

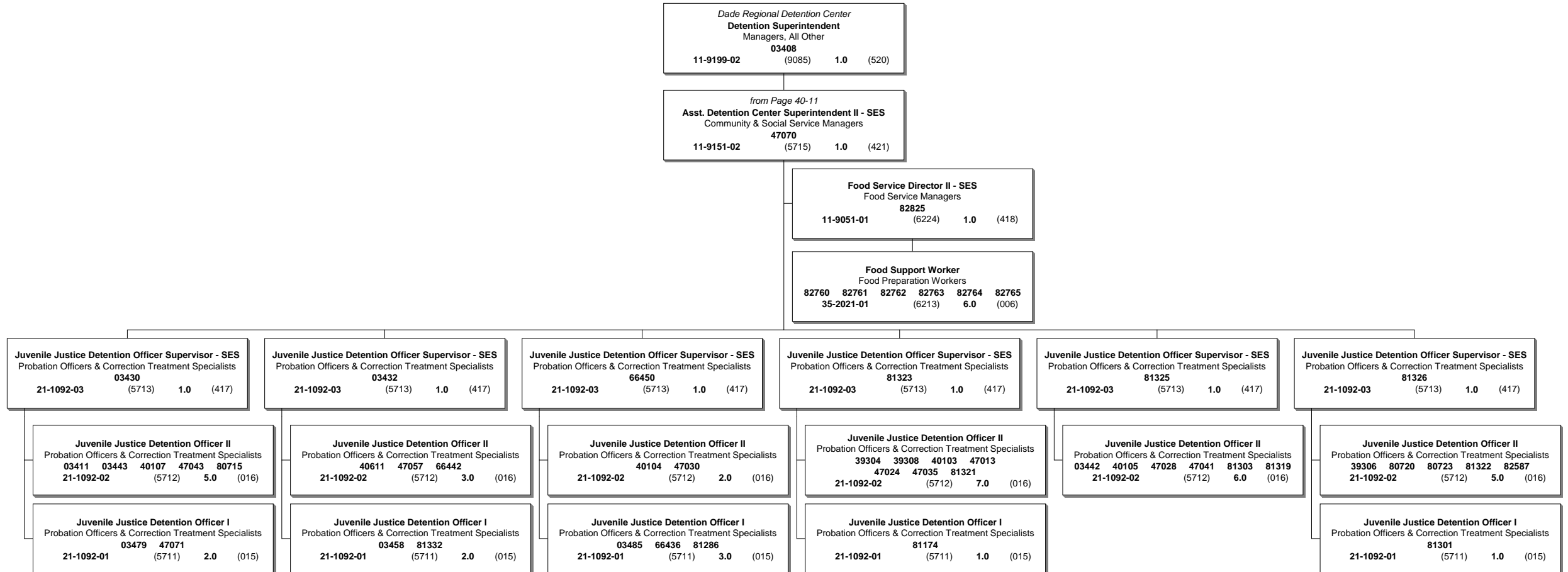
### **Page 80-40-3**

Page 40-11, 40-11A, 40-11B  
Page 40-15  
Page 40-16  
Page 40-17, 40-17A  
Page 40-19  
Page 40-20A  
Page 40-20B

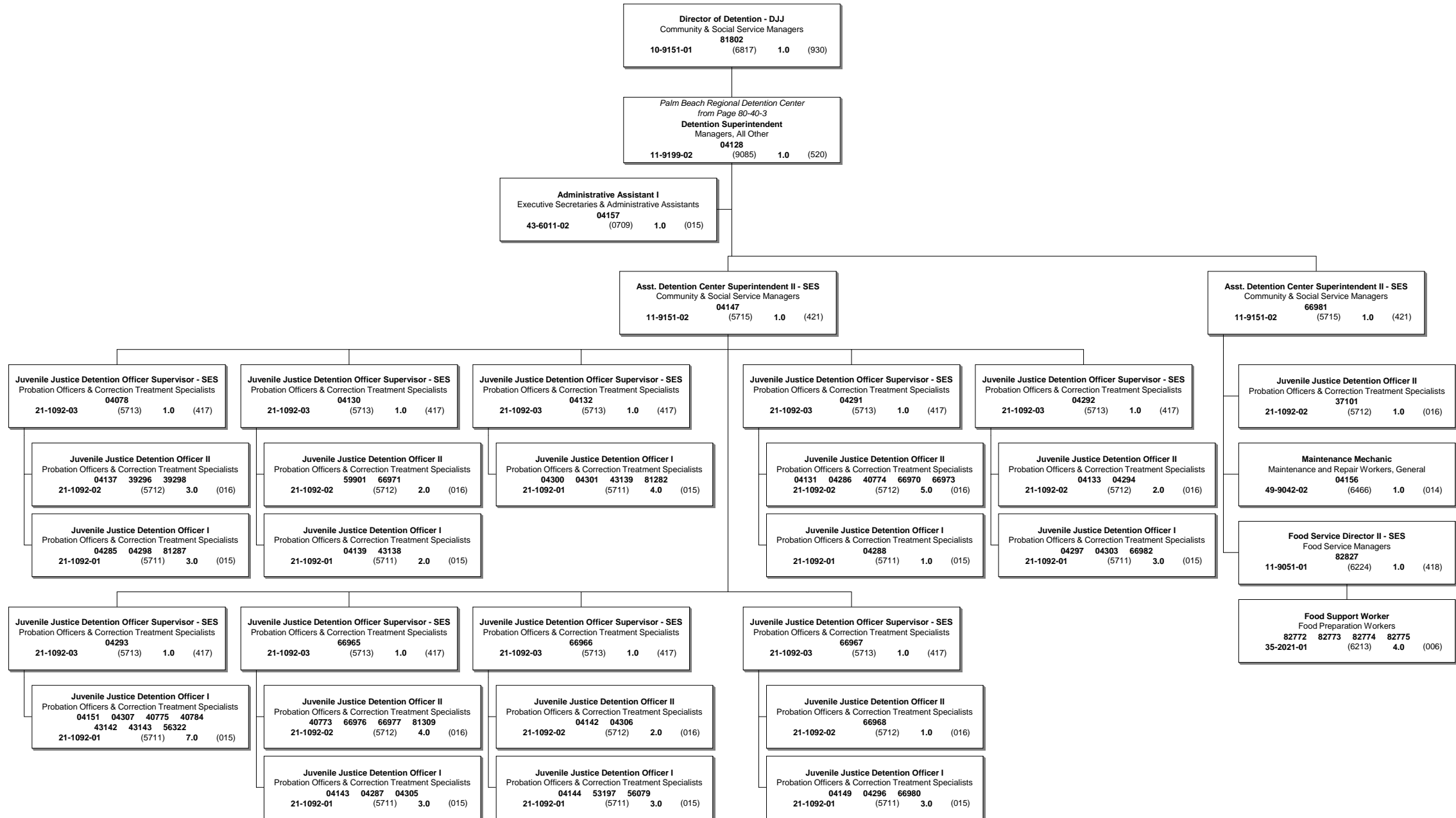


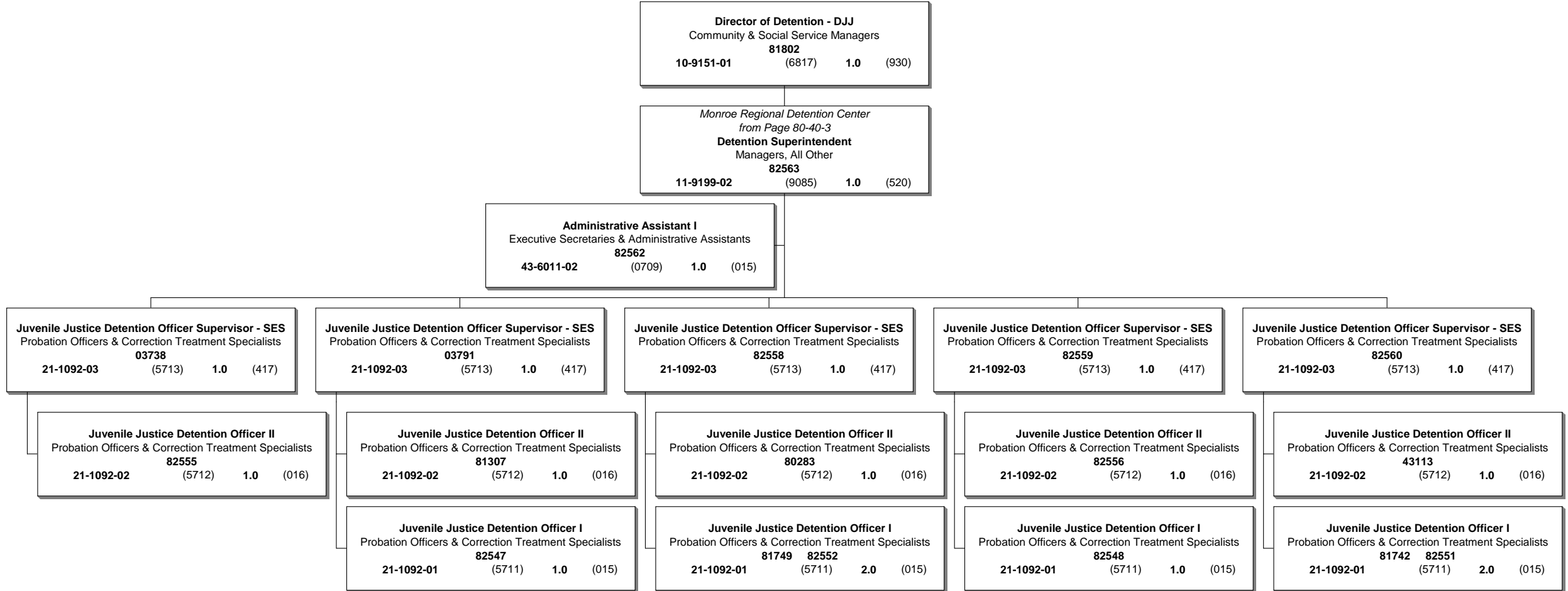


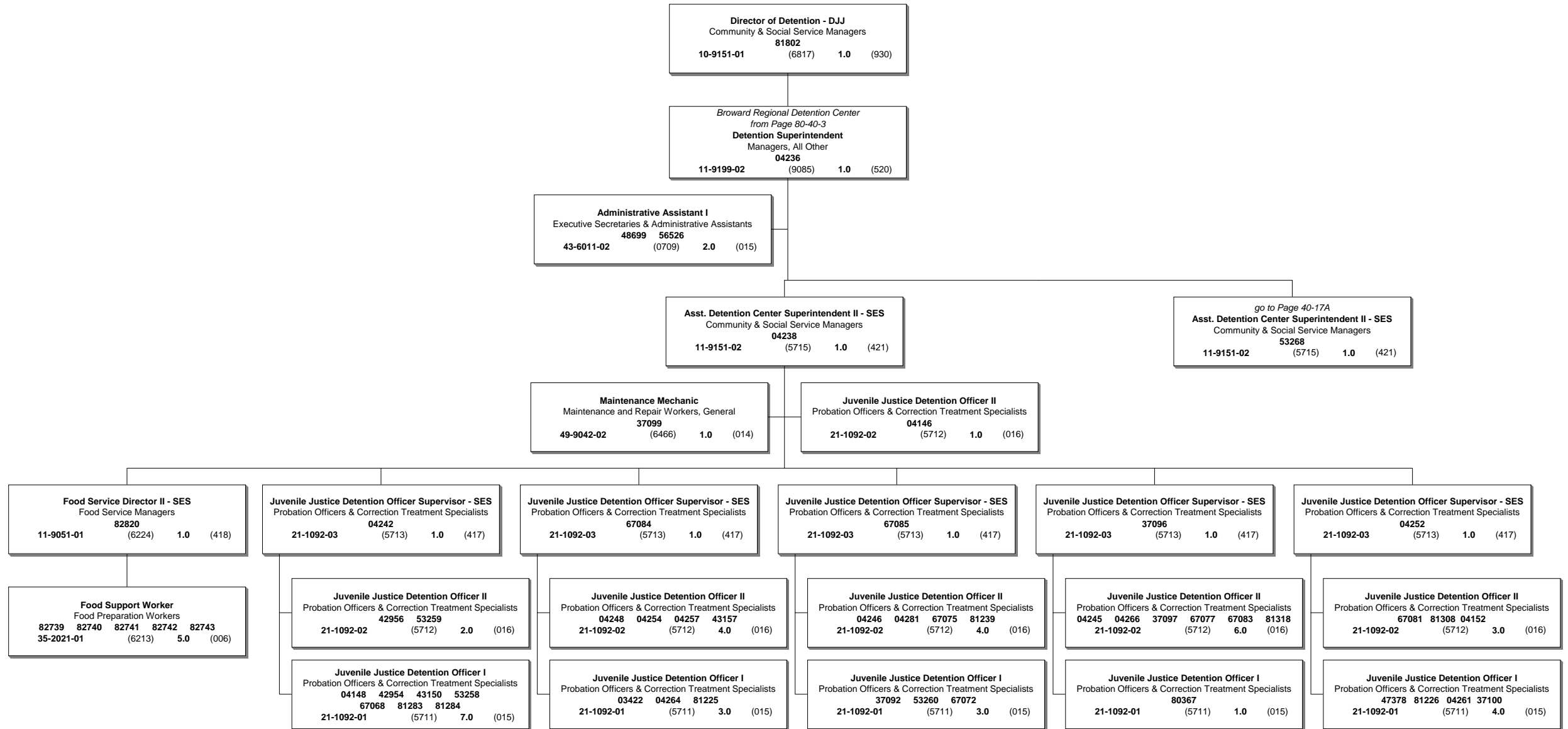


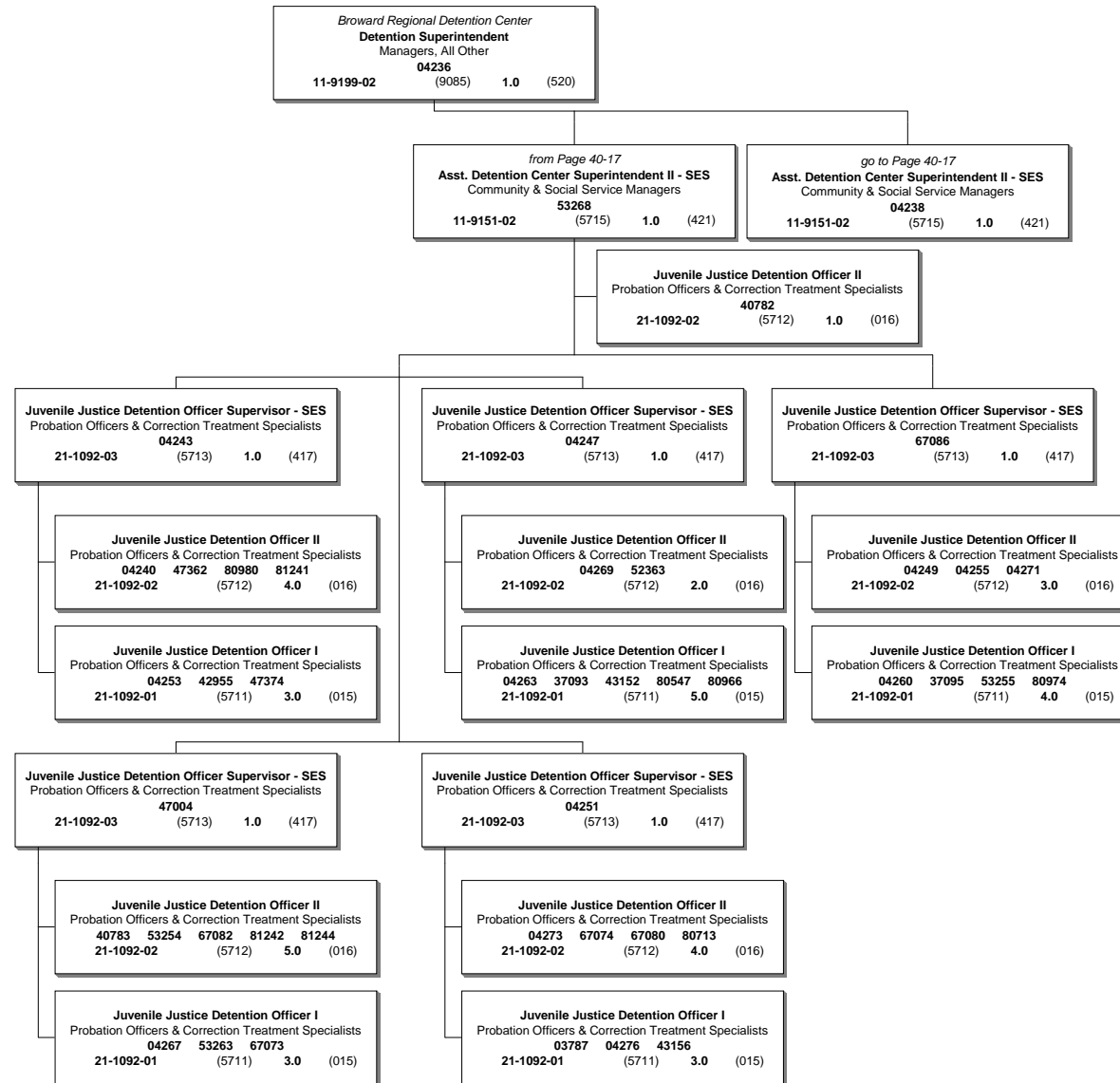


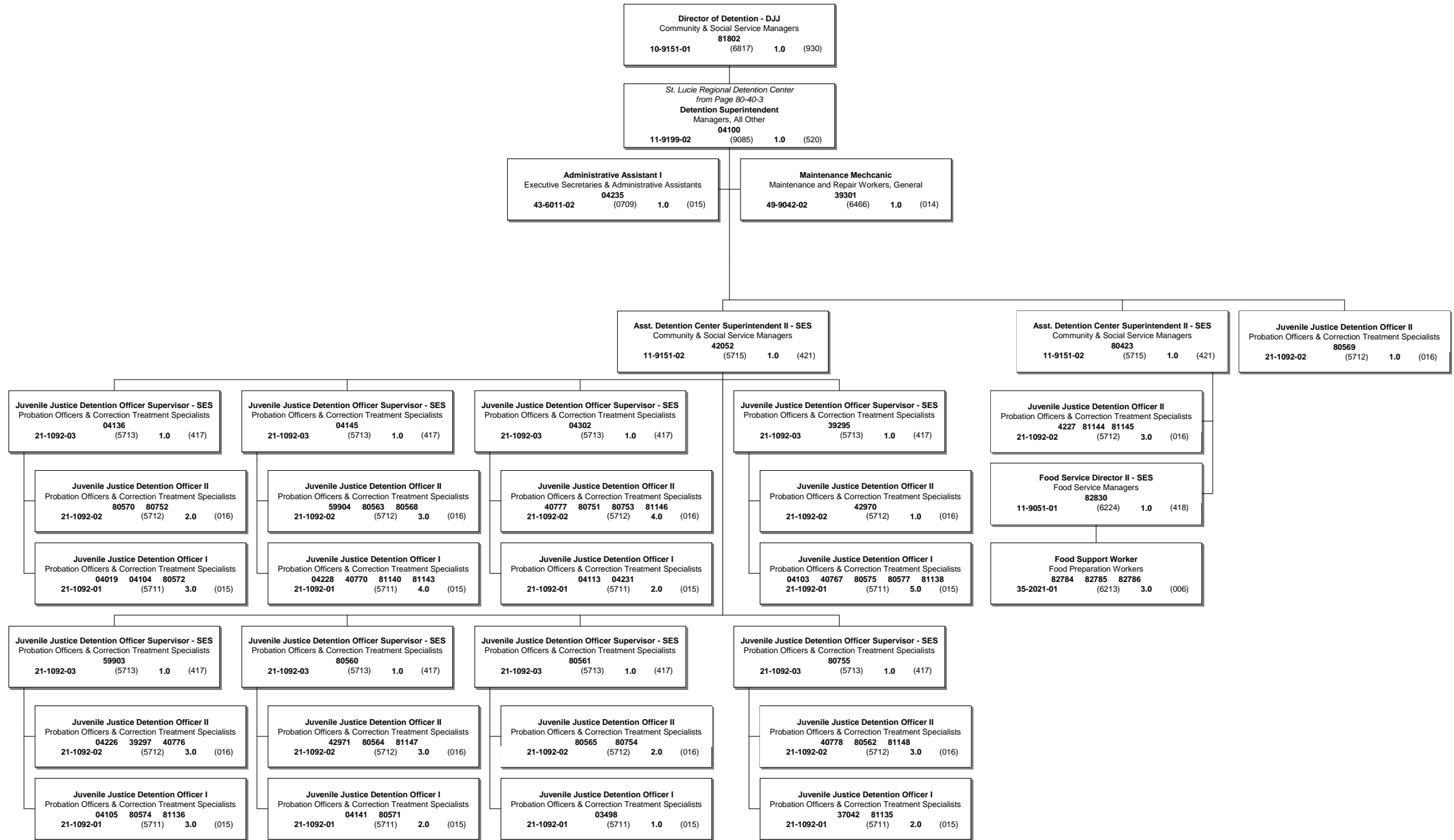


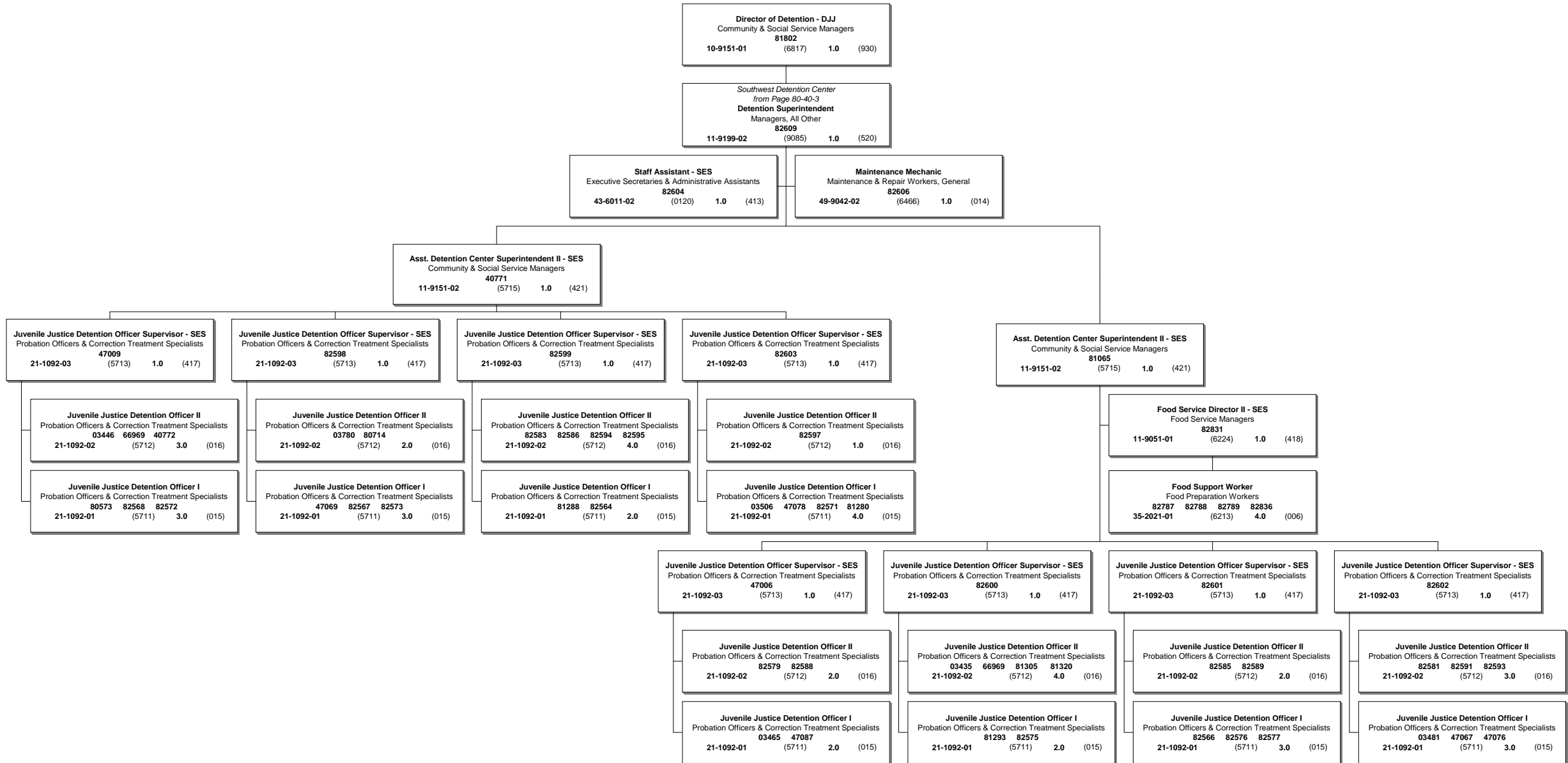


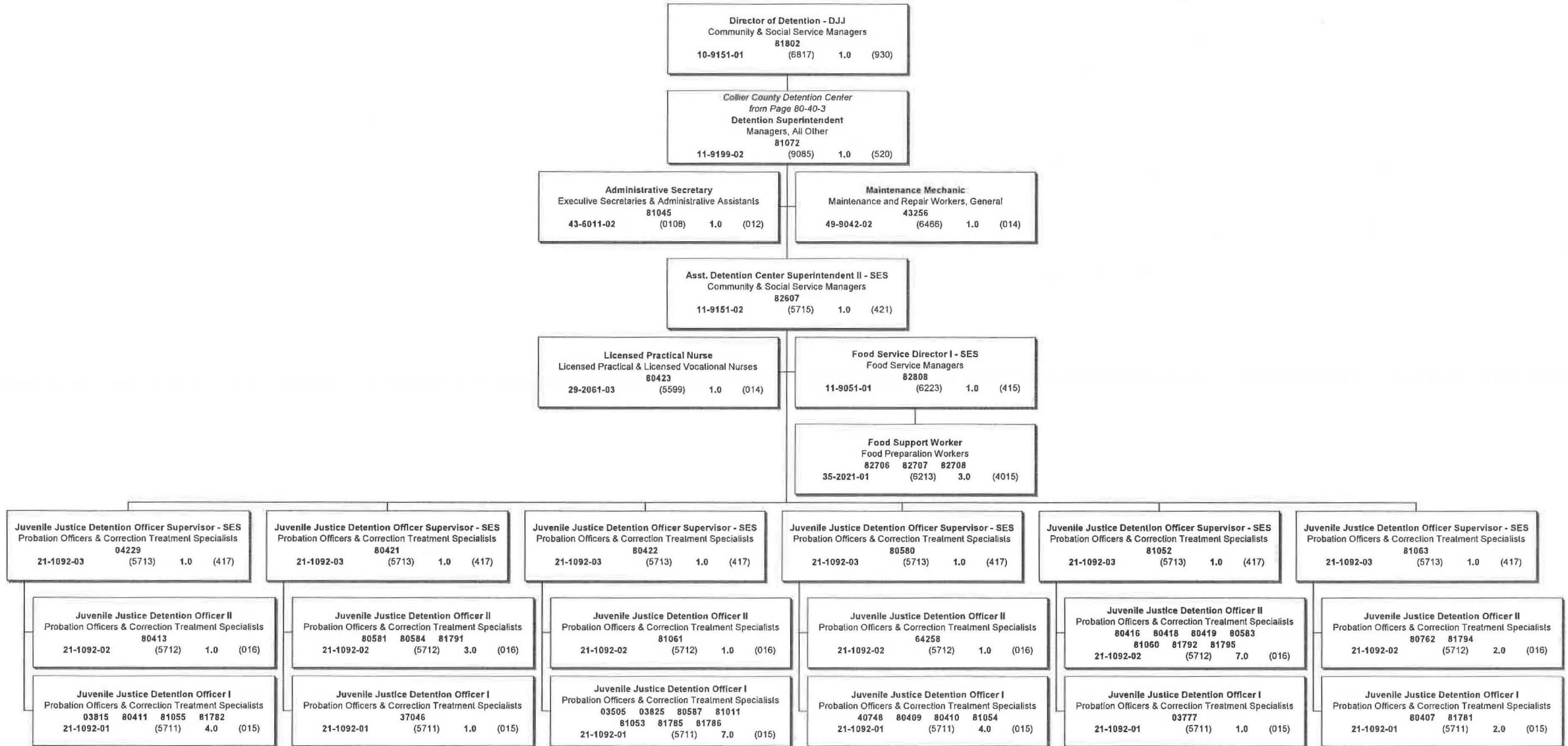












## TABLE OF CONTENTS

**Director of Probation & Comm. Corrections Central Region**      **Page 80-70-2**

**CIRCUIT 6**

Case Mgmt Intake Pinellas County 106, 107  
Case Mgmt Intake Pinellas County 101, 104, 105, 109  
Case Mgmt Intake Pasco County 112, 113, 114

**Page 70-6**

Page 70-6  
Page 70-6A  
Page 70-6A

**CIRCUIT 9**

Case Mgmt Intake Orange County 106, 109, 110  
Case Mgmt Combined Orange County 301  
Case Mgmt Intake Osceola County 102, 104, 111  
Case Mgmt Intake Orange County 103, 105

**Page 70-9**

Page 70-9  
Page 70-9  
Page 70-9A  
Page 70-9A

**CIRCUIT 10**

Case Mgmt Combined Polk County 301, 302, 303  
Case Mgmt Combined Polk County 304, 305  
Case Mgmt Combined Highlands County 306

**Page 70-10**

**CIRCUIT 12**

Case Mgmt Intake Manatee County 101  
Case Mgmt Combined Manatee County 302  
Case Mgmt Combined Sarasota County 301, 303, 305

**Page 70-12**

**CIRCUIT 13**

Case Mgmt Intake Hillsborough Cty 105, 108  
Case Mgmt Intake Hillsobrough Cty 303, 304, 305  
Case Mgmt Intake Hillsborough Cty 101, 103, 106  
Case Mgmt Combined Hillsborough Cty 301, 302

**Page 70-13**

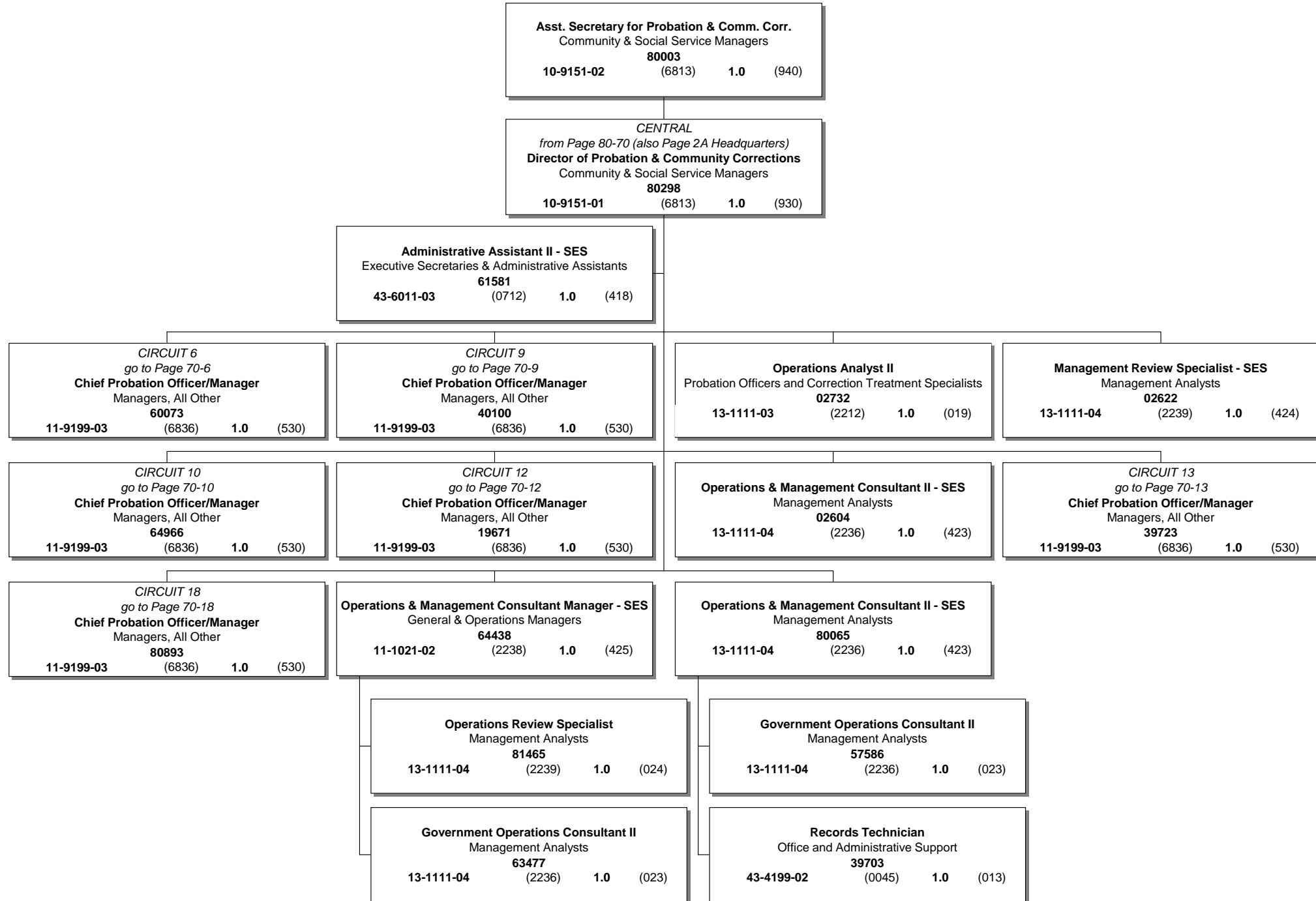
Page 70-13  
Page 70-13  
Page 70-13  
Page 70-13A

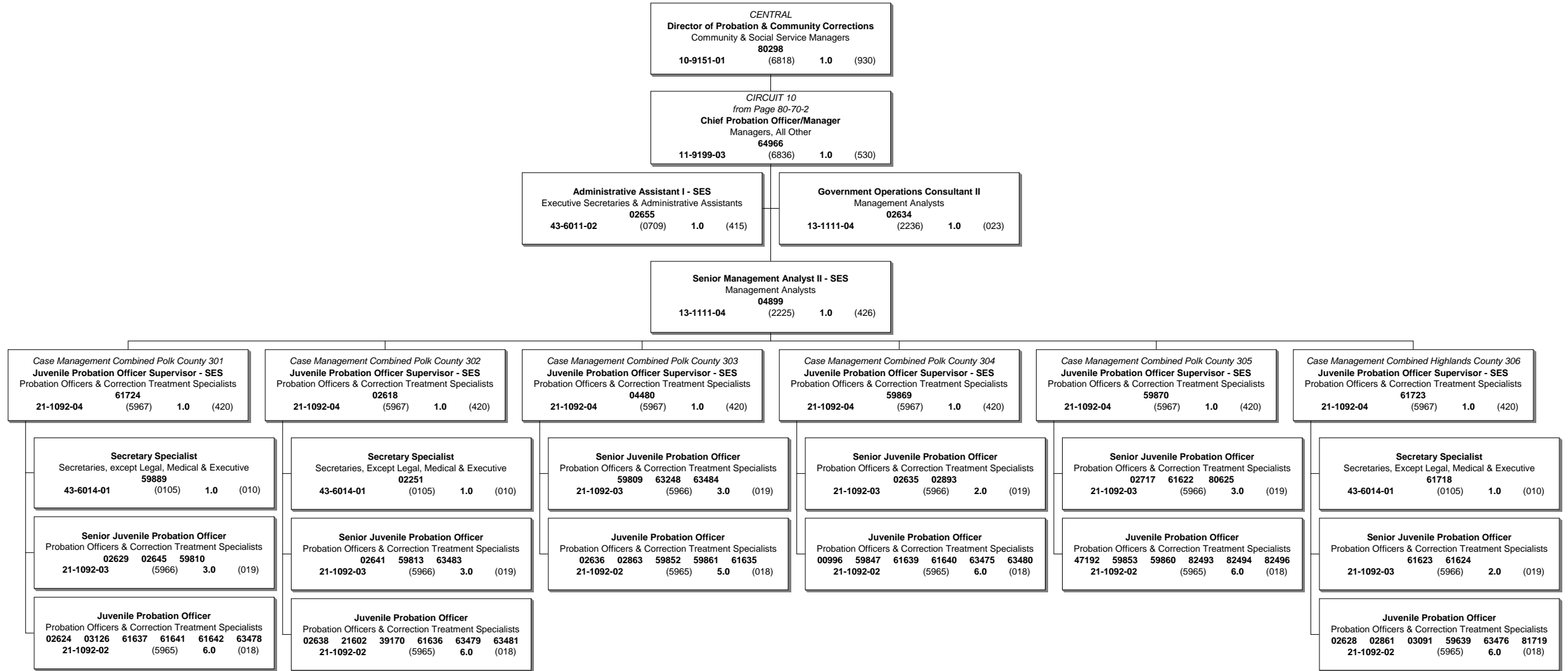
**CIRCUIT 18**

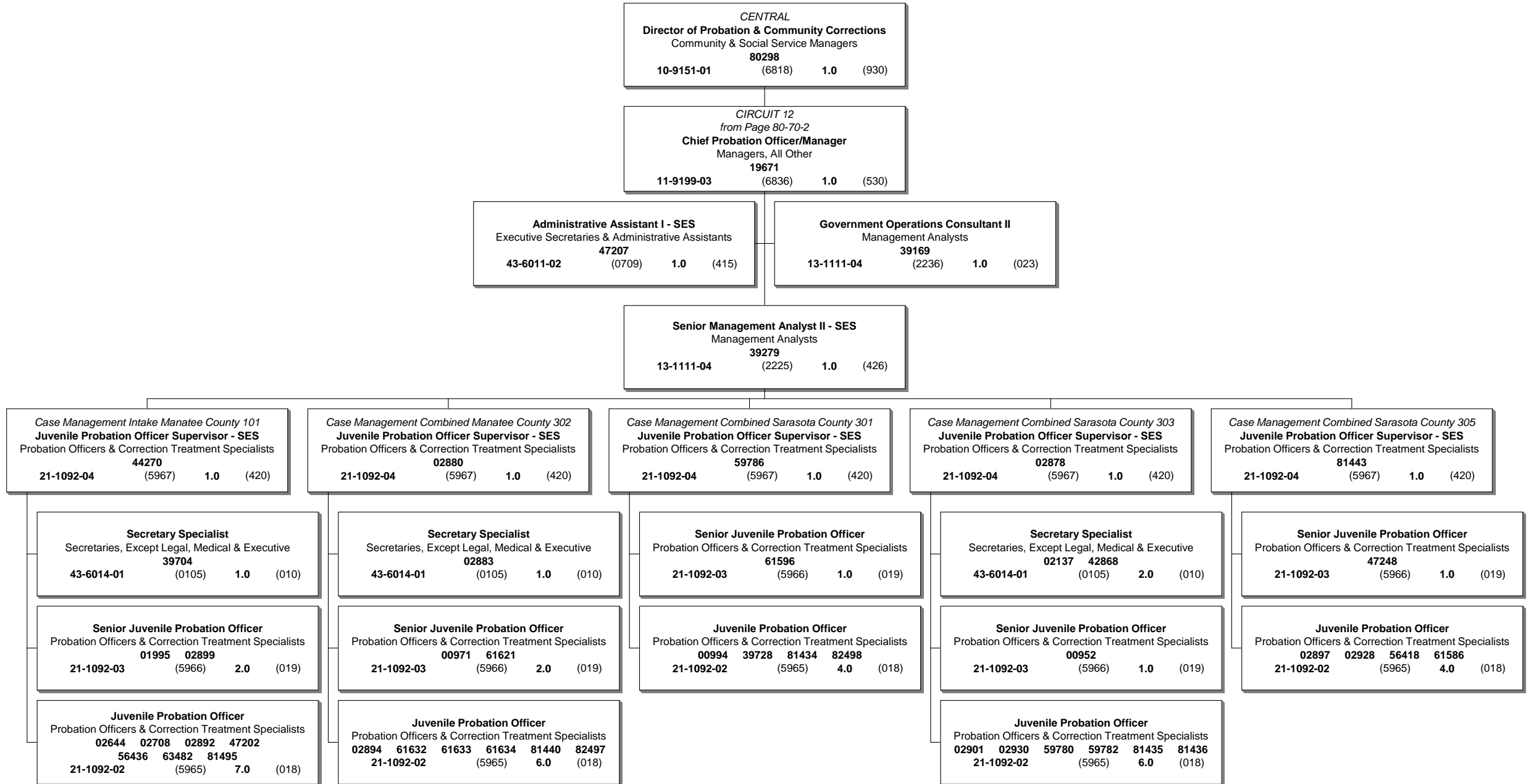
Case Mgmt Intake Seminole County 101, 102, 103  
Case Mgmt Intake Seminole County 105, 106, 107, 108

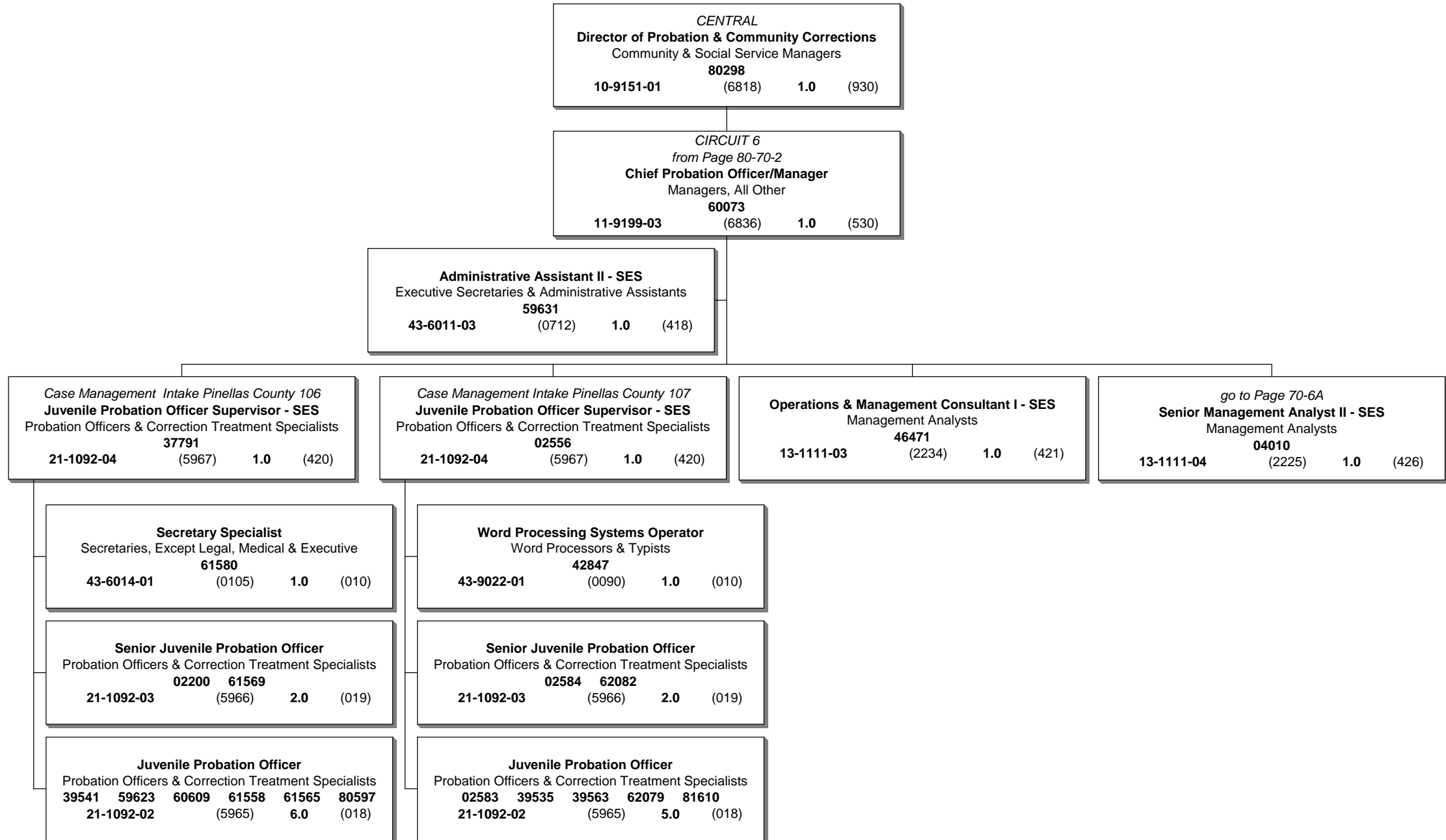
**Page 70-18**

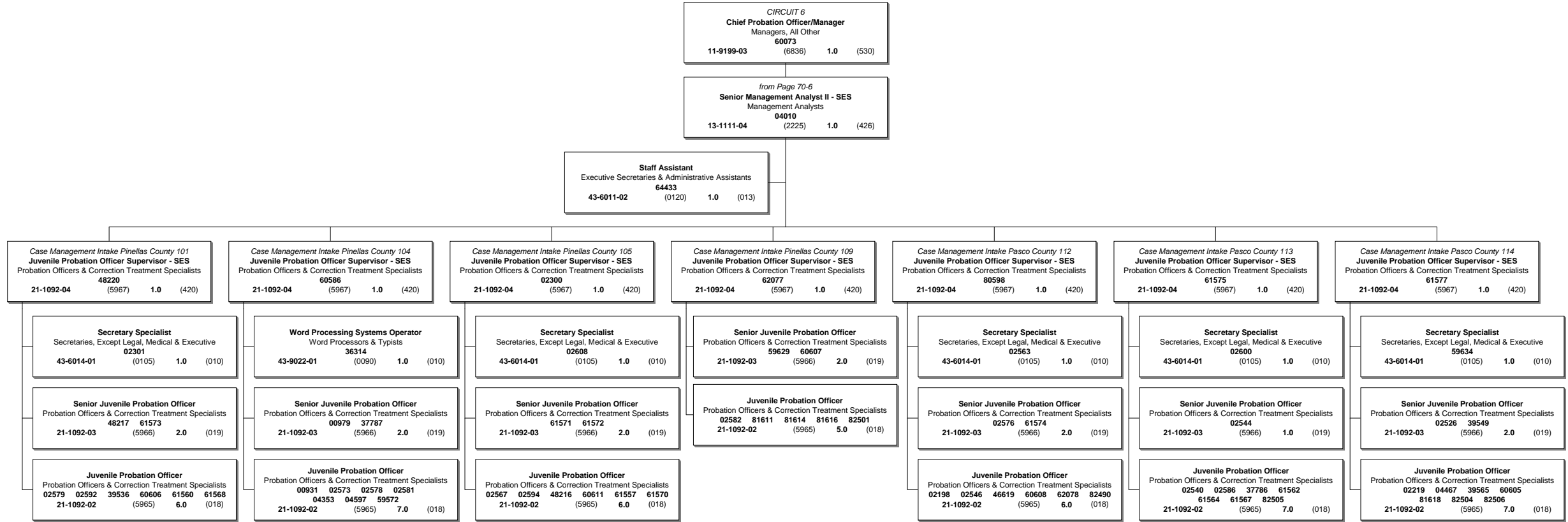


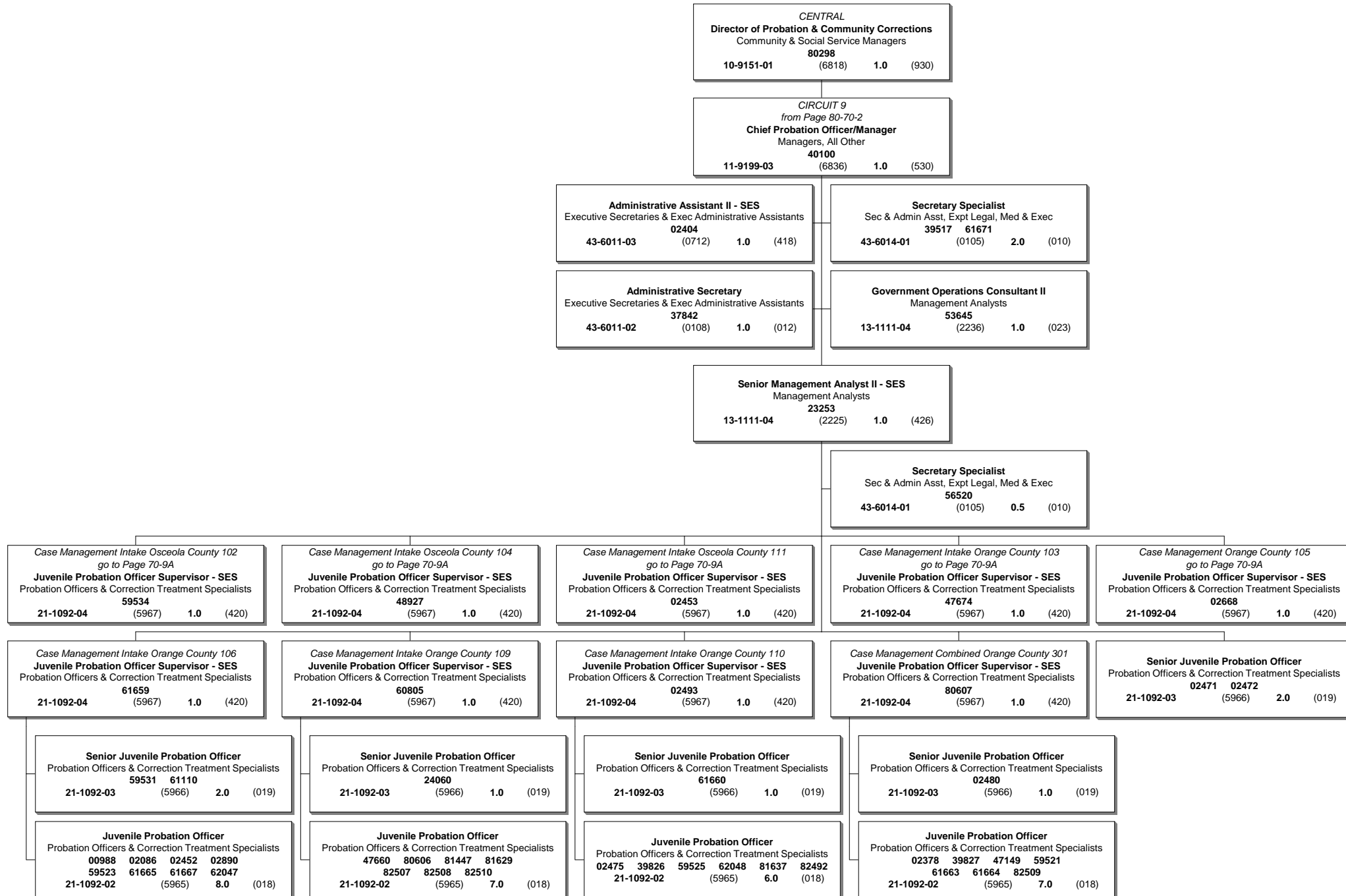


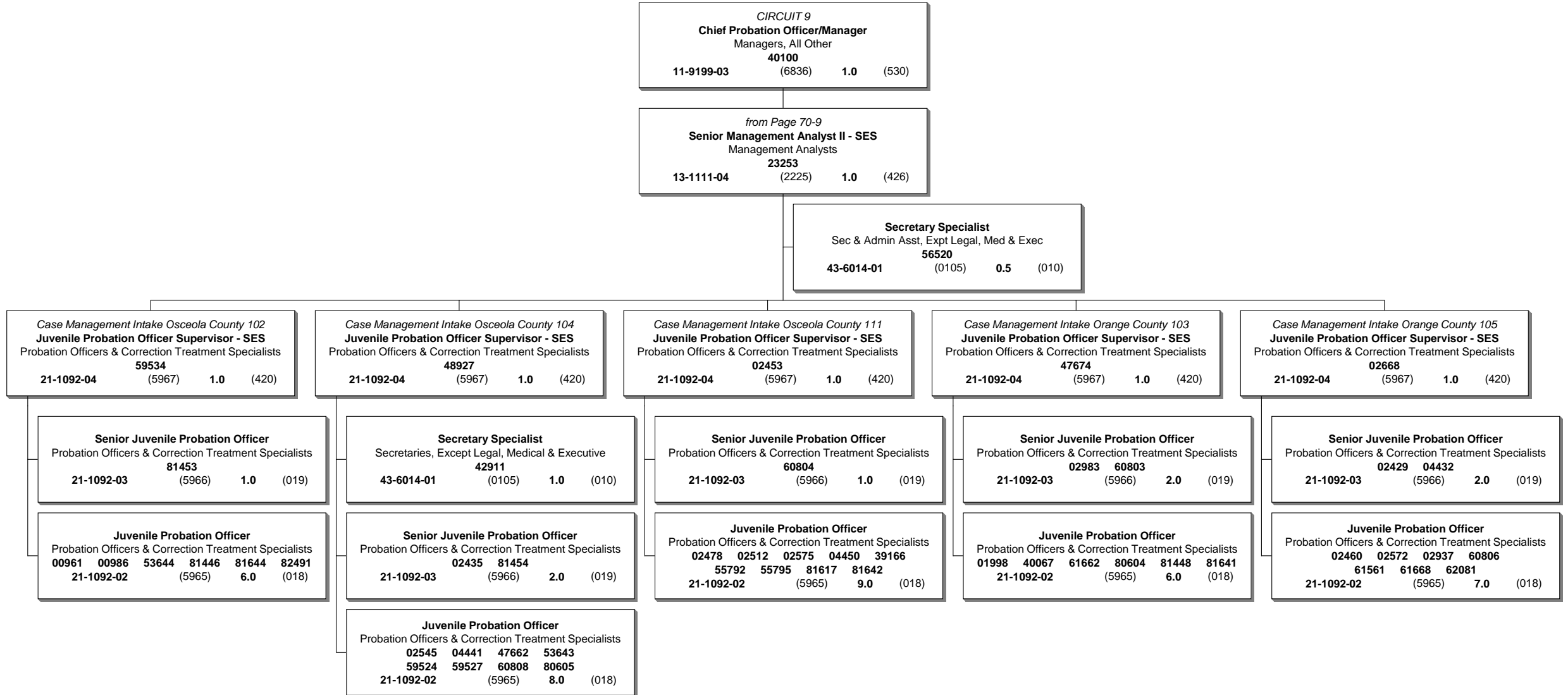


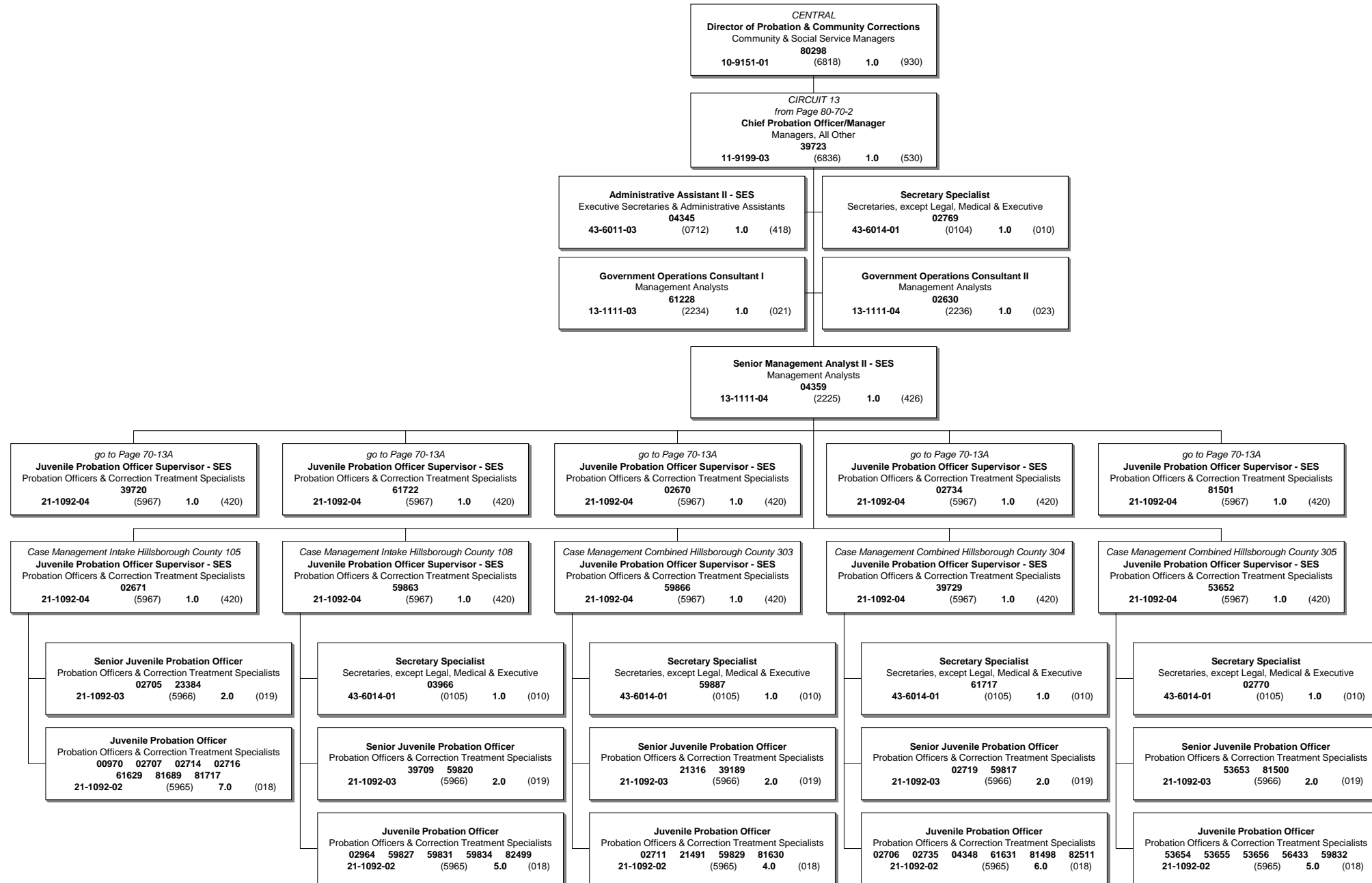














*CIRCUIT 13*  
**Chief Probation Officer/Manager**  
 Managers, All Other  
**39723**  
**11-9199-03** (6836) **1.0** (530)

*from Page 70-13*  
**Senior Management Analyst II - SES**  
 Management Analysts  
**04359**  
**13-1111-04** (2225) **1.0** (426)

*Case Management Intake Hillsborough County 101*  
**Juvenile Probation Officer Supervisor - SES**  
 Probation Officers & Correction Treatment Specialists  
**39720**  
**21-1092-04** (5967) **1.0** (420)

*Case Management Intake Hillsborough County 103*  
**Juvenile Probation Officer Supervisor - SES**  
 Probation Officers & Correction Treatment Specialists  
**61722**  
**21-1092-04** (5967) **1.0** (420)

*Case Management Intake Hillsborough County 106*  
**Juvenile Probation Officer Supervisor - SES**  
 Probation Officers & Correction Treatment Specialists  
**02670**  
**21-1092-04** (5967) **1.0** (420)

*Case Management Combined Hillsborough County 301*  
**Juvenile Probation Officer Supervisor - SES**  
 Probation Officers & Correction Treatment Specialists  
**02734**  
**21-1092-04** (5967) **1.0** (420)

*Case Management Combined Hillsborough County 302*  
**Juvenile Probation Officer Supervisor - SES**  
 Probation Officers & Correction Treatment Specialists  
**81501**  
**21-1092-04** (5967) **1.0** (420)

**Senior Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**00989 02691**  
**21-1092-03** (5966) **2.0** (019)

**Senior Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**61619 61620**  
**21-1092-03** (5966) **2.0** (019)

**Secretary Specialist**  
 Secretaries, except Legal, Medical & Executive  
**02678**  
**43-6014-01** (0105) **1.0** (010)

**Secretary Specialiss**  
 Secretaries, except Legal, Medical & Executive  
**00987**  
**43-6014-01** (0105) **1.0** (010)

**Secretary Specialist**  
 Secretaries, except Legal, Medical & Executive  
**02675**  
**43-6014-01** (0105) **1.0** (010)

**Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**00956 02688 02689 02741**  
**39708 80600 81499**  
**21-1092-02** (5965) **7.0** (018)

**Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**02695 02702 23372 61625**  
**61626 61628 80601**  
**21-1092-02** (5965) **7.0** (018)

**Senior Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**02725 04484**  
**21-1092-03** (5966) **2.0** (019)

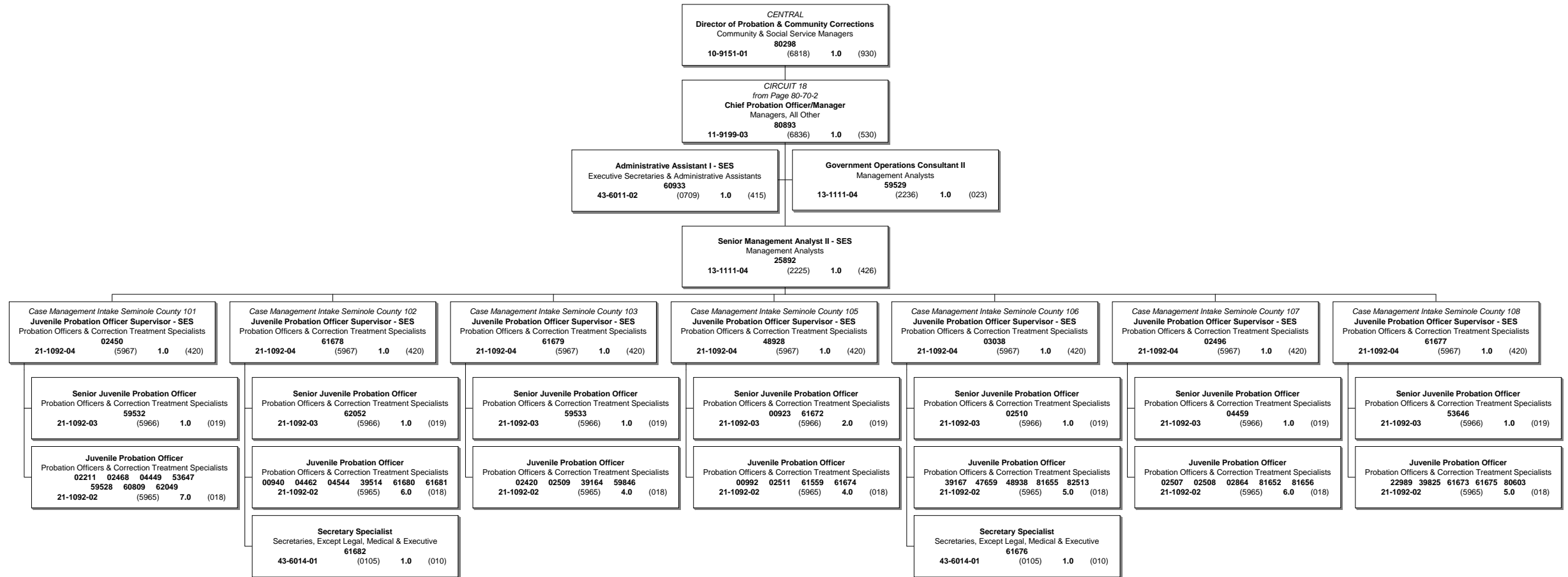
**Senior Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**03096 81496**  
**21-1092-03** (5966) **2.0** (019)

**Senior Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**02738 59818 59819**  
**21-1092-03** (5966) **3.0** (019)

**Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**02631 02718 02739 59833 81632**  
**21-1092-02** (5965) **5.0** (018)

**Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**02710 02713 46704 59824 59828**  
**21-1092-02** (5965) **5.0** (018)

**Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**02736 59826 59830 61627 81497**  
**21-1092-02** (5965) **5.0** (018)



## TABLE OF CONTENTS

**Assistant Secretary for Probation & Community Corrections** Page 80-70 *(also Page 2A Headquarters)*  
**Director of Probation & Community Corrections North Region** Page 80-70-1

**CIRCUIT 1** Page 70-1  
Case Mgmt Intake Escambia County 101  
Case Mgmt Intake Escambia County 102, 108  
Case Mgmt Intake Okaloosa County 104, 105  
Case Mgmt Intake Santa Rosa County 106

**CIRCUIT 2** Page 70-2  
Case Mgmt Combined Leon County 301, 302  
Case Mgmt Combined Gadsden County 305

**CIRCUIT 3** Page 70-3  
Case Mgmt Combined Suwannee County 301  
Case Mgmt Combined Taylor County 302

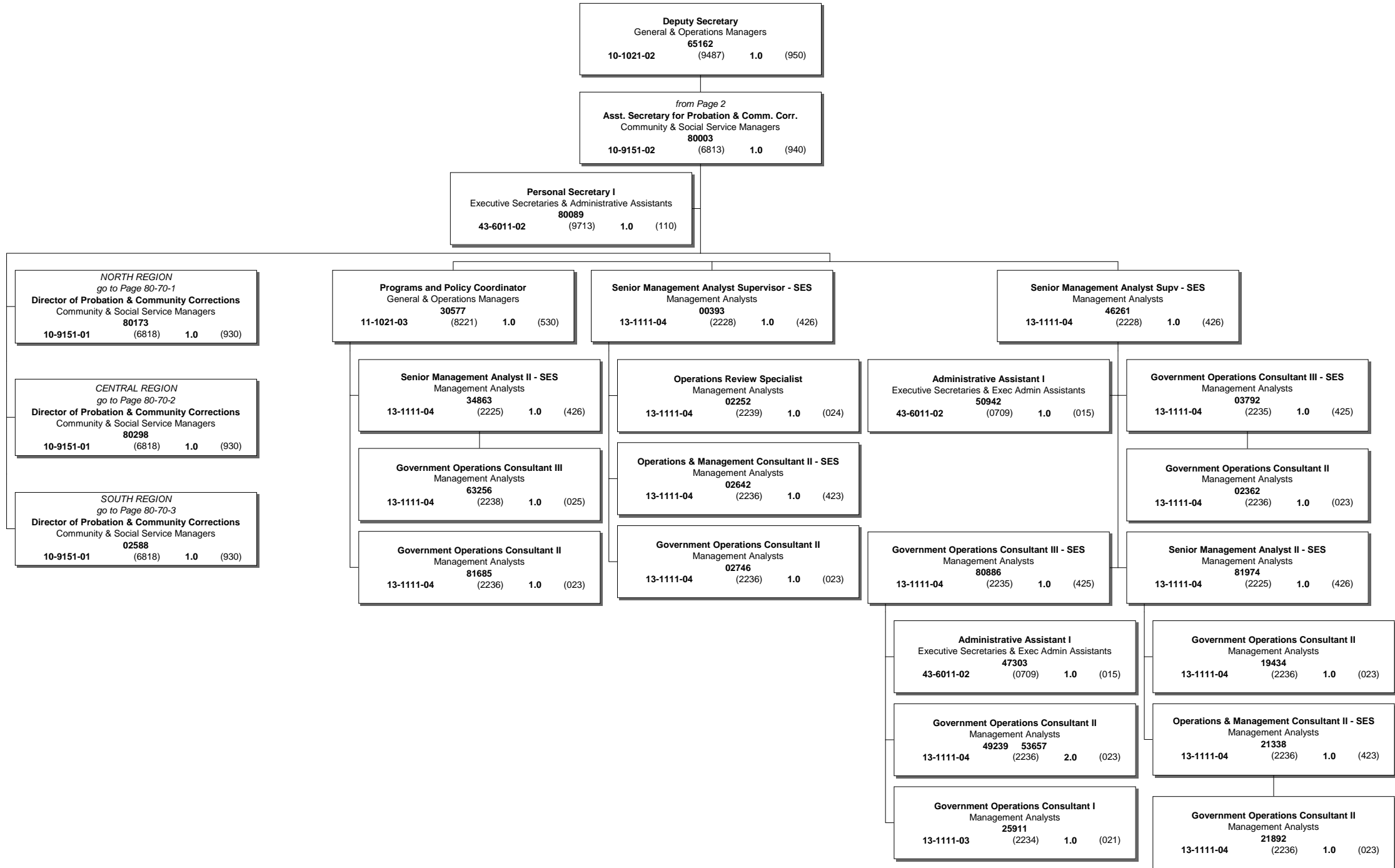
**CIRCUIT 4** Page 70-4  
Case Mgmt Intake Duval County 104 Page 70-4  
Case Mgmt Combined Duval County 302, 303, 305 Page 70-4  
Case Mgmt Intake Duval County 105, 106 Page 70-4A  
Case Mgmt Combined Nassau County 301 Page 70-4A  
Case Mgmt Combined Clay County 304 Page 70-4A

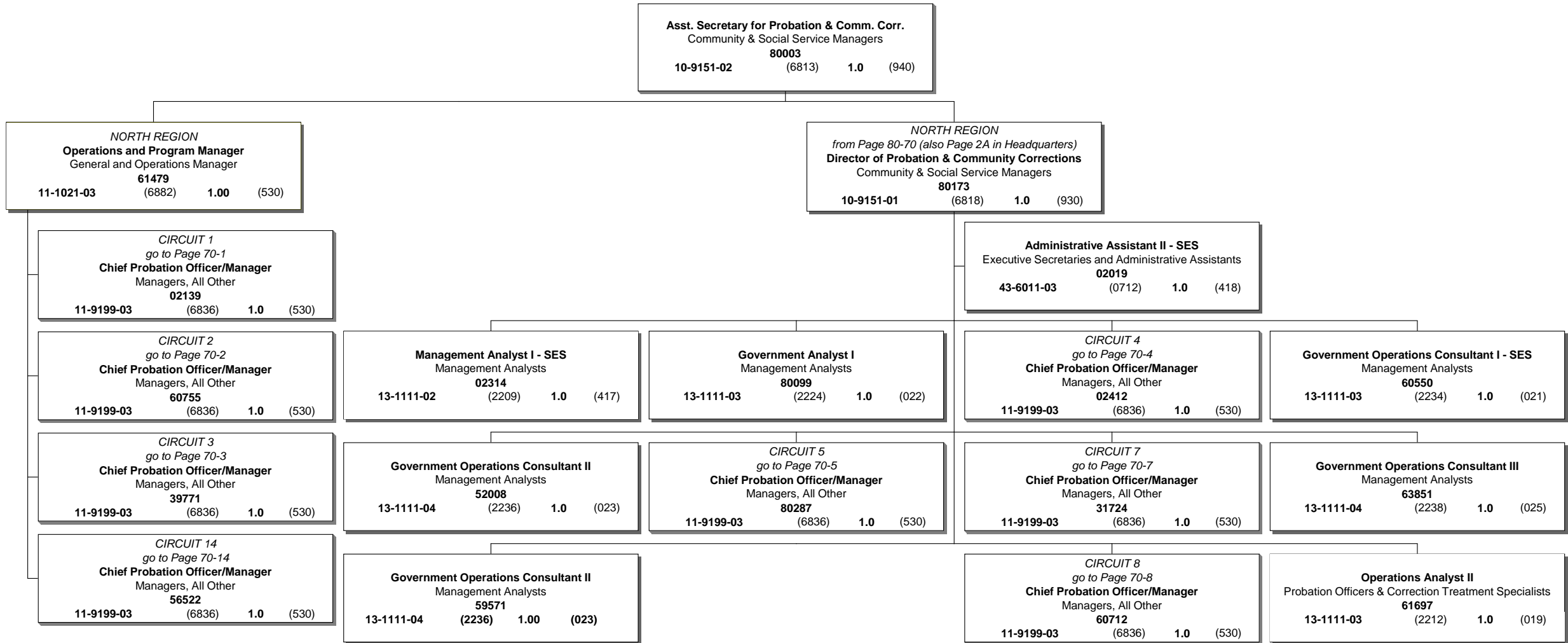
**CIRCUIT 5** Page 70-5  
Case Mgmt Combined Lake County 303  
Case Mgmt Intake Marion County 101, 103  
Case Mgmt Combined Marion County 305  
Case Mgmt Combined Citrus County 302  
Case Mgmt Combined Hernando County 301  
Case Mgmt Combined Lake County 304

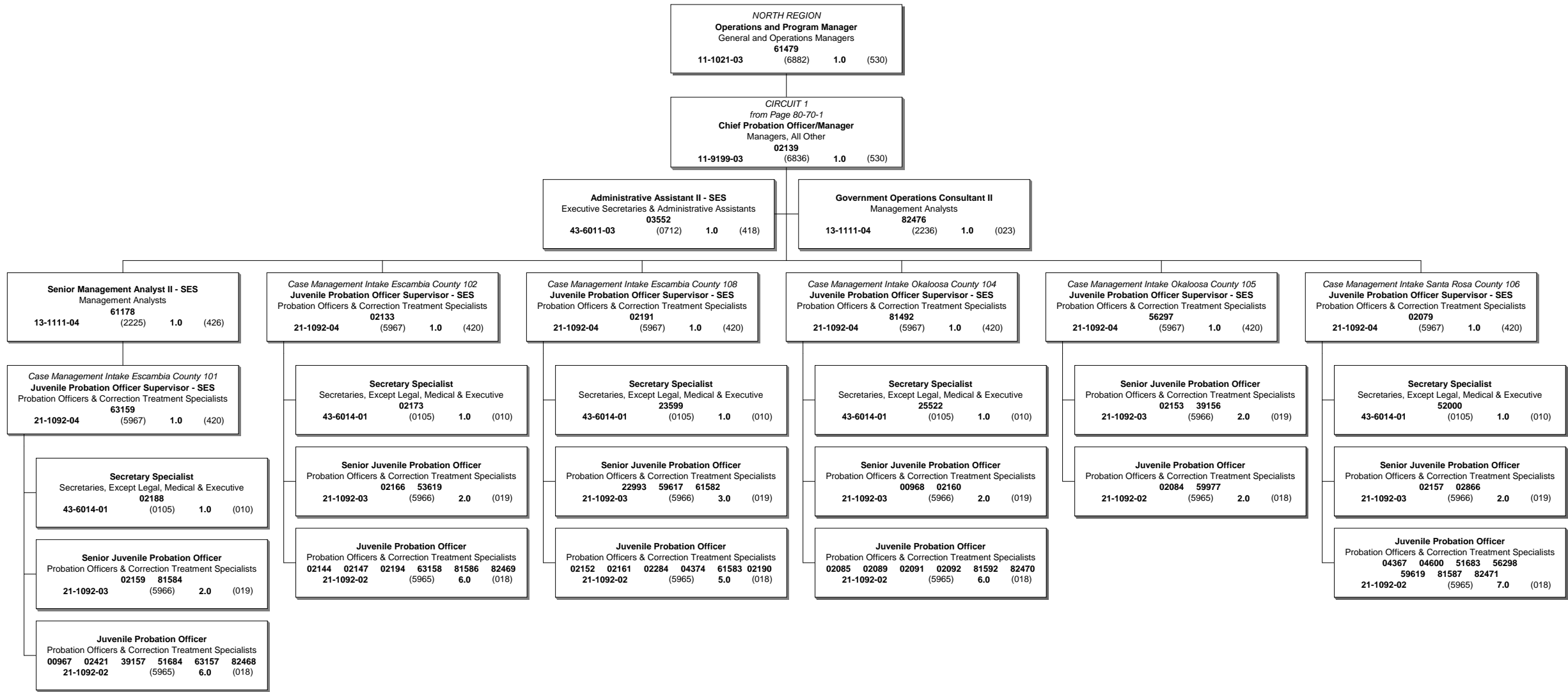
**CIRCUIT 7** Page 70-7  
Case Mgmt Combined Putnam County 301  
Case Mgmt Combined St. Johns County 302, 304  
Case Mgmt Combined Volusia County 303, 305  
Case Mgmt Combined Volusia County 306, 307

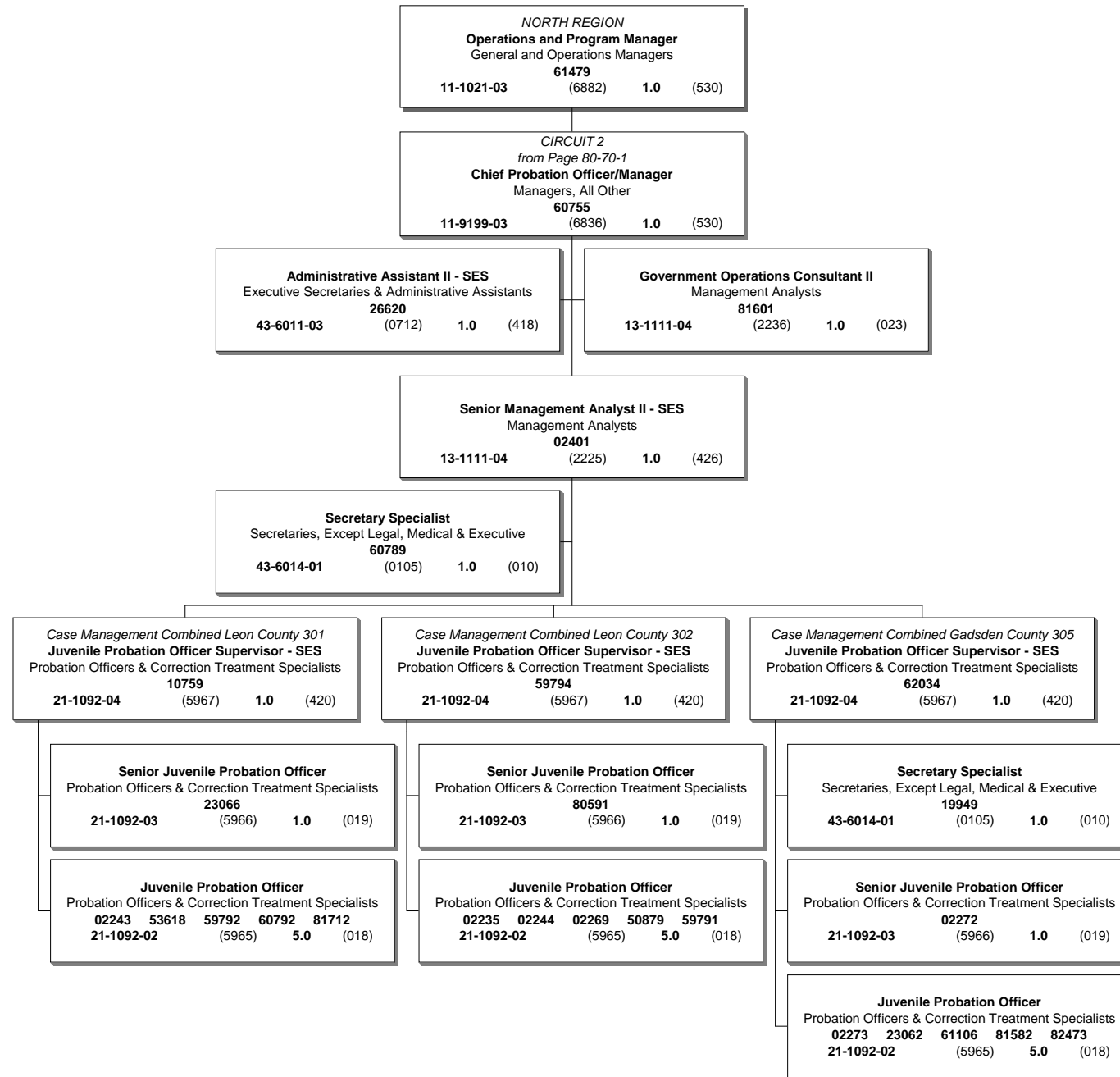
**CIRCUIT 8** Page 70-8  
Case Mgmt Combined Alachua County 302, 304  
Case Mgmt Combined Gilchrist County 301

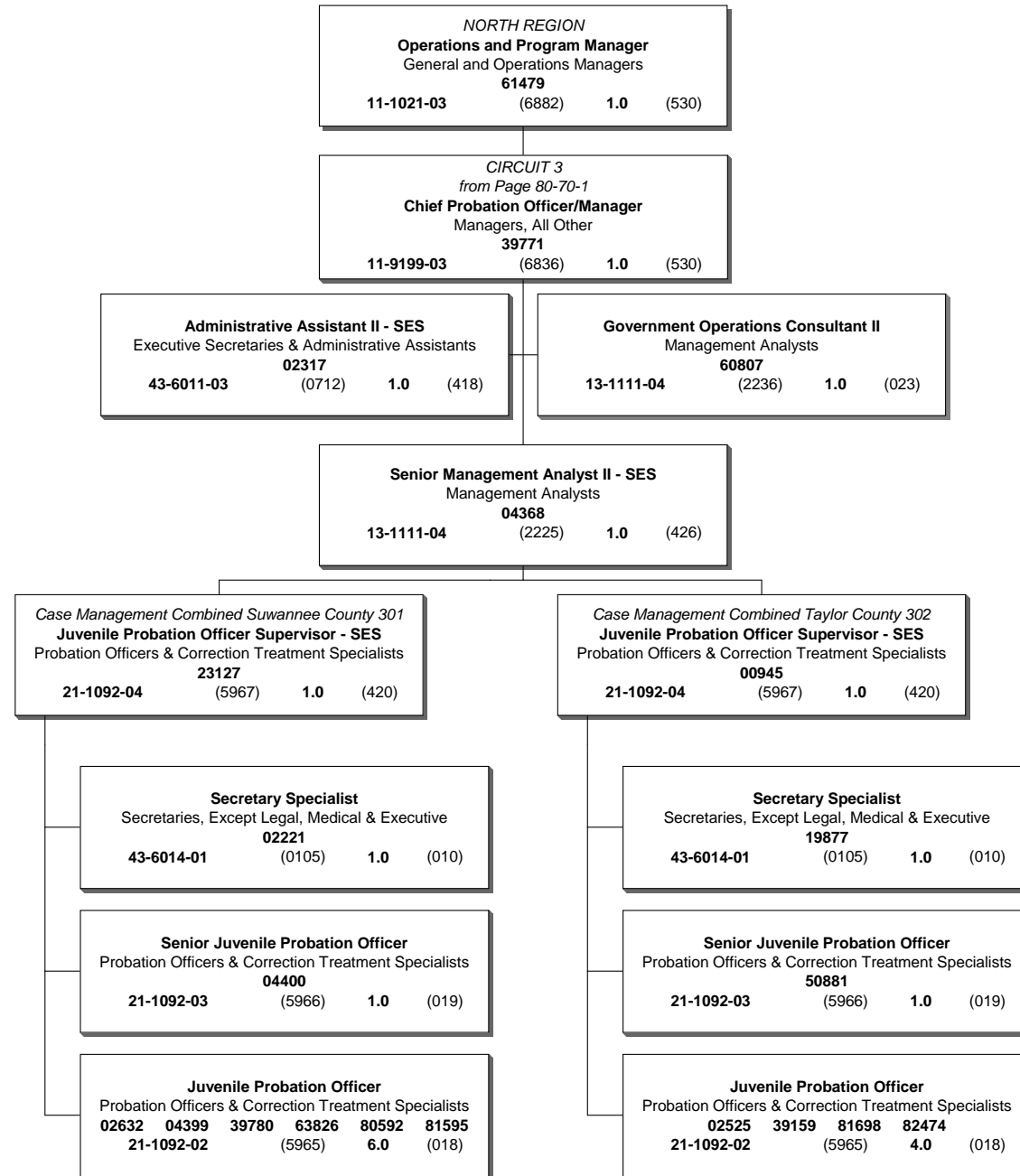
**CIRCUIT 14** Page 70-14  
Case Mgmt Combined Bay County 301, 303  
Case Mgmt Combined Jackson County 302





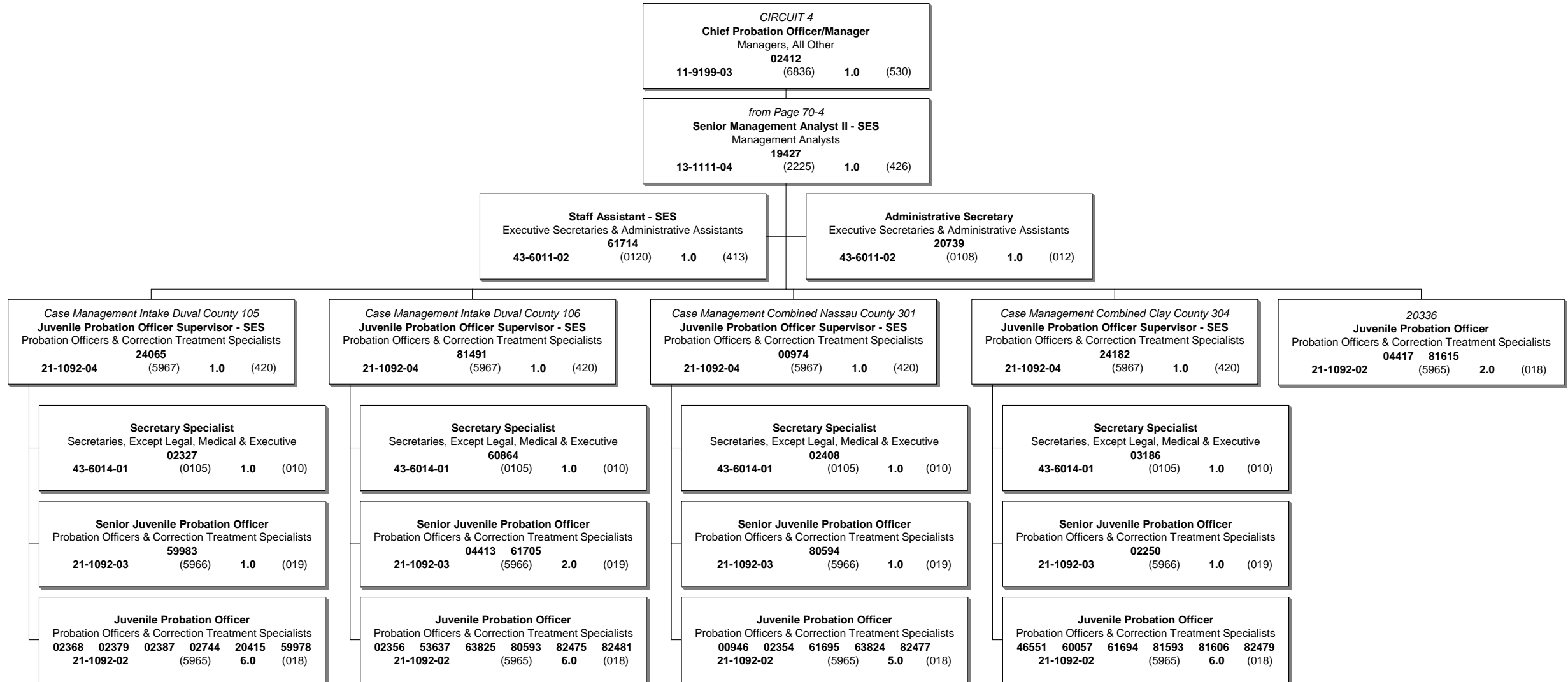


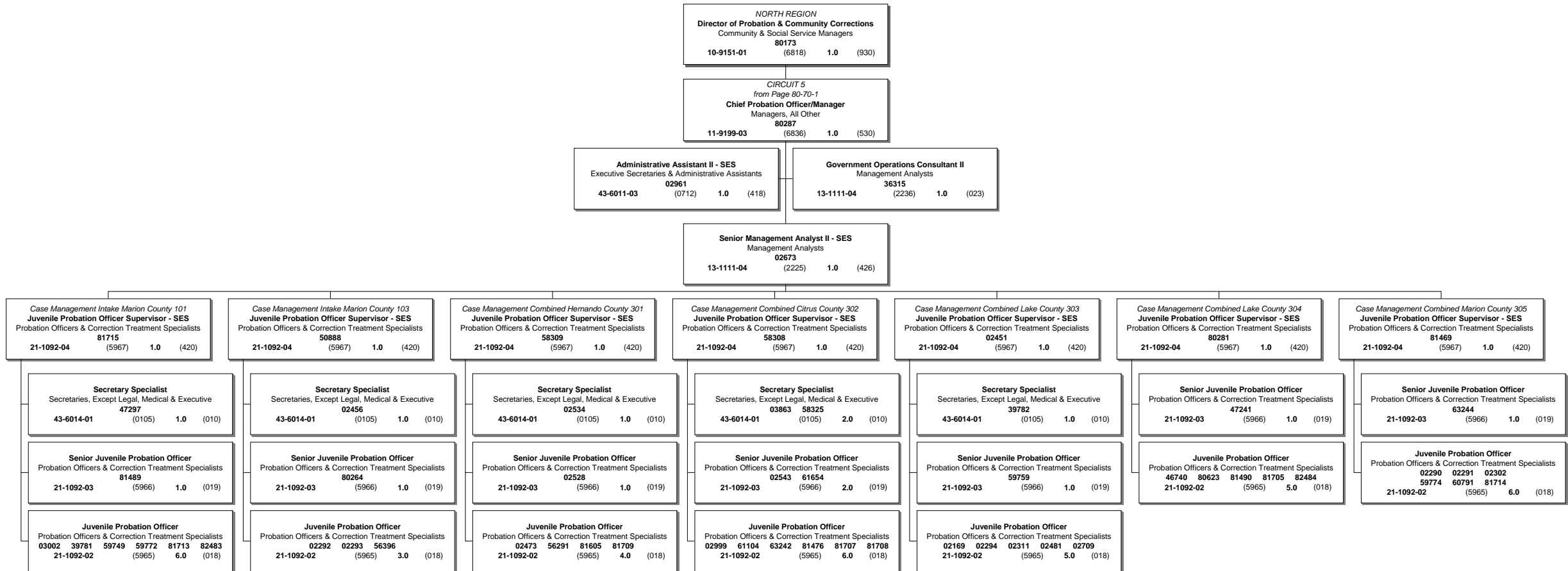


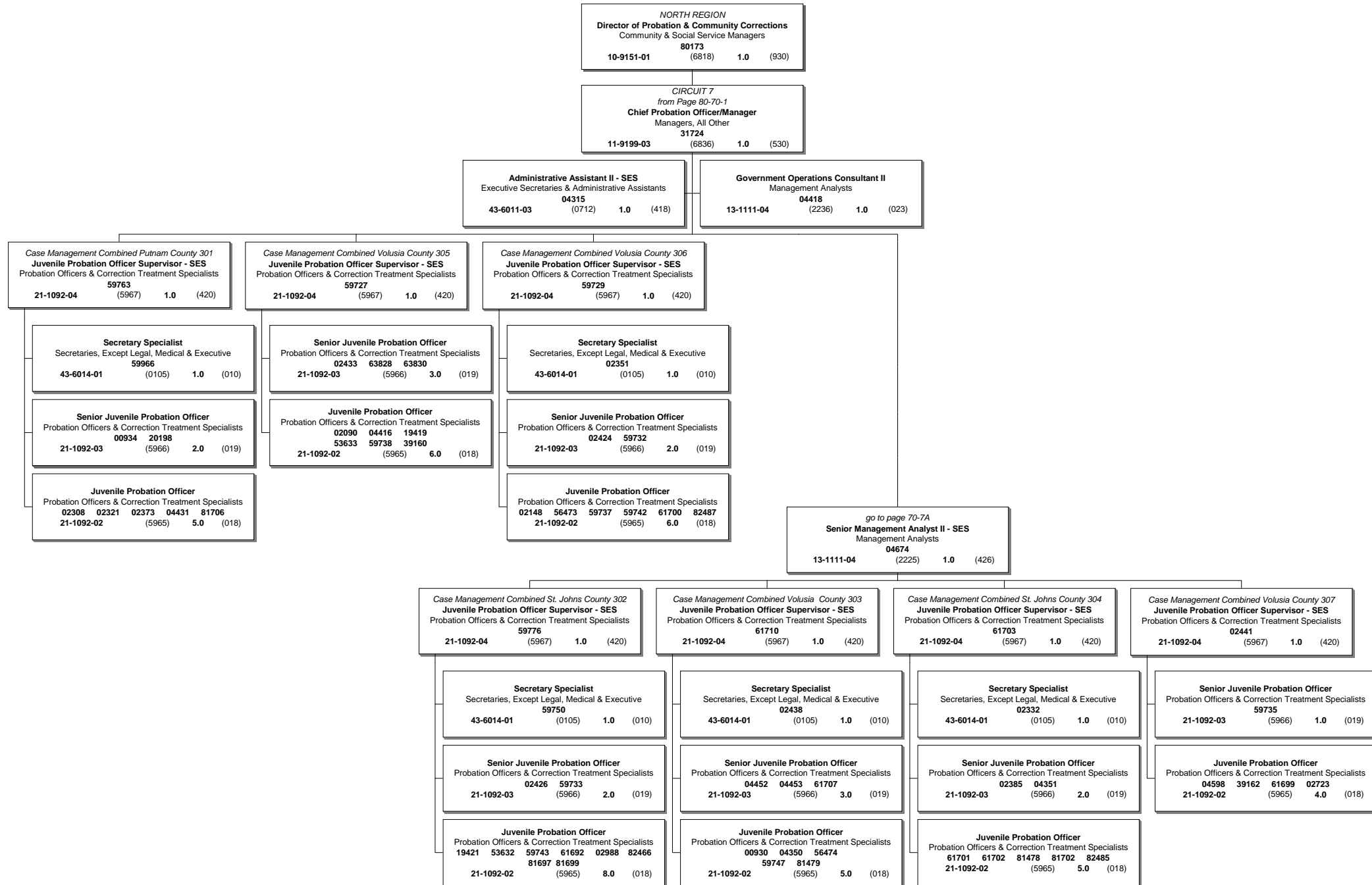


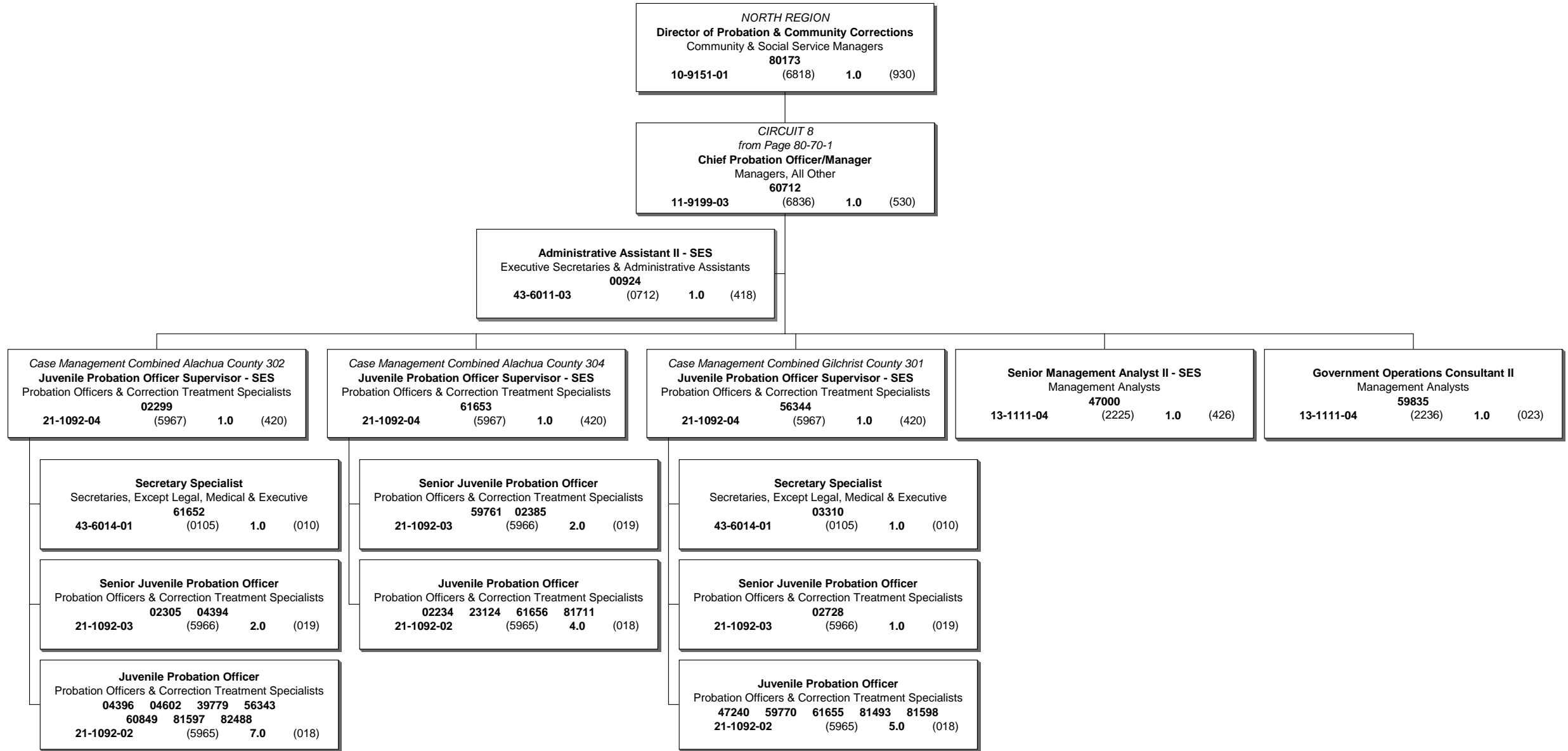


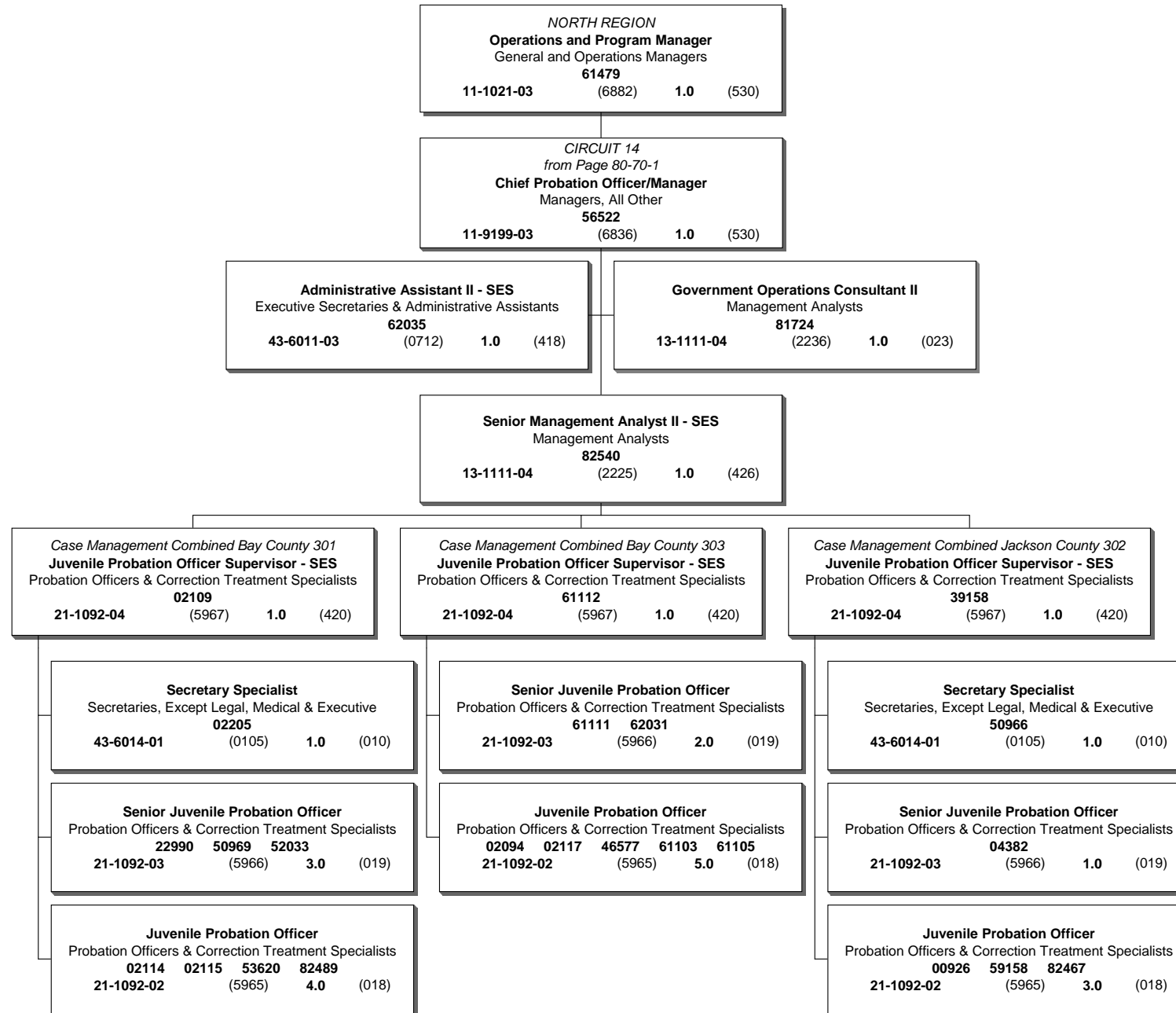












## TABLE OF CONTENTS

**Director of Probation & Community Corrections South Region Page 80-70-3**

**CIRCUIT 11**

Case Mgmt Intake Miami-Dade County	101	Page 70-11
Case Mgmt Combined Miami-Dade Cty	312, 313, 314	Page 70-11A
Case Mgmt Combined Miami-Dade Cty	319	Page 70-11A
Case Mgmt Combined Miami-Dade Cty	322, 323, 324	Page 70-11B
Case Mgmt Combined Miami-Dade Cty	331	Page 70-11B
Case Mgmt Combined Miami-Dade Cty	327, 332, 333	Page 70-11C
Case Mgmt Combined Miami-Dade Cty	335	Page 70-11C

**CIRCUIT 15**

Case Mgmt Intake Palm Beach Cty	101, 102	Page 70-15A
Case Mgmt Combined Palm Beach Cty	302, 303, 304	Page 70-15A
Case Mgmt Combined Palm Beach Cty	306, 308	Page 70-15A

**CIRCUIT 16**

Case Mgmt Combined Monroe County	301, 302	Page 70-16
----------------------------------	----------	------------

**CIRCUIT 17**

Case Mgmt Intake Broward County	101, 102, 103	Page 70-17A
Case Mgmt Combined Broward County	309, 311, 313	Page 70-17A
Case Mgmt Combined Broward County	321	Page 70-17A
Case Mgmt Combined Broward County	323, 325, 327	Page 70-17B
Case Mgmt Combined Browrad County	331, 332, 333	Page 70-17B

**CIRCUIT 19**

Case Mgmt Intake St. Lucie County	101	Page 70-19
Case Mgmt Combined Martin County	303	
Case Mgmt Combined Indian River County	304	
Case Mgmt Combined Okeechobee County	305	

**CIRCUIT 20**

Case Mgmt Intake Collier County	102	Page 70-20
Case Mgmt Combined Hendry County	301	Page 70-20
Case Mgmt Combined Charlotte County	302	Page 70-20
Case Mgmt Intake Lee County	101, 103	Page 70-20A
Case Mgmt Combined Lee County	303, 304, 305	Page 70-20A

**Asst. Secretary for Probation & Community Corr.**  
 Community & Social Service Managers  
**80003**  
**10-9151-02** (6813) **1.0** (940)

*SOUTH REGION*  
 go to Page 80-70 (also Page 2A Headquarters)  
**Director of Probation & Community Corrections**  
 Community & Social Service Managers  
**02588**  
**10-9151-01** (6818) **1.0** (930)

**Administrative Assistant II - SES**  
 Executive Secretaries and Administrative Assistants  
**40152**  
**43-6011-03** (0712) **1.0** (418)

**Secretary Specialist**  
 Secretaries, Except Legal, Medical & Executive  
**02684**  
**43-6014-01** (0105) **1.0** (010)

*CIRCUIT 11 (South Region)*  
 go to Page 70-11  
**Chief Probation Officer/Manager**  
 Managers, All Other  
**59601**  
**11-9199-03** (6836) **1.0** (530)

*CIRCUIT 15 (South Region)*  
 go to Page 70-15  
**Chief Probation Officer/Manager**  
 Managers, All Other  
**56616**  
**11-9199-03** (6836) **1.0** (530)

**Operations Analyst II**  
 Probation Officers & Correction Treatment Specialists  
**39500 47146**  
**13-1111-03** (2212) **2.0** (019)

**Government Analyst I**  
 Management Analysts  
**80116**  
**13-1111-03** (2224) **1.0** (022)

*CIRCUIT 16 (South Region)*  
 go to Page 70-16  
**Chief Probation Officer/Manager**  
 Managers, All Other  
**07396**  
**11-9199-03** (6836) **1.0** (530)

*CIRCUIT 17 (South Region)*  
 go to Page 70-17  
**Chief Probation Officer/Manager**  
 Managers, All Other  
**48690**  
**11-9199-03** (6836) **1.0** (530)

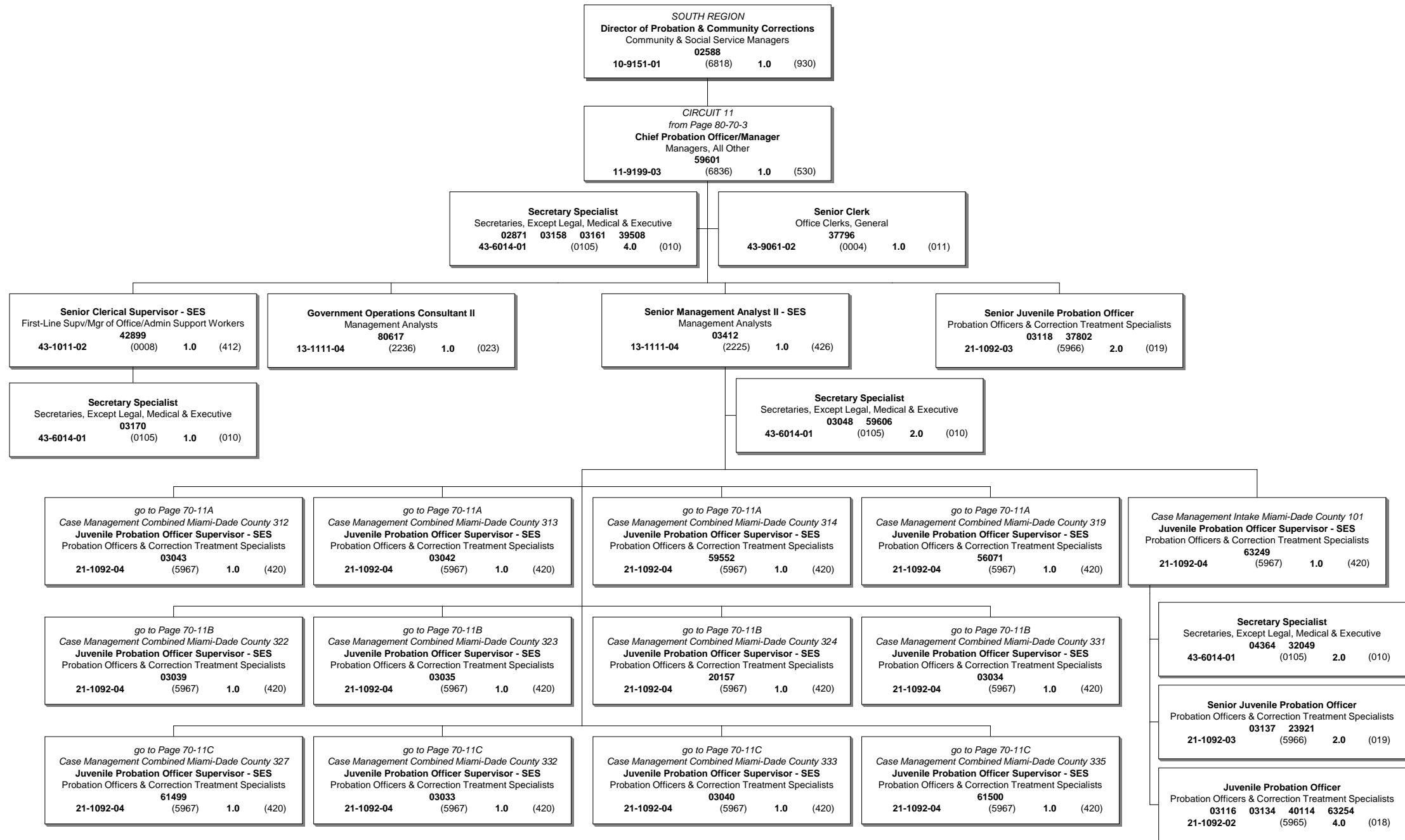
**Operations and Management Consultant II - SES**  
 Management Analysts  
**42906**  
**13-1111-04** (2236) **1.0** (423)

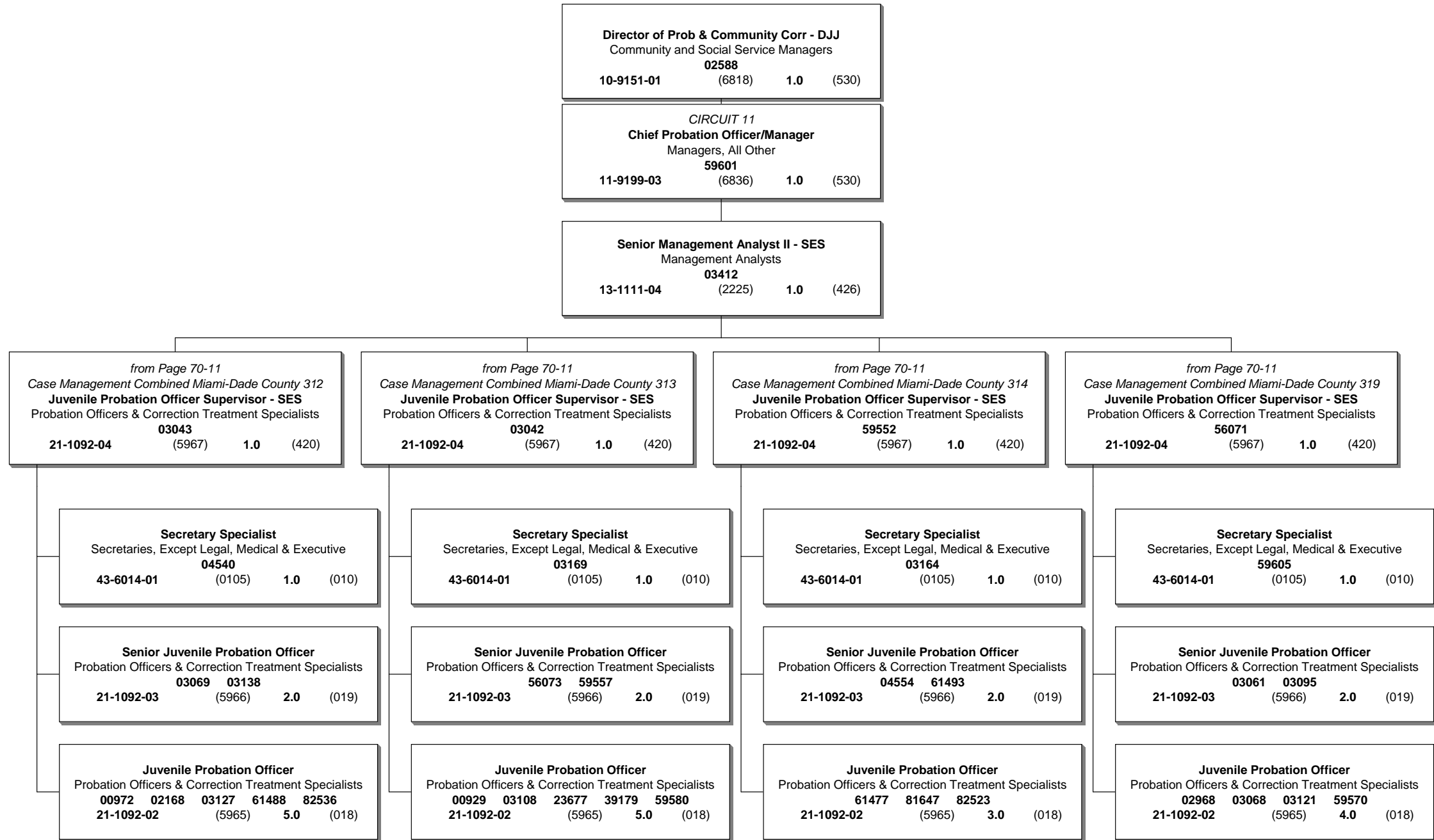
**Government Operations Consultant II**  
 Management Analysts  
**03527 61545 82527**  
**13-1111-04** (2236) **3.0** (023)

*CIRCUIT 19 (South Region)*  
 go to Page 70-19  
**Chief Probation Officer/Manager**  
 Managers, All Other  
**81800**  
**11-9199-03** (6836) **1.0** (530)

*CIRCUIT 20 (South Region)*  
 go to Page 70-20  
**Chief Probation Officer/Manager**  
 Managers, All Other  
**60731**  
**11-9199-03** (6836) **1.0** (530)







*CIRCUIT 11*  
**Chief Probation Officer/Manager**  
 Managers, All Other  
**59601**  
**11-9199-03** (6836) **1.0** (530)

**Senior Management Analyst II - SES**  
 Management Analysts  
**03412**  
**13-1111-04** (2225) **1.0** (426)

*from Page 70-11*  
*Case Management Combined Miami-Dade County 322*  
**Juvenile Probation Officer Supervisor - SES**  
 Probation Officers & Correction Treatment Specialists  
**03039**  
**21-1092-04** (5967) **1.0** (420)

*from Page 70-11*  
*Case Management Combined Miami-Dade County 323*  
**Juvenile Probation Officer Supervisor - SES**  
 Probation Officers & Correction Treatment Specialists  
**03035**  
**21-1092-04** (5967) **1.0** (420)

*from Page 70-11*  
*Case Management Combined Miami-Dade County 324*  
**Juvenile Probation Officer Supervisor - SES**  
 Probation Officers & Correction Treatment Specialists  
**20157**  
**21-1092-04** (5967) **1.0** (420)

*from Page 70-11*  
*Case Management Combined Miami-Dade County 331*  
**Juvenile Probation Officer Supervisor - SES**  
 Probation Officers & Correction Treatment Specialists  
**03034**  
**21-1092-04** (5967) **1.0** (420)

**Secretary Specialist**  
 Secretaries, Except Legal, Medical & Executive  
**03050**  
**43-6014-01** (0105) **1.0** (010)

**Secretary Specialist**  
 Secretaries, Except Legal, Medical & Executive  
**03162**  
**43-6014-01** (0105) **1.0** (010)

**Secretary Specialist**  
 Secretaries, Except Legal, Medical & Executive  
**59604**  
**43-6014-01** (0105) **1.0** (010)

**Secretary Specialist**  
 Secretaries, Except Legal, Medical & Executive  
**03157**  
**43-6014-01** (0105) **1.0** (010)

**Senior Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**03094 03135**  
**21-1092-03** (5966) **2.0** (019)

**Senior Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**02672 03090**  
**21-1092-03** (5966) **2.0** (019)

**Senior Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**03112 04547**  
**21-1092-03** (5966) **2.0** (019)

**Senior Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**03060 56070**  
**21-1092-03** (5966) **2.0** (019)

**Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**02674 03114 39178 81623 82528**  
**21-1092-02** (5965) **5.0** (018)

**Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**02667 03087 03088 04347 59573 81662**  
**21-1092-02** (5965) **6.0** (018)

**Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**39505 61589 63257 81649**  
**21-1092-02** (5965) **4.0** (018)

**Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**02199 02867 03073 03074 03102 82516**  
**21-1092-02** (5965) **6.0** (018)

*CIRCUIT 11*  
**Chief Probation Officer/Manager**  
 Managers, All Other  
**59601**  
**11-9199-03** (6836) **1.0** (530)

**Senior Management Analyst II - SES**  
 Management Analysts  
**03412**  
**13-1111-04** (2225) **1.0** (426)

*from Page 70-11*  
*Case Management Combined Miami-Dade County 327*  
**Juvenile Probation Officer Supervisor - SES**  
 Probation Officers & Correction Treatment Specialists  
**61499**  
**21-1092-04** (5967) **1.0** (420)

*from Page 70-11*  
*Case Management Combined Miami-Dade County 332*  
**Juvenile Probation Officer Supervisor - SES**  
 Probation Officers & Correction Treatment Specialists  
**03033**  
**21-1092-04** (5967) **1.0** (420)

*from Page 70-11*  
*Case Management Combined Miami-Dade County 333*  
**Juvenile Probation Officer Supervisor - SES**  
 Probation Officers & Correction Treatment Specialists  
**03040**  
**21-1092-04** (5967) **1.0** (420)

*from Page 70-11*  
*Case Management Combined Miami-Dade County 335*  
**Juvenile Probation Officer Supervisor - SES**  
 Probation Officers & Correction Treatment Specialists  
**61500**  
**21-1092-04** (5967) **1.0** (420)

**Secretary Specialist**  
 Secretaries, Except Legal, Medical & Executive  
**40151**  
**43-6014-01** (0105) **1.0** (010)

**Secretary Specialist**  
 Secretaries, Except Legal, Medical & Executive  
**03167**  
**43-6014-01** (0105) **1.0** (010)

**Secretary Specialist**  
 Secretaries, Except Legal, Medical & Executive  
**36176**  
**43-6014-01** (0105) **1.0** (010)

**Secretary Specialist**  
 Secretaries, Except Legal, Medical & Executive  
**61469**  
**43-6014-01** (0105) **1.0** (010)

**Senior Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**37801 59560 61495**  
**21-1092-03** (5966) **3.0** (019)

**Senior Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**03139 39180**  
**21-1092-03** (5966) **2.0** (019)

**Senior Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**03063 61492**  
**21-1092-03** (5966) **2.0** (019)

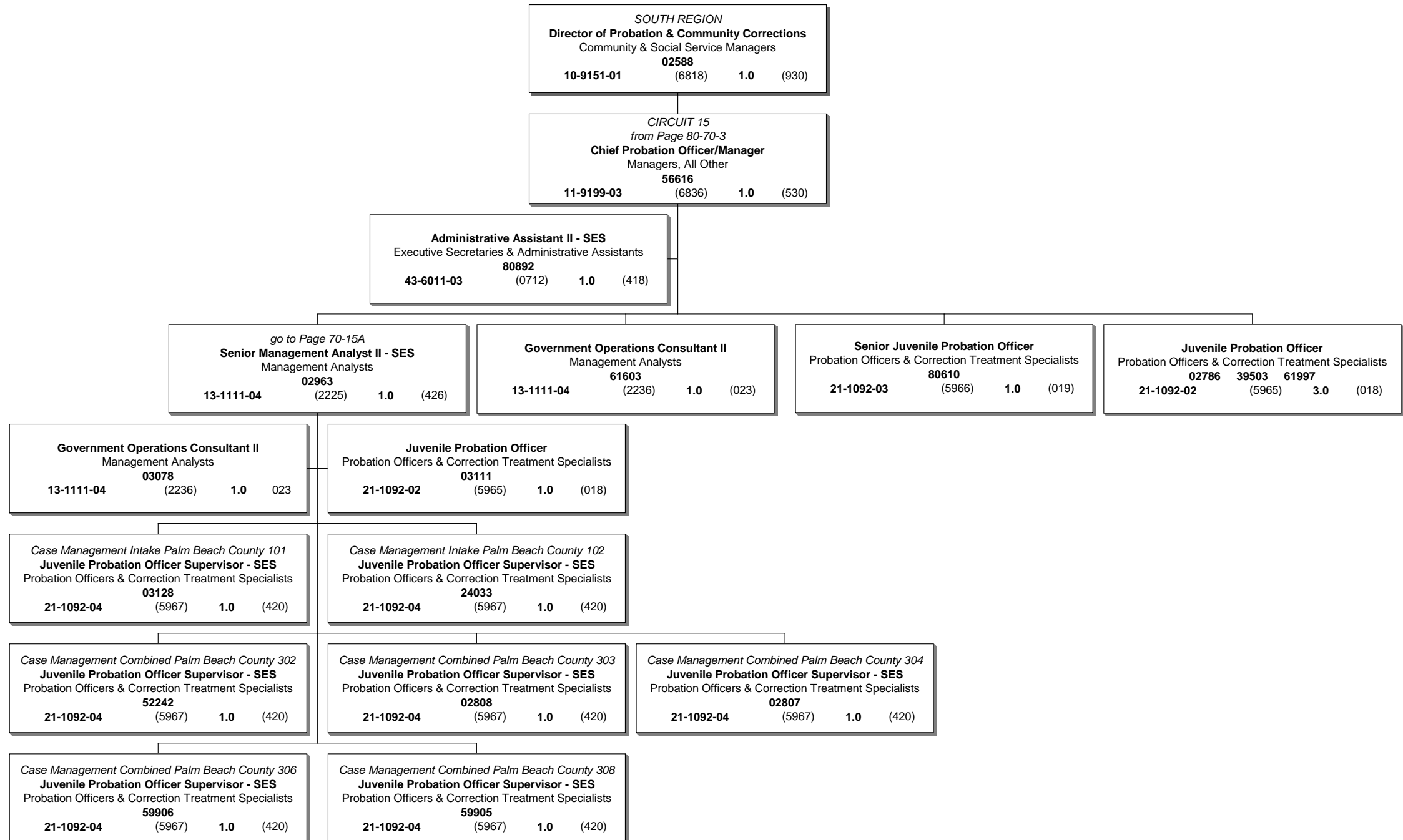
**Senior Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**61491 61496**  
**21-1092-03** (5966) **2.0** (019)

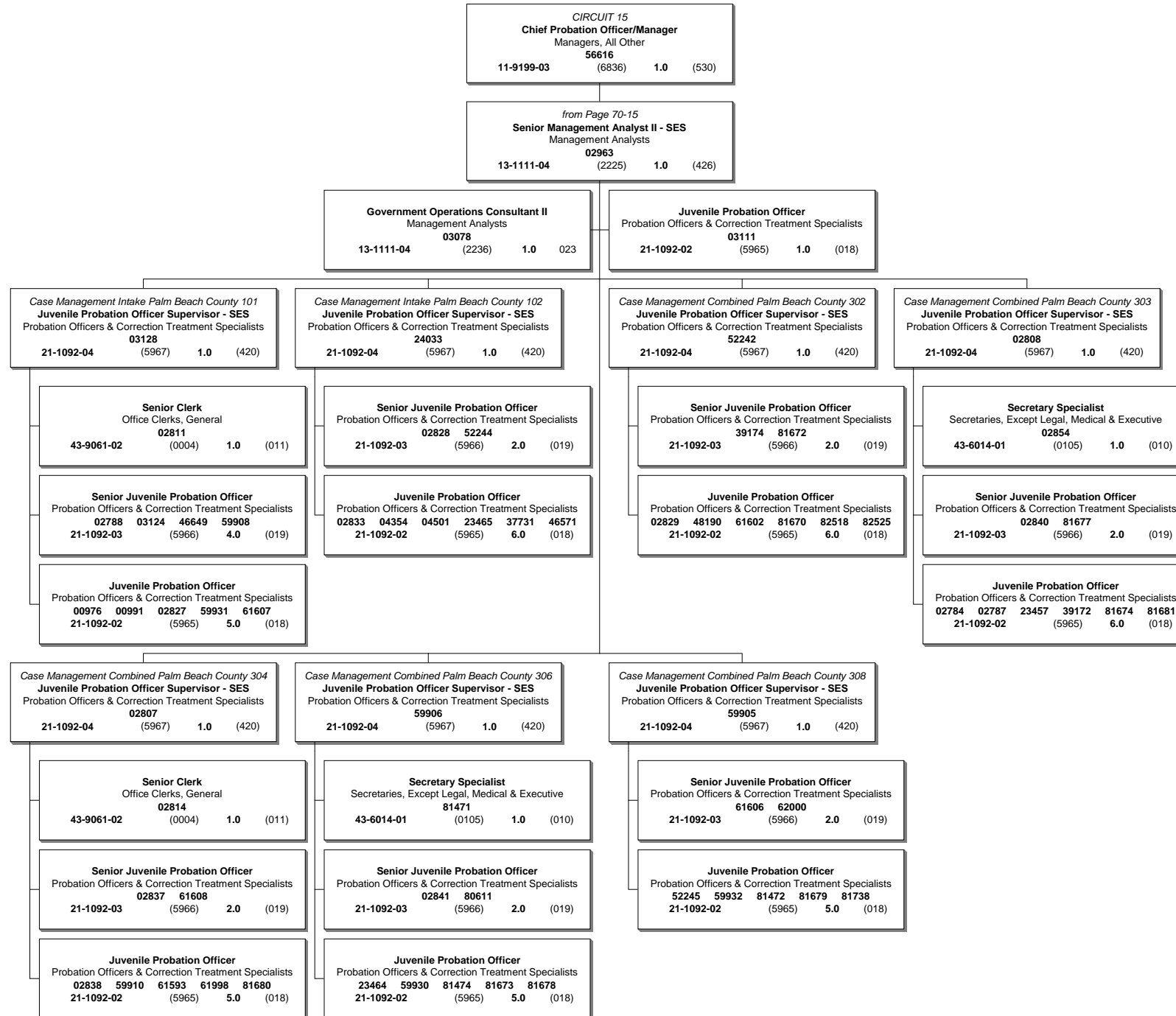
**Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**03083 59569 59581 61476 61480**  
**21-1092-02** (5965) **5.0** (018)

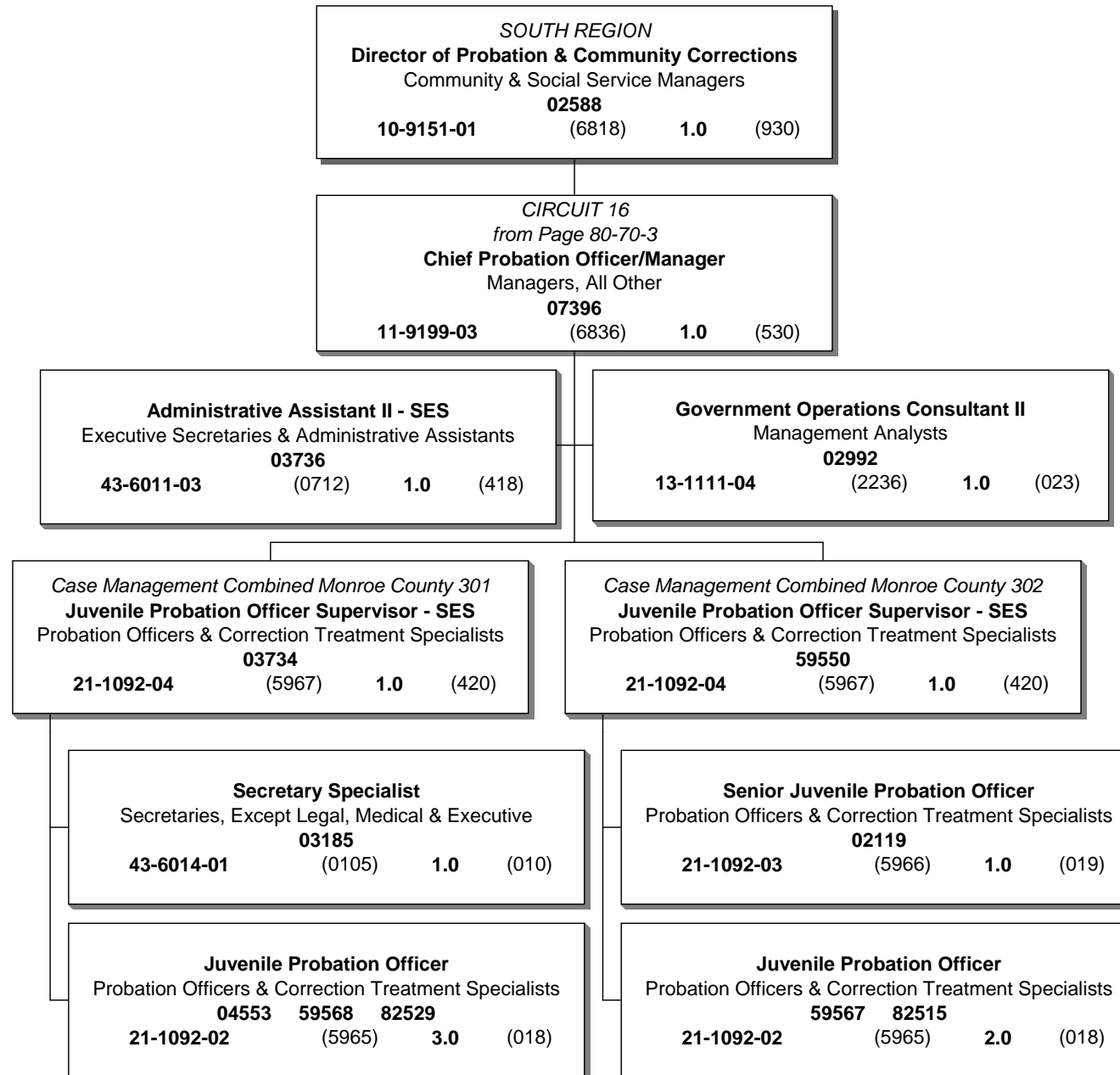
**Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**03119 03130 81669 82524**  
**21-1092-02** (5965) **4.0** (018)

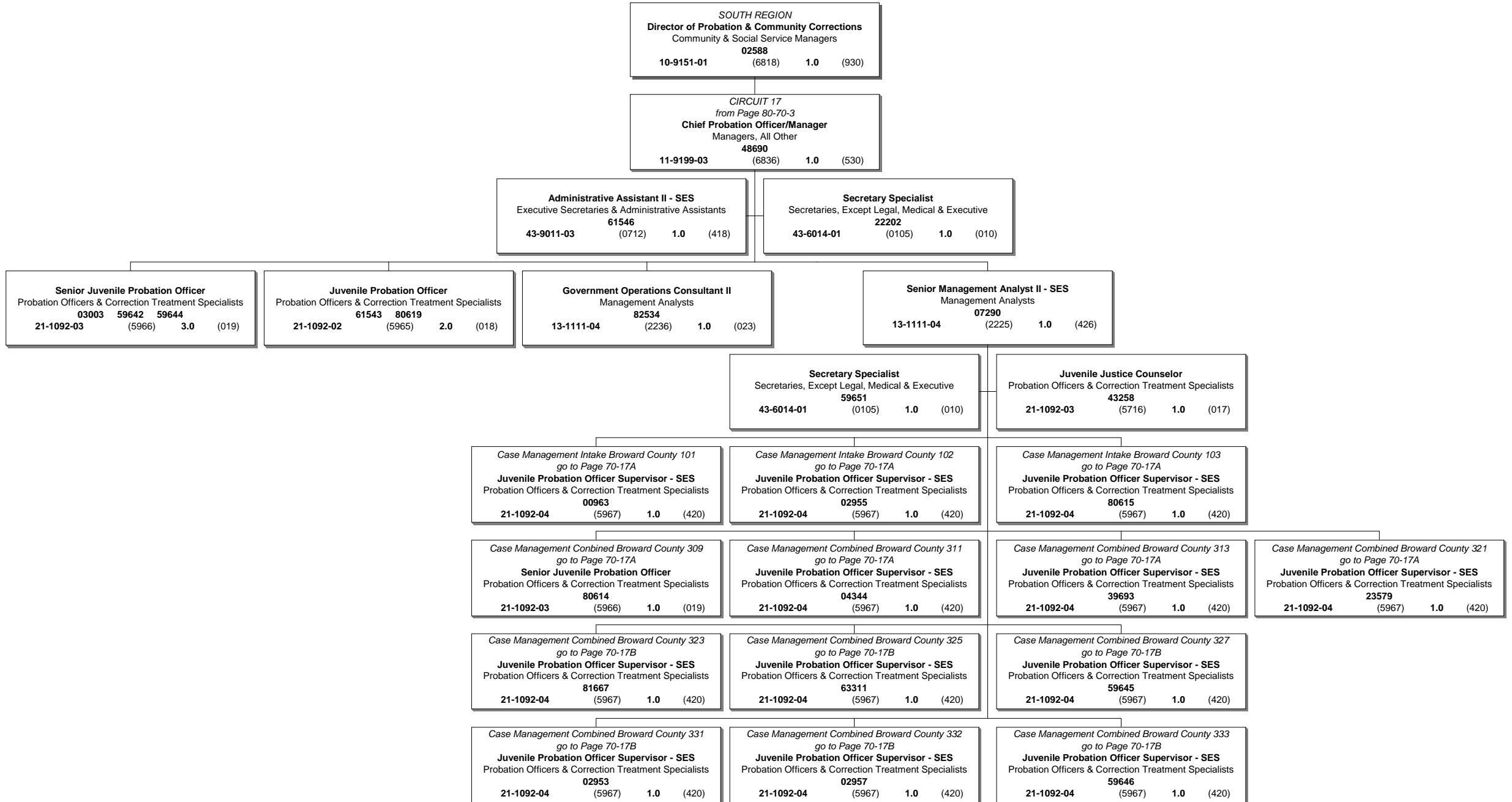
**Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**03089 04543 39498 40155 61474**  
**21-1092-02** (5965) **5.0** (018)

**Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**61487 61489 80616 81583 81733**  
**21-1092-02** (5965) **5.0** (018)

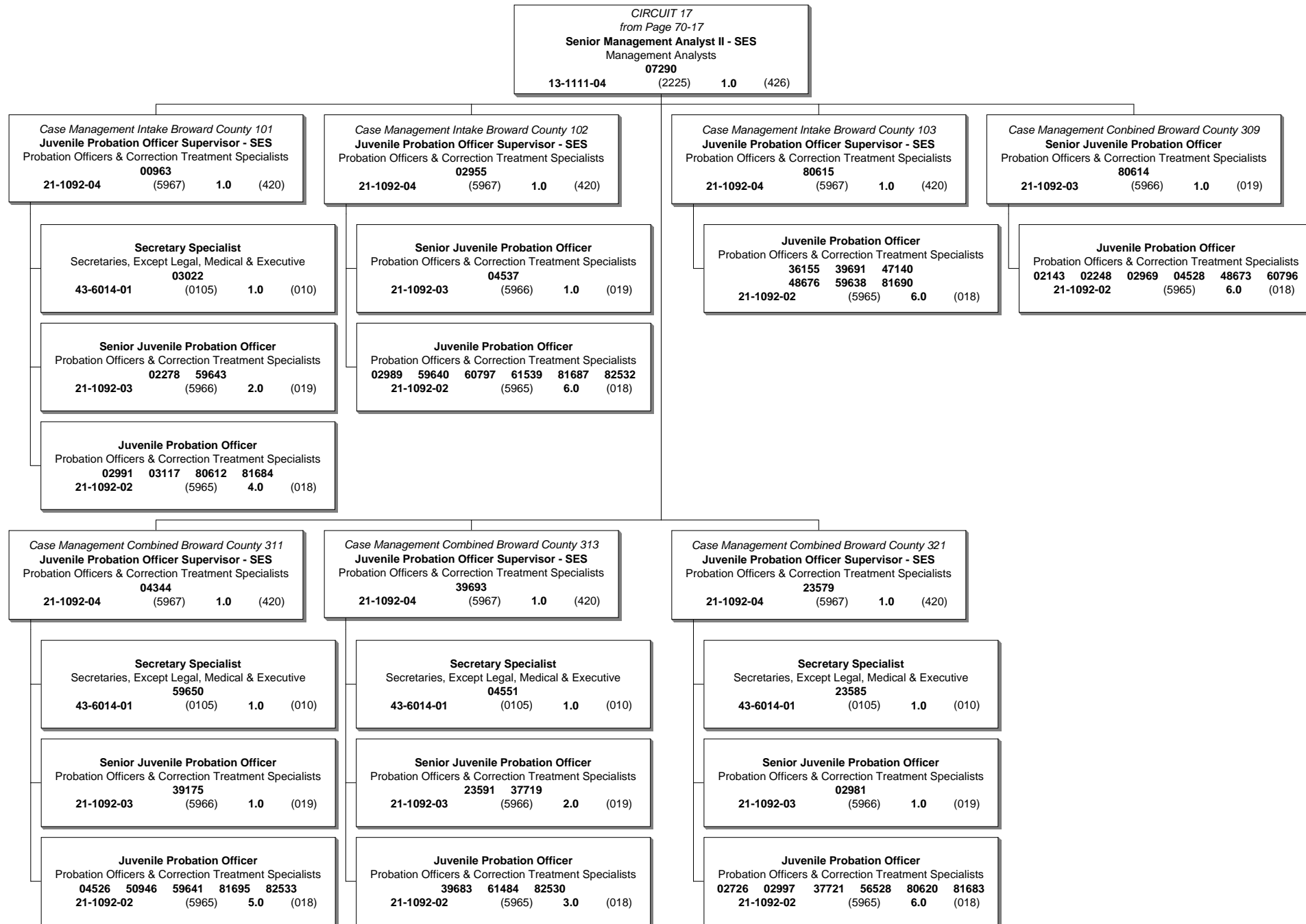




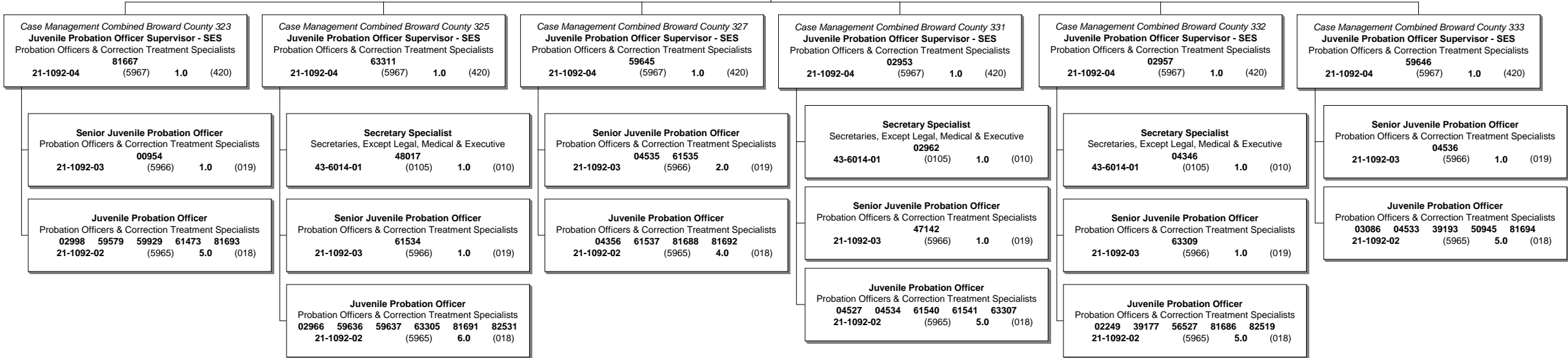


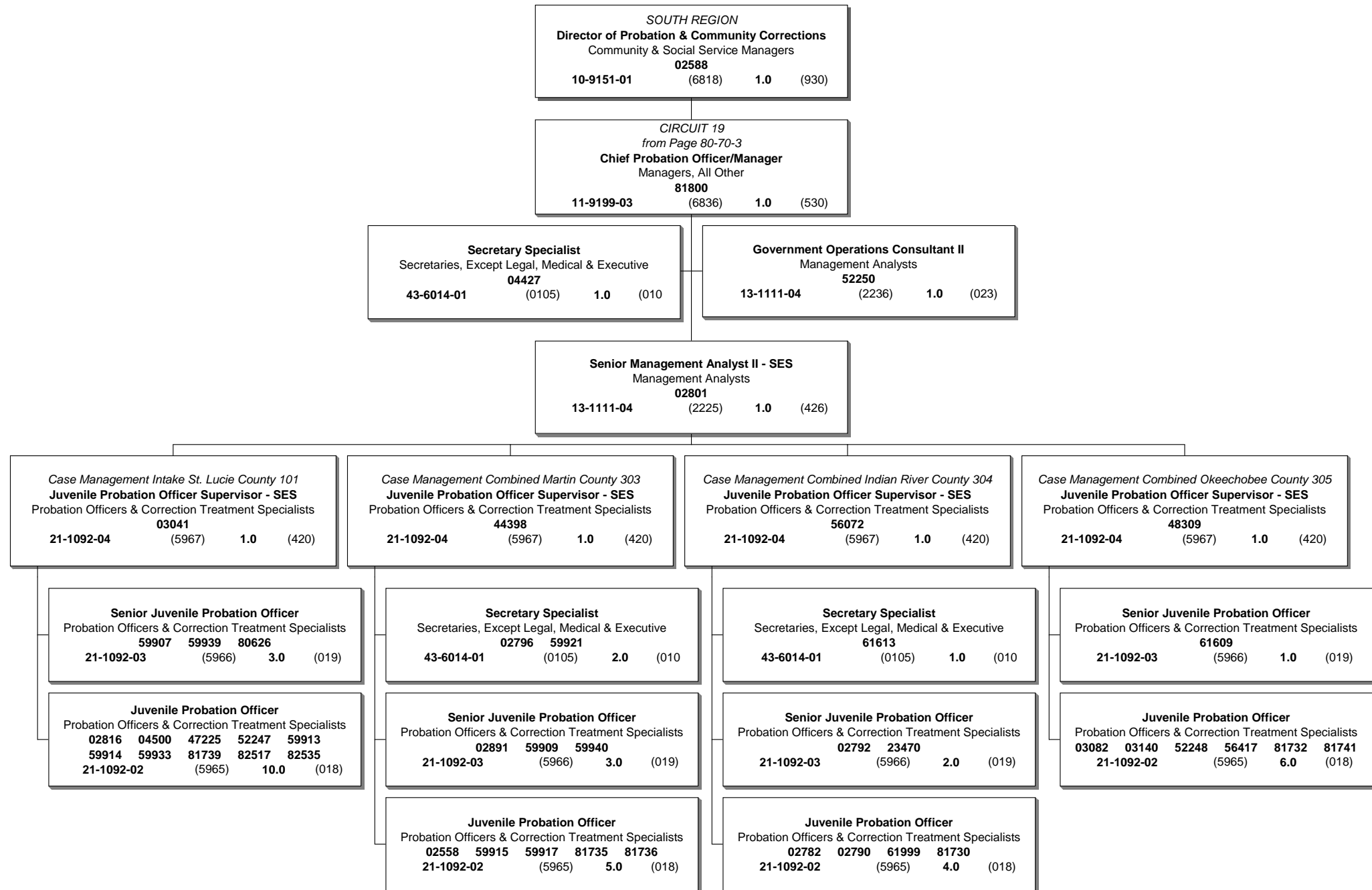






CIRCUIT 17  
 from Page 70-17  
**Senior Management Analyst II - SES**  
 Management Analysts  
 07290  
 13-1111-04 (2225) 1.0 (426)





*SOUTH REGION*  
**Director of Probation & Community Corrections**  
 Community & Social Service Managers  
**02588**  
**10-9151-01** (6818) **1.0** (930)

*CIRCUIT 20*  
*from Page 80-70-3*  
**Chief Probation Officer/Manager**  
 Managers, All Other  
**60731**  
**11-9199-03** (6836) **1.0** (530)

**Administrative Assistant I**  
 Executive Secretaries & Administrative Assistants  
**59788**  
**43-6011-02** (0709) **1.0** (015)

**Government Operations Consultant II**  
 Management Analysts  
**82520**  
**13-1111-04** (2236) **1.0** (023)

**Senior Management Analyst II - SES**  
 Management Analysts  
**03240**  
**13-1111-04** (2225) **1.0** (426)

**Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**61587**  
**21-1092-02** (5965) **1.0** (018)

*Case Management Intake Lee County 101*  
*go to Page 70-20A*  
**Juvenile Probation Officer Supervisor - SES**  
 Probation Officers & Correction Treatment Specialists  
**02919**  
**21-1092-04** (5967) **1.0** (019)

*Case Management Intake Lee County 103*  
*go to Page 70-20A*  
**Juvenile Probation Officer Supervisor - SES**  
 Probation Officers & Correction Treatment Specialists  
**04555**  
**21-1092-04** (5967) **1.0** (019)

*Case Management Combined Lee County 303*  
*go to Page 70-20A*  
**Juvenile Probation Officer Supervisor - SES**  
 Probation Officers & Correction Treatment Specialists  
**46092**  
**21-1092-04** (5967) **1.0** (019)

*Case Management Combined Lee County 304*  
*go to Page 70-20A*  
**Juvenile Probation Officer Supervisor - SES**  
 Probation Officers & Correction Treatment Specialists  
**60547**  
**21-1092-04** (5967) **1.0** (019)

*Case Management Combined Lee County 305*  
*go to Page 70-20A*  
**Juvenile Probation Officer Supervisor - SES**  
 Probation Officers & Correction Treatment Specialists  
**80609**  
**21-1092-04** (5967) **1.0** (019)

*Case Management Intake Collier County 102*  
**Juvenile Probation Officer Supervisor - SES**  
 Probation Officers & Correction Treatment Specialists  
**61597**  
**21-1092-04** (5967) **1.0** (019)

*Case Management Combined Hendry County 301*  
**Juvenile Probation Officer Supervisor - SES**  
 Probation Officers & Correction Treatment Specialists  
**02931**  
**21-1092-04** (5967) **1.0** (019)

*Case Management Combined Charlotte County 302*  
**Juvenile Probation Officer Supervisor - SES**  
 Probation Officers & Correction Treatment Specialists  
**02918**  
**21-1092-04** (5967) **1.0** (019)

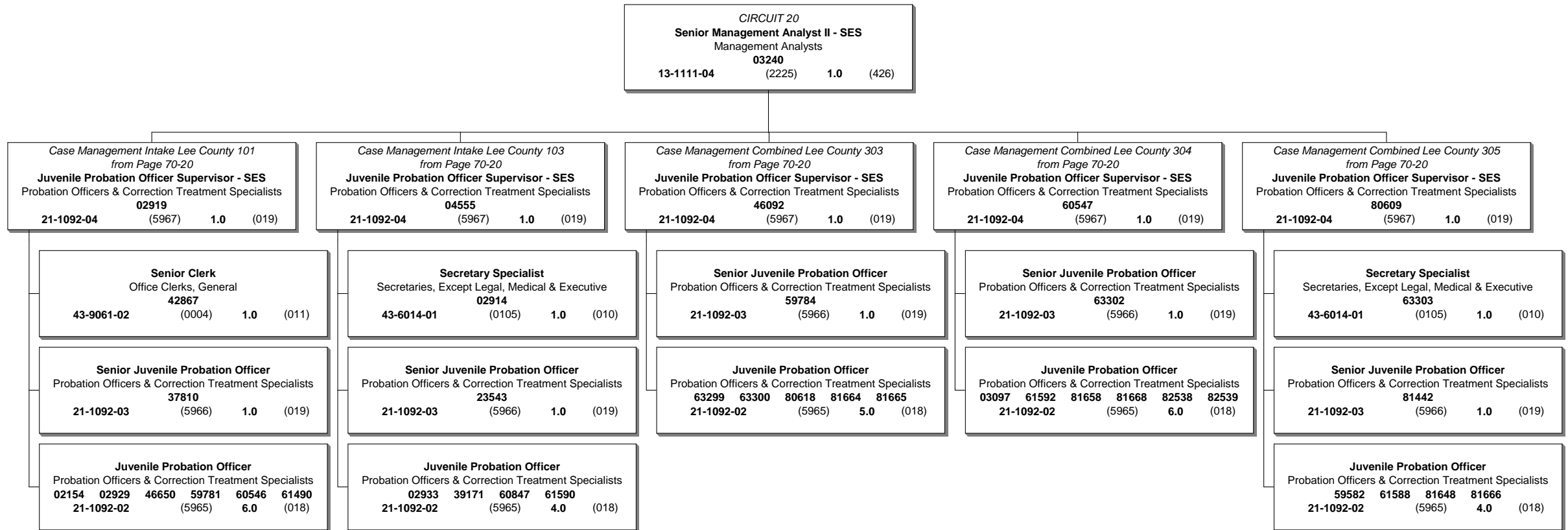
**Senior Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**39168**  
**21-1092-03** (5966) **1.0** (019)

**Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**59783 81663**  
**21-1092-02** (5965) **2.0** (018)

**Senior Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**61595 81441**  
**21-1092-03** (5966) **2.0** (019)

**Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**01999 02727 02785 02927**  
**04514 63301 81437 82537**  
**21-1092-02** (5965) **8.0** (018)

**Juvenile Probation Officer**  
 Probation Officers & Correction Treatment Specialists  
**02905 04511 61481 81660**  
**21-1092-02** (5965) **4.0** (018)



## TABLE OF CONTENTS

**Assistant Secretary for Residential & Correctional Facilities**

North Region

Central Region

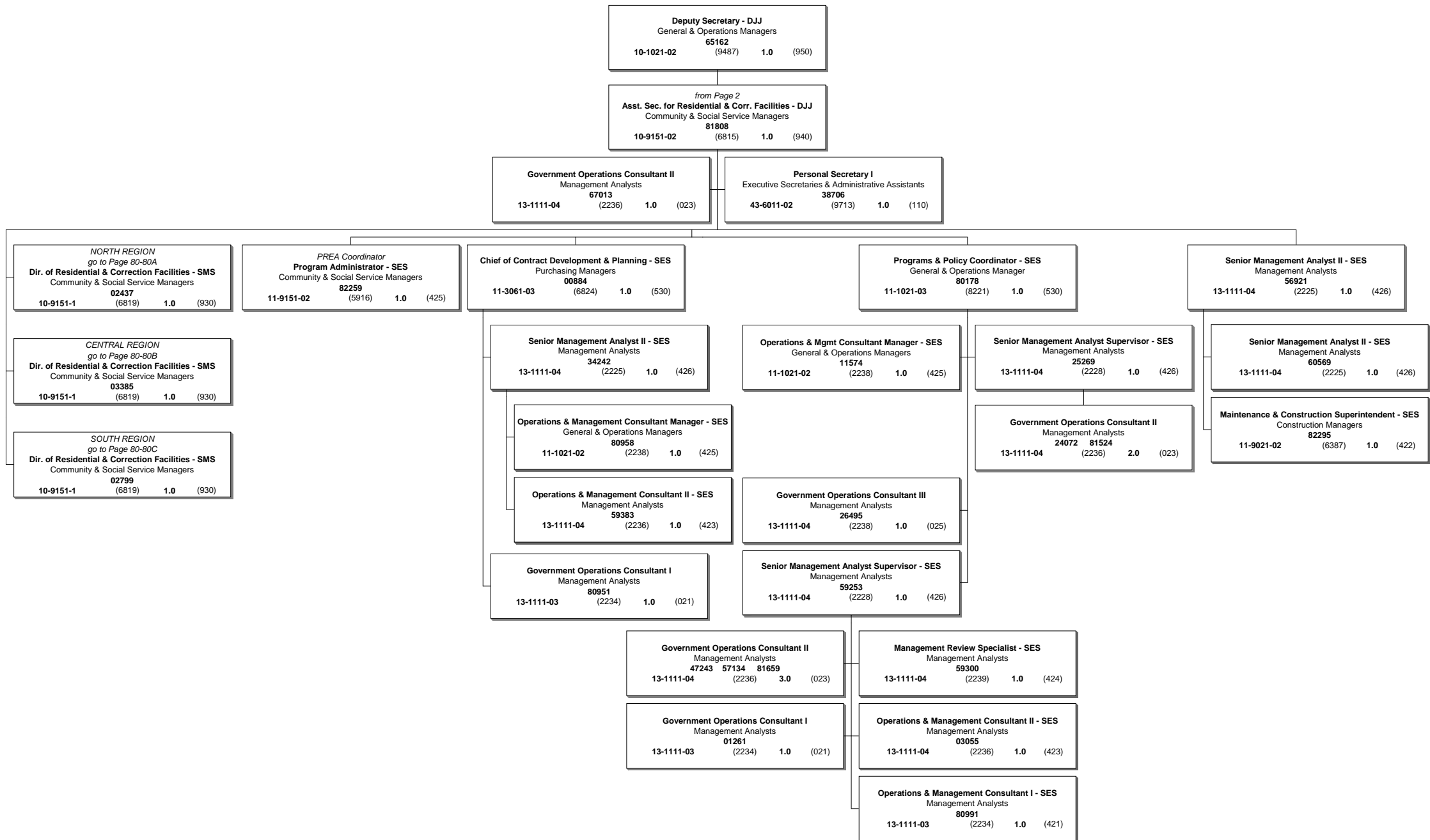
South Region

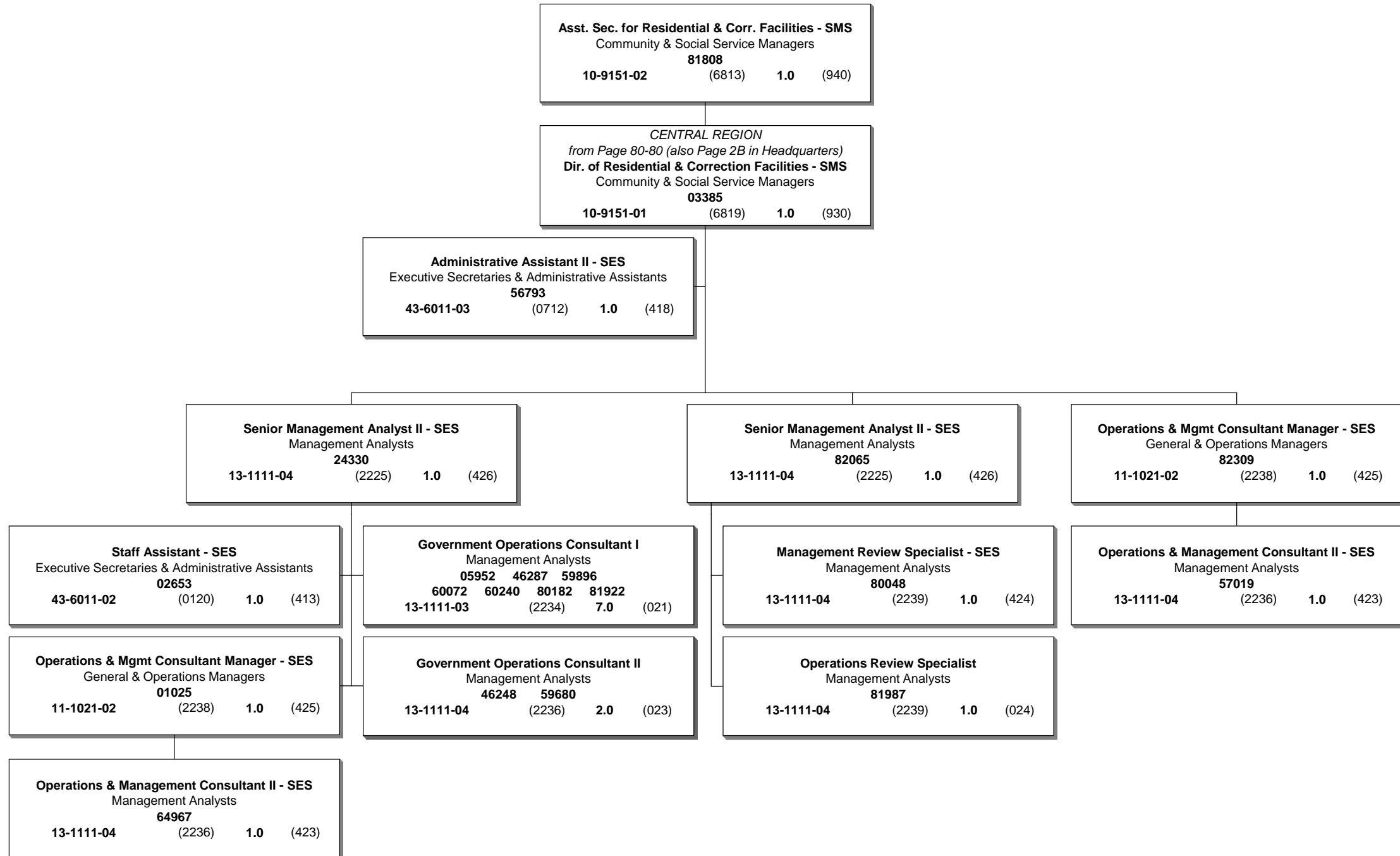
**Page 80-80** *(also Page 2B in Headquarters)*

Page 80-80A

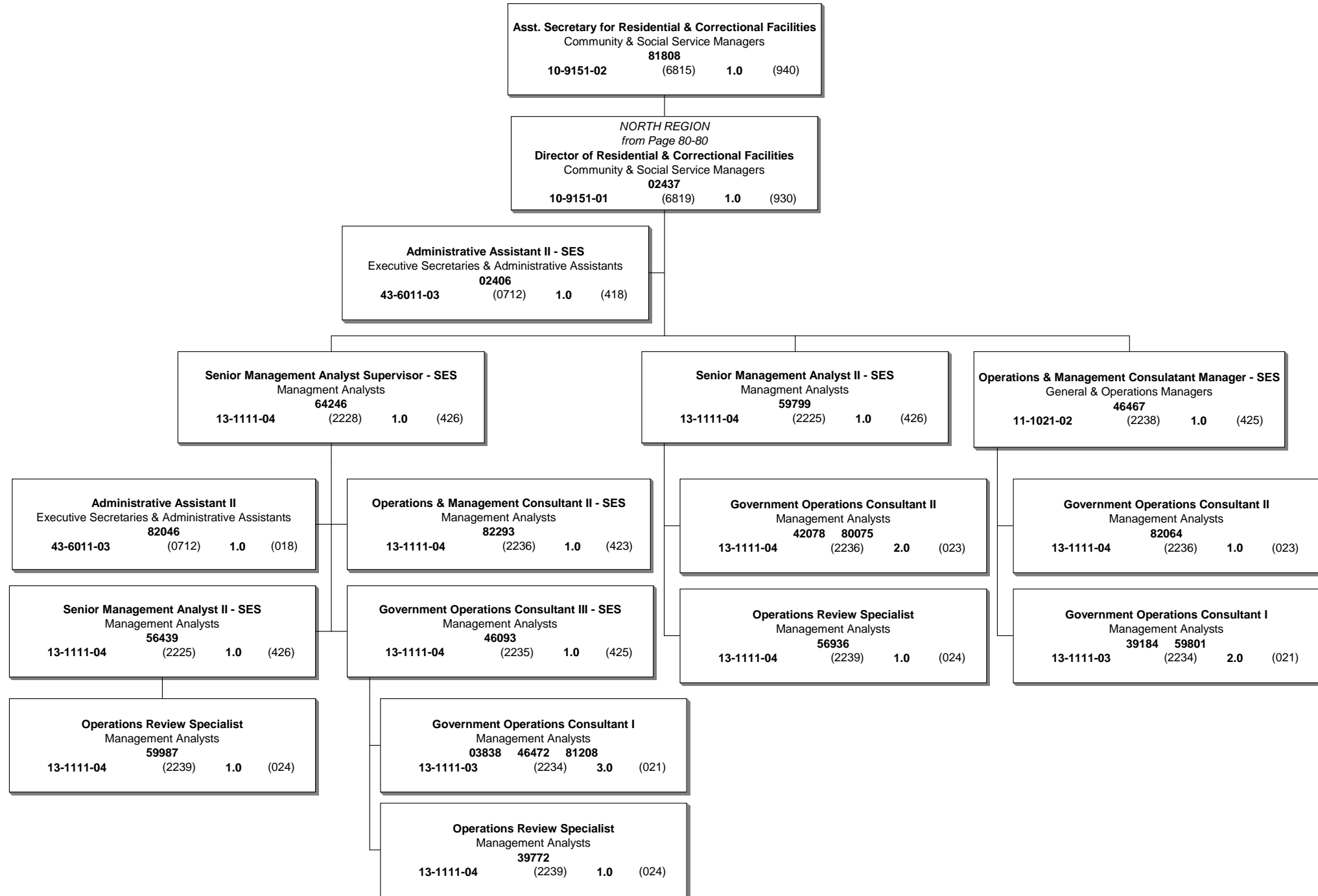
Page 80-80B

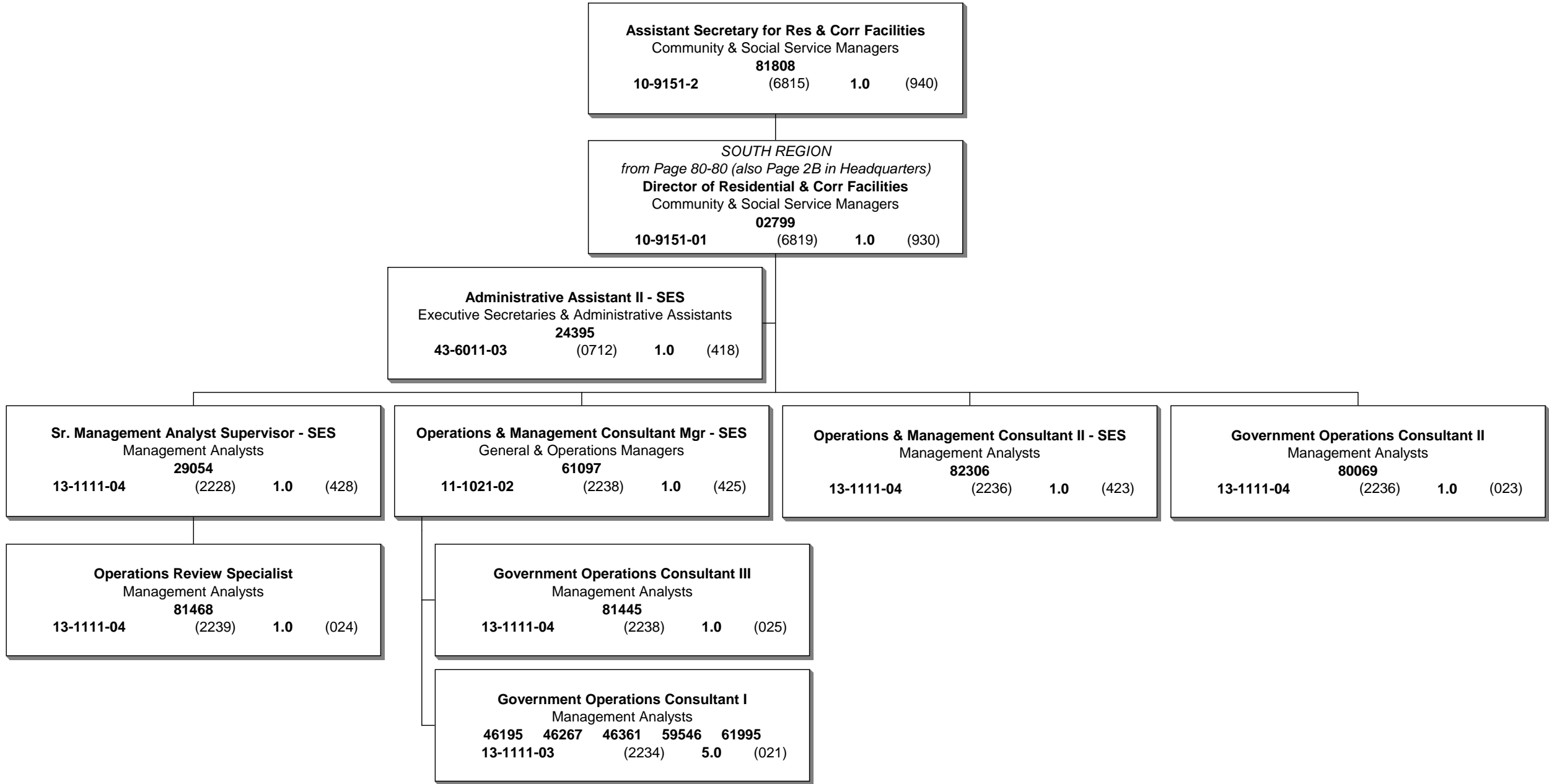
Page 80-80C







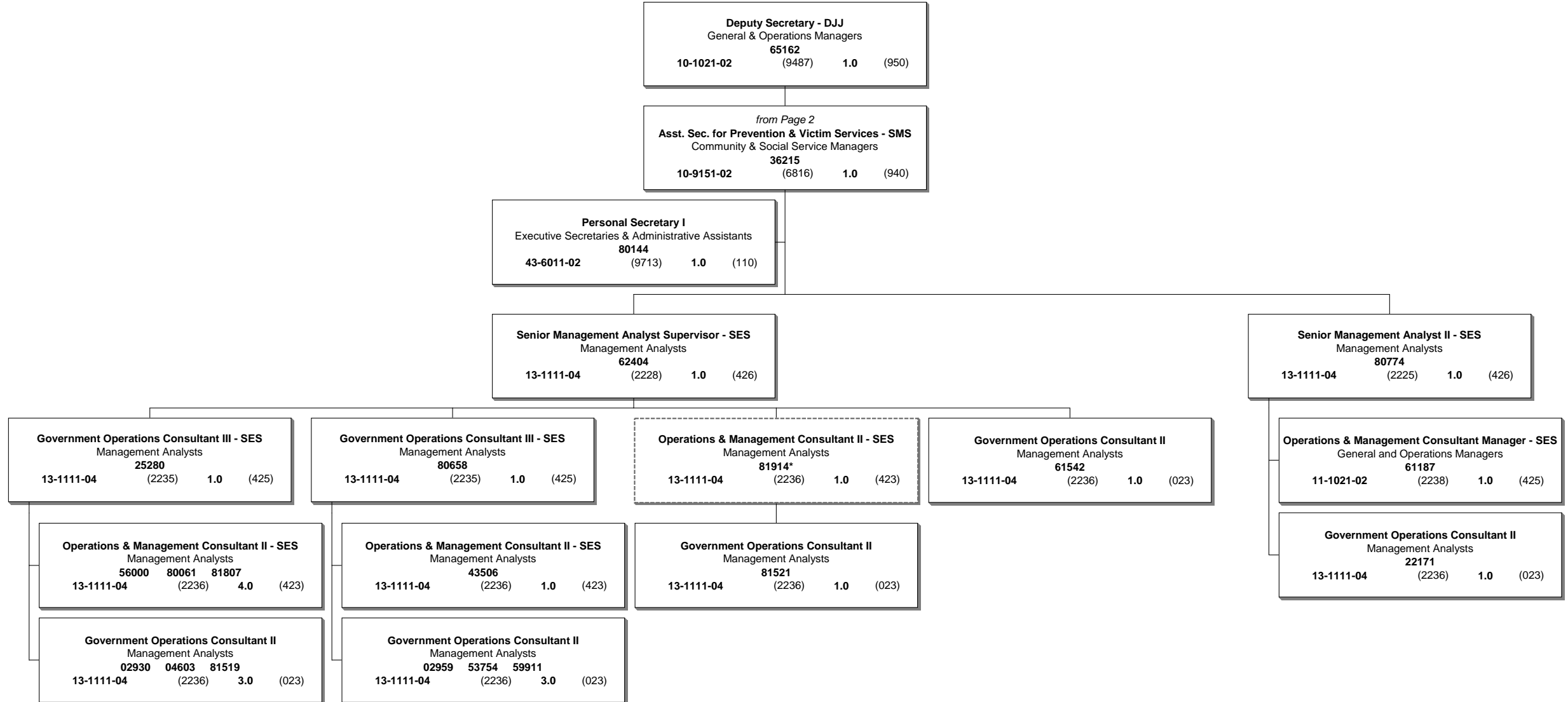




## TABLE OF CONTENTS

**Assistant Secretary of Prevention and Victim Services**

**Page 80-90** *(also Page 2C in Headquarters)*



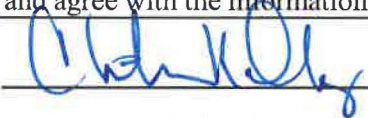
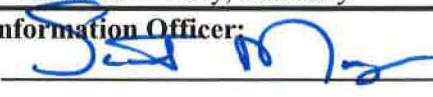

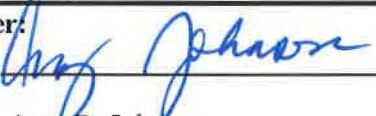

\*Funded by Residential

JUVENILE JUSTICE, DEPARTMENT OF		FISCAL YEAR 2014-15			
SECTION I: BUDGET		OPERATING		FIXED CAPITAL OUTLAY	
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT			546,648,604	4,722,909	
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)			9,090,399	0	
FINAL BUDGET FOR AGENCY			555,739,003	4,722,909	
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
<i>Executive Direction, Administrative Support and Information Technology (2)</i>					4,704,567
Secure Supervision * Number of cases served		33,872	3,029.04	102,599,736	
Health Services * Number of cases served		38,337	391.09	14,993,354	
Mental Health Services * Number of cases served		33,872	83.42	2,825,601	
Food Services * Number of resident days food services are provided		329,817	21.57	7,115,778	
Transportation * Number of miles youth transported		503,554	3.08	1,551,080	
Facilities, Repair Maintenance * Square feet maintained		994,077	2.55	2,531,739	
Counseling And Supervision - Contracted * Number of youth served		7,559	2,623.04	19,827,561	
Counseling And Supervision - State Provided * Number of youth served		47,653	1,437.97	68,523,544	
Juvenile Assessment Center Administration * Number of youth served		25,611	169.34	4,336,840	
Intake And Screening * Number of cases served		74,871	399.78	29,931,856	
Diversion * Number of youth served		19,330	312.69	6,044,365	
Transitional Services * Number of youth served		1,948	5,351.10	10,423,941	
Redirection Services * Number of youth served		1,585	5,804.12	9,199,524	
Sex Offender Treatment * Number of youth served		563	9,959.31	5,607,091	
Mental Health Treatment * Number of youth served		4,465	2,718.95	12,140,100	
Substance Abuse Treatment * Number of youth served		2,777	3,072.62	8,532,679	
Care And Custody * Number of youth served		4,465	30,315.90	135,360,495	
Behavioral Training And Life Skills * Number of youth served		4,465	854.42	3,814,967	
Vocational Training * Number of youth served		4,465	529.62	2,364,772	
Secure Children-in-need-of-services / Families-in-need-of-services * Number of youth served		4,827	7.77	37,500	
Non-secure Children-in-need-of-services / Families-in-need-of-services * Number of youth served		10,308	3,434.55	35,403,341	
Female Diversion Programs * Number of youth served		2,110	7,414.03	15,643,599	
School Attendance * Number of youth served		535	3,296.15	1,763,438	
Employment Services * Number of youth served		15	6,927.40	103,911	
Violence Reduction * Number of youth served		9,936	823.14	8,178,700	
Afterschool Programming * Number of youth served		25,721	338.35	8,702,828	
Central Communications Center * Number of incidents received and logged for review		2,323	194.27	451,287	
Juvenile Justice System Improvements * Number of programs impacted		75	39,966.99	2,997,524	
TOTAL				521,007,151	4,704,567
SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES					
AID TO LOCAL GOVERNMENTS					
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS					
OTHER					
REVERSIONS				34,731,955	18,342
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)				555,739,106	4,722,909

### 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.

**SCHEDULE XIIB: MAJOR OUTSOURCING AND PRIVATIZATION INITIATIVES  
EXCEEDING \$10 MILLION INITIALLY UNDERTAKEN IN THE LAST FIVE YEARS  
NON-SECURE RESIDENTIAL**

<b>Schedule XII-B Cover Sheet and Agency Project Approval</b>	
<b>Agency:</b> Department of Juvenile Justice	<b>Schedule XII-B Submission Date:</b> October 15, 2015
<b>Project Name:</b> Major Outsourcing and Privatization Initiatives	<b>Is this project included in the Agency's LRPP?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>FY 2016-2017 LBR Issue Code:</b> N/A	<b>FY 2016-2017 LBR Issue Title:</b> N/A
<b>Agency Contact for Schedule XII-B (Name, Phone #, and E-mail address):</b> Vickie J. Harris, 850-717-2401, Vickie.Harris@djj.state.fl.us	
<b>AGENCY APPROVAL SIGNATURES</b>	
I am submitting the attached Schedule XII-B in support of our legislative budget request. I have reviewed and agree with the information in the attached Schedule XII-B.	
<b>Agency Head:</b> 	<b>Date:</b> 8/18/15
<b>Printed Name:</b> Christina K. Daly, Secretary	
<b>Agency Chief Information Officer:</b> (If applicable) 	<b>Date:</b> 8/18/15
<b>Printed Name:</b> Scott D. Morgan	
<b>Budget Officer:</b> 	<b>Date:</b> 8/14/15
<b>Printed Name:</b> Vickie J. Harris	
<b>Planning Officer:</b> 	<b>Date:</b> 8/17/15
<b>Printed Name:</b> Amy D. Johnson	
<b>Project Sponsor:</b> 	<b>Date:</b> 8/17/15
<b>Printed Name:</b> Laura K. Moneyham	

**SCHEDULE XIIB-1: MAJOR OUTSOURCING AND PRIVATIZATION INITIATIVES  
EXCEEDING \$10 MILLION INITIALLY UNDERTAKEN IN THE LAST FIVE YEARS  
– BACKGROUND INFORMATION – NON-SECURE RESIDENTIAL**

<b>Background Information</b>	
1.	<p>Provide a narrative summary describing the agency’s decision to outsource or privatize the service or activity.</p> <p>Attach to Schedule XII-B copies of the original business case and cost benefit analysis. If these documents are unavailable, attach any documents which state the original intention of the outsourcing or privatization initiative that will detail its goals, objectives, and expected outcomes. Such documents may include (a) original legislative budget requests, (b) original budget amendments, (c) legislative presentations, or (d) agency planning documents.</p>
<p>Please refer to the business plan previously submitted from the Department of Juvenile Justice (DJJ), Office of Residential Services, which affected the agency’s decision to privatize all five remaining state-operated facilities by July 1, 2013 (submitted with FY 2014-15 LBR).</p>	
2.	<p>Have the anticipated cost savings and benefits of the initiative been realized? Explain.</p> <p>In the second full year of privatization the amount budgeted was \$7,831,571 and the total expended was \$7,425,525. The total cost savings from the second year’s budget was \$1,874,475. The anticipated cost savings from the initial funding was \$2.1 million. Therefore, the actual cost savings from privatizing all remaining residential facilities was less than the amount anticipated.</p>
3.	<p>Provide a narrative description of the competitive solicitation used to outsource or privatize the service or activity.</p> <p>Attach a copy of any competitive solicitation documents, requests for quote(s), service level agreements, or similar documents issued by the agency for this competitive solicitation, which are deemed by the agency not to be confidential or exempt from public records requirements if available.</p>
<p>The Department of Juvenile Justice, Office of Residential Services, used the Invitation to Negotiate (ITN) process. Access to the documents used for competitive procurement of the contracts for the outsourced facilities is provided below by the links to the Department of Financial Services (DFS) Florida Accountability Contract Tracking System (FACTS) website:</p> <ul style="list-style-type: none"> <li>• 10079 - <a href="https://facts.fldfs.com/Search/ContractDetail.aspx?AgencyId=800000&amp;ContractId=10079">https://facts.fldfs.com/Search/ContractDetail.aspx?AgencyId=800000&amp;ContractId=10079</a></li> <li>• 10092 – <a href="https://facts.fldfs.com/Search/ContractDetail.aspx?AgencyId=800000&amp;ContractId=10092">https://facts.fldfs.com/Search/ContractDetail.aspx?AgencyId=800000&amp;ContractId=10092</a></li> <li>• 10094 – <a href="https://facts.fldfs.com/Search/ContractDetail.aspx?AgencyId=800000&amp;ContractId=10094">https://facts.fldfs.com/Search/ContractDetail.aspx?AgencyId=800000&amp;ContractId=10094</a></li> <li>• 10098 – <a href="https://facts.fldfs.com/Search/ContractDetail.aspx?AgencyId=800000&amp;ContractId=10098">https://facts.fldfs.com/Search/ContractDetail.aspx?AgencyId=800000&amp;ContractId=10098</a></li> </ul>	
4.	<p>Section 287.057(13)(a), <i>Florida Statutes</i>, allows for the renewal of contracts for commodities and contractual services for a period that may not exceed 3 years or the term of the original contract, whichever period is longer. Such renewals are contingent upon satisfactory performance evaluations by the agency and subject to the availability of funds.</p>

For the outsourced or privatized service or activity, identify the number of times the contract has been renewed and specify the renewal period of each. Attach a copy of the documentation verifying the contractor's satisfactory performance compliance required prior to each renewal.

The contracts executed for the non-secure residential programs have not yet expired. The contract numbers and end dates are as follows:

- #10079-Escambia Boys Base will end May 31, 2018;
- #10098-Les Peters Academy will end June 30, 2018;
- #10092-Charles Britt Academy will end June 30, 2018; and
- #10094-Duval Academy will end June 30, 2018.

5. For the outsourced or privatized service or activity, has the contractor satisfactorily complied with all service level requirements? Provide a narrative summary describing service level requirements compliance or noncompliance and the method used by the agency for monitoring progress in achieving the specified performance standards within the contract.

The Bureau of Monitoring and Quality Improvement (MQI) is responsible for the assessment of program compliance in areas such as management, operations, and service delivery. The goal of MQI is to accurately and effectively determine the level of performance and quality of services at which juvenile justice programs achieve the Department's mission. The Bureau performs routine oversight activities to ensure contracted providers meet performance expectations for services provided to and in support of youth in DJJ's care. Activities include verification that all contractual requirements and operational standards are met; highlighting progress that is made over time or used to record areas of needed improvement; coordination and assignment of skilled resources to monitor services; and coordination of all monitoring activities to meet monitoring objectives in the most efficient manner. A list of reports, resources, and trainings are available online at <http://www.djj.state.fl.us/partners/QI>.

Residential contracts are required to adhere to standards, which are found online at <http://www.djj.state.fl.us/partners/QI/resources>. Click on the link for "Residential Standards."

The "Overall Rating Summary" for each of the privatized residential programs is found online at <http://www.djj.state.fl.us/partners/QI/reports>. Please refer to the Monitoring Tool that is available at <http://www.djj.state.fl.us/docs/department-forms/administrative-monitoring-tool-combined.doc?sfvrsn=0>.

For each indicator that did not achieve full compliance a corrective action was required and subsequent verification monitoring confirmed that all indicators were met.

6. Describe any unexpected benefits from outsourcing or privatization of the service or activity.

We have not realized any unexpected benefits of privatization.

7. Describe any unexpected problems or issues with the outsourcing or privatization of the service or activity.



Privatization was finalized by July 1, 2013. As the DJJ has completed the second full year of services, any issues or deficiencies that occurred have been resolved through closely monitoring all programs through DJJ staff that includes the Office of Residential Services and the Bureau of Monitoring and Quality Improvement.

8. Briefly describe your agency's overall level of satisfaction with the results of outsourcing or privatization of the service or activity.

Privatization was finalized by July 1, 2013. Programs developed as a result of privatization are performing in accordance with DJJ rules, guidelines and policies. When non-adherence occurs the programs have been responsive and have corrected any and all deficiencies.

9. What lessons learned should be shared with other agencies considering the outsourcing or privatization of a similar service or activity?

We have no new information to share that was not provided with the first report submitted last year.

# **Attachment 1**

**Department of Juvenile Justice**  
**Transition of State Operated Residential Programs to**  
**Private Provider Operation**

**EXECUTIVE SUMMARY:**

The state of Florida has approximately 3,000 residential beds for the continued care of delinquent youth committed to the custody of the Department of Juvenile Justice. Of this number, 156 beds (5%) are operated by the state while the vast majority (95%) are operated by private providers who contract with the Department. The privatization of residential services has taken place over a number of years but has accelerated considerably over the past two years with legislative mandated bed reductions being made exclusively to state operated facilities. With the legislative intent to privatize these services along with the department's goal of providing services to youth in the most efficient and least disruptive way possible, the business plan is to privatize the remaining beds in an orderly and planned fashion. This will ensure continuation of needed services for youth, allow time for the department to address the incumbent employment issues, and provide a documented cost savings to the state.

There are five remaining state operated residential programs: Pensacola Boys Base Halfway House, Duval Halfway House, Britt Halfway House, Les Peters Halfway House, and the Falkenburg Juvenile Correctional Facility – Mental Health. The total current year budget for all five facilities is \$15.5 million. The projected first full year private provider cost is \$13 million plus a potential \$0.8 million in costs related to state employee leave payouts. The second full year of the contracts would reduce to \$12 million as the private providers become eligible for behavior health overlay services reimbursement. Overall, the proposed action will provide \$1.75 million in reduced residential costs in the first full year of operation and \$3.5 million in annual recurring reduced costs in the second year and beyond.

The Department of Juvenile Justice plans, with Legislative approval, to reinvest these savings into prevention services, community-based interventions, as well as and increasing the availability of transitional services such as vocational programming, education, employment, transitional housing and transportation. This represents one of the department's primary strategies in its **Roadmap to System Excellence**.<sup>1</sup>

<sup>1</sup> See <http://www.djj.state.fl.us/roadmap-to-system-excellence>.

## **BENCHMARKING – DESCRIBING CURRENT SERVICE**

Chapter 985.601(1) directs the department to “plan, develop, and coordinate comprehensive services and programs statewide for the prevention, early intervention, control, and rehabilitative treatment of delinquent behavior.” Chapter 985.601 (3)(a) directs the department to “develop or contract for diversified and innovative programs to provide rehabilitative treatment, including early intervention and prevention, diversion, comprehensive intake, case management, diagnostic and classification assessments, individual and family counseling, shelter care, diversified detention care emphasizing alternatives to secure detention, diversified probation, halfway houses, foster homes, community-based substance abuse treatment services, community-based mental health treatment services, community-based residential and nonresidential programs, mother-infant programs, and environmental programs. Each program shall place particular emphasis on reintegration and conditional release for all children in the program.”

Chapter 985.03(46), sections (a)-(e) define the restrictiveness levels of commitment, ranging from minimum-risk residential programs to maximum risk residential programs.

Chapter 985.644(1) provides “The department may contract with the Federal Government, other state departments and agencies, county and municipal governments and agencies, public and private agencies, and private individuals and corporations in carrying out the purposes of, and the responsibilities established in, this chapter.”

As of October 3, 2012 the department had an operating capacity of 2969 residential beds separated into 104 programs. Currently ninety five percent (95%) of all commitment facilities are contracted with private vendors and five percent (5%) are state operated. The five state-operated programs are as follows:

- Pensacola Boys Base Halfway House:

This is a moderate risk program for boys ages 14-18 that require mental health overlay services. In FY 11/12, this was a 28-bed facility. In FY 12/13 the capacity was reduced to 20 beds. In FY 11/12, the facility had 23 FTEs and has 21 FTEs for FY 12/13. The direct care and supervision of youth is provided by state employees and the mental health, medical and food services are contracted with private vendors. The total budget for FY 12/13 including Grants and Aids Contracted Services is \$1,710,802 (Risk Management insurance is excluded since it is based on past exposure and is therefore a continuing cost). Of the 21 current FTEs, 21 are filled and include the following position types: Residential Officer/ Counselor; Counselor Supervisor; Social Services Counselor; Staff Assistant; Maintenance Mechanic; Assistant Superintendent; Facility Superintendent. 7 staff have less than 6 years of service, 8 staff have 6-15 years of service, 6 staff have 15-25 years of service, and 0 have 25-30 years of service.

The program demonstrated performance measures within expected ranges, including a FY 11/12 QA rating of “81%--Commendable” and for FY 12/13 they achieved a “Satisfactory Compliance” in all but one indicator. The program achieved limited compliance in tool

management, which was immediately rectified by the program. The FY 11/12 Comprehensive Accountability Report (CAR) indicates that for FY 09/10, the program released 54 youth who had a recidivism rate of 29%.

- Duval Halfway House:

This is a moderate risk program for boys ages 14-18 that require mental health overlay services. In FY 11/12, this was a 28-bed facility. In FY 12/13 the capacity was reduced to 20 beds. In FY 11/12, the facility had 26.5 FTEs and has 23.5 FTEs for FY 12/13. The direct care/supervision of youth and food services are provided by state employees and the mental health and medical services are contracted with private vendors. The total budget for FY 12/13 including Grants and Aids Contracted Services is \$1,658,998. Of the 23.5 current FTEs, 22.5 are filled and include the following position types: Residential Officer/ Counselor; Recreation Therapy Analyst; Counselor Supervisor; Social Services Counselor; Staff Assistant; Maintenance Mechanic; Food Support Worker; Food Production Supervisor; Assistant Superintendent; Facility Superintendent. 12 staff have less than 6 years of service, 9 staff have 6-15 years of service, 2 staff have 15-25 years of service, and 0 have 25-30 years of service.

The program demonstrated performance measures within expected ranges, including a FY 11/12 QA rating of "75%--Acceptable Rating". The FY 12/13 QI report has not yet been completed; however the program failed four (4) indicators (In-service Training, Delinquency Intervention Services, Safety Agreements for Outside Contractors, and Behavioral Management Monitoring) that the program is developing a corrective action plan for. The FY 11/12 Comprehensive Accountability Report (CAR) indicates that for FY 09/10, the program released 57 youth who had a recidivism rate of 51%.

- Britt Halfway House:

This is a moderate risk program for boys ages 14-18 that require substance abuse treatment overlay services. This is a 28-bed facility. The total number of FTEs for FY 11/12 and FY 12/13 is 35. All services are provided by state employees including direct care and supervision, case management, substance abuse treatment, mental health treatment, medical, and food services. The total budget for FY 12/13 including Grants and Aids Contracted Services is \$1,909,016. Of the 35 FTEs, 32 are filled and include the following position types: Residential Officer/ Counselor; Counselor Supervisor; Social Services Counselor; Behavioral Specialist; Senior Behavioral Specialist; Registered Nurse Specialist; Maintenance Mechanic; Food Support Worker; Food Production Supervisor; Secretary Specialist; Assistant Superintendent; Facility Superintendent. 16 staff have less than 6 years of service, 11 staff have 6-15 years of service, 3 staff have 15-25 years of service, 0 have 25-30 years of service, and 2 have more than 30 years of service.

The program demonstrated performance measures within expected ranges, including achieving "Satisfactory Compliance" in all but two indicators. The program achieved limited

compliance in Transportation and Medication Administration, which were immediately rectified by the program. The program has not a FY 12/13 QI site visit, as of this writing. The FY 11/12 Comprehensive Accountability Report (CAR) indicates that for FY 09/10, the program released 46 youth who had a recidivism rate of 43%.

- Les Peters Halfway House:

This has been a 28-bed moderate risk program for boys ages 14-18 that require substance abuse treatment services overlay services. Effective 10/1/12, the program is being redesigned to be a 24 bed “step-down” program for youth from the Falkenburg Juvenile Correctional Facility – Mental Health providing the same level of intensive mental health services but at a non-secure risk level allowing these youth to successfully transition back into the community. The total number of FTEs for FY 11/12 and FY 12/13 is 34.5. All services are provided by state employees including direct care and supervision, case management, substance abuse treatment, mental health treatment, medical, and food services. The total budget for FY 12/13 including Grants and Aids Contracted Services is \$1,982,926. Of the 34.5 FTEs, 32.5 are filled and include the following position types: Residential Officer/ Counselor; Counselor Supervisor; Social Services Counselor; Behavioral Specialist; Senior Behavioral Specialist; Registered Nurse Specialist; Maintenance Mechanic; Food Support Worker; Food Production Supervisor; Secretary Specialist; Assistant Superintendent; Facility Superintendent. 11 staff have less than 6 years of service, 15 staff have 6-15 years of service, 3 staff have 15-25 years of service, 2 have 25-30 years of service and 2 have more than 30 years of service.

The program demonstrated performance measures within expected ranges, including a FY 11/12 QA rating of “81%--Commendable” and for 12/13 achieved “Satisfactory Compliance” in all but one indicator. The program achieved limited compliance in tool management, which was immediately rectified by the program. The FY 11/12 Comprehensive Accountability Report (CAR) indicates that for FY 09/10, the program released 42 youth who had a recidivism rate of 44%.

- Falkenburg Juvenile Correctional Facility – Mental Health :

This is a high risk program for boys ages 14-18 that require intensive mental health and substance abuse treatment services. In FY 11/12, this was a 70-bed facility. In FY 12/13 the capacity was reduced to 60 beds. In FY 11/12, the facility had 125 FTEs and has 113 FTEs for FY 12/13. All services are provided by state employees including direct care and supervision, case management, intensive mental health treatment, substance abuse treatment, medical, and food services. The total budget for FY 12/13 including Grants and Aids Contracted Services is \$8,266,687. Of the 113 current FTEs, 105 are filled and include the following position types: Residential Officer/ Counselor; Recreation Therapy Analyst; Counselor Supervisor; Social Services Counselor; Behavioral Specialist; Senior Behavioral Specialist; Registered Nurse Specialist; Registered Nurse Supervisor; Senior Physician; Education and Training Specialist; Training Specialist; Health Information Specialist; Custodial Worker;

Maintenance Mechanic; Maintenance Superintendent; Food Support Worker; Food Production Supervisor; Secretary Specialist; Administrative Secretary; Administrative Assistant; Government Operations Consultant; Operations and Management Consultant; Assistant Superintendent; Facility Superintendent. 49 staff have less than 6 years of service, 30 staff have 6-15 years of service, 16 staff have 15-25 years of service, 7 have 25-30 years of service and 3 have more than 30 years of service.

As the program was designed and operational effective 9/1/11 there was no QA review done for FY 11/12 and there is no Comprehensive Accountability Report (CAR) data to provide a recidivism rate at this time.

### **RATIONALE – THE BASIS FOR THE PROJECT**

The project proposes to transition the remaining five state-operated residential commitment programs to privatized, contracted services. The transition would begin during FY 2012-13 and would be completed in FY 2013-14 by October 1, 2013. The three key components of this project include: administrative efficiencies, services delivery, and physical plant considerations.

Administrative Efficiencies – As noted previously, 95% of the Department’s residential commitment services are privatized and delivered through various contracted providers throughout the state. Throughout the history of DJJ, the existence of provider operated residential facilities has been a component of the juvenile justice continuum, balanced with a component of state-operated programs. Over the past several years, there has been a continuing trend to reduce the portion of residential services that are operated by the state. During the past two years, the Legislature has included specific proviso language requiring the reduction of state-operated beds before the reduction of provider operated beds when implementing bed reductions.

“From the funds in Specific Appropriations 1238 through 1261, the Department of Juvenile Justice shall first make residential bed reductions in both non-secure and secure beds that are operated by the department before reducing privately operated non-secure or secure residential beds.”<sup>2</sup>

This has led to the closing of facilities with limited planning time (60-90 days’ notice), resulting in a significant impact on the delivery of services to youth and staff employment options. The proposed project provides for a more planned transition from state-operated to private operated in order to more effectively and efficiently deal with staffing issues and minimize the impact on the delivery of services to the youth in the program.

<sup>2</sup> See Chapter 2012-118, Laws of Florida, page 175.

The administrative efficiency of staffing both a state-operated and private contracted system is based on a balanced level of services – state-operated and contracted services. As the proportion of state-operated programs has been continually reduced in recent years, these efficiencies have been eroded. With only 5% of the residential capacity being state-operated, maintaining administrative support services for these facilities is not cost effective.

**Service Delivery** - The continuation of the services provided by the existing state-operated programs are essential for ensuring that the continuum of services is sufficient to meet the needs of the state. The continuum of residential services must address not only the number of beds, but also youth to be served, types of specialized services needed, physical plant needs, and geographic distribution. A part of the project included reviewing the services currently provided by these programs to determine if any adjustments are needed to meet the anticipated service needs. The services provided by the existing state operated programs are critical to maintaining sufficient services in the residential continuum throughout the state. However, an analysis of the services provided by each of the facilities, and the capacity needs of the state indicates that some adjustments to services are needed to more effectively and efficiently address service delivery. The service delivery adjustments include changing the Duval program from mental health overlay beds to a substance abuse program, and establishing Les Peters as a step-down program for youth transitioning out of Falkenburg. The services at Pensacola and Britt will remain as they are currently provided.

**Physical Plant** – The transition from state-operated to privatized services must ensure that the facilities that currently house these five state-operated programs continue to be used and maintained as the sites for these services. The administrative efficiencies of the proposed project are, in part, predicated on the continued use of these five facilities for services in the future. The procurement process will require that any potential provider commit to housing the program in the existing site. The state has invested significant resources in building and maintaining each of these facilities. They are well-established in the communities in which they are located and are equipped to most effectively and efficiently deliver the services to be provided. In addition, requiring the continued use of these state owned facilities, as opposed to allowing for the option of provider-offered facilities, will likely increase the number of potential providers that compete to provide these services.



## **PROJECT ASSUMPTIONS and METHODOLOGIES**

The proposed project is based on a number of assumptions dealing with the existing state-operated services. The key assumptions are:

- The state and Legislative trend of reducing state-operated beds vs. contracted services beds will continue.
- The need for moderate risk, overlay beds will continue to decline, but there will be a continued need for specialized services and secure programs.
- Maintaining the administrative support services needed for state-operated programs, which is only 5% of the capacity, is an inefficient use of resources. It will be more cost-effective to transition these services from state-operated to privatized.
- The services that are provided by these programs are a critical part of the residential capacity continuum and need to continue to be provided.
- The physical plants that currently house the five state-operated facilities are the best options as locations for continuing to provide the services under a privatized structure.
- A planned, methodical transition process over the next year, that allows the services to continue under a privatized system, is a better option than having programs closed with short notice and no plan for continuation of the services.

The methodology that will be used focuses on taking a proactive approach to addressing the future of state-operated programs. As noted earlier, for the past two years the Legislature has identified state-operated programs for reductions prior to reductions in provider programs, resulting in disruption of services and staff. The Department has developed a detailed process to transition these services in an orderly and efficient manner. The details of this process are provided in the Procurement Process section of this document.

## **HOW RECOMMENDED SOLUTION WAS FORMULATED**

From October 2012 through January 2013, an Intent to Negotiate (ITN) will be posted on the Vendor Bid System (VBS) for all five (5) procurements: Pensacola Boys Base, Duval Halfway House, Britt Halfway House, Falkenburg Juvenile Correctional Facility – Mental Health and Les Peters Halfway House (see below for detailed timelines). Approximately a month from posting, proposals are due and upon submission of technical, past performance and cost proposals, each are reviewed by applicable areas. Scores for all proposals are then compiled by the Bureau of Contracts and a ranking is determined, proposers are notified if selected for oral presentations. Oral presentations are held with the top three ranking respondents and a debriefing is held with the evaluation/negotiation team members, after the presentations. Scores for all proposals are then compiled by the Bureau of Contracts and a Short List/Ranking of Respondents for Final Negotiations is posted on the VBS and negotiations take place. The final notice of award is anticipated to be posted on the VBS between March and June and approximately two (2) to three (3) months is allocated for facility transition to occur before the contract begins.

## **IDENTIFY IMPACT OF PROJECT TO STATE AND AGENCY**

The impact of the project must be considered from both a personnel perspective and a service delivery perspective.

Personnel - The primary impact will be on the existing state personnel that staff the five programs that will be privatized. There will be efforts made to place those interested in continued state service in other state positions. The department has vacancies, particularly in Detention and Probation services and will work closely with those offices in placing individuals who qualify and desire to stay in a state position. In the past, when other state-operated residential programs were reduced, it was possible for some of the staff to transfer to positions within other state-operated facilities. Given that once the five programs are privatized, there will be no more state operated residential programs, the options for placement of the staff working in these facilities is more limited than in the past. The details of personnel issues will be addressed in the Employee Transition Management Plan section of this proposal.

It is also expected that a large portion of the state staff in the state-operated programs will be interested in continuing to work with the program under the privatized structure. As a part of the procurement process, steps will be taken to give priority consideration for employment to interested staff currently working in the program.

Service Delivery – With the exception of the adjustments to some of the specialized services to be done in the Duval and Les Peters programs, it is expected that there should be no discernible impact on the quality and quantity of the services delivered. Programs will continue to be monitored on an on-going basis and will also be subject to the DJJ quality improvement review process.

While the transition from state-operated to private may not impact the program services that are to be provided, it is important to be cognizant of the fact that historically one of the functions of the state-operated programs was to serve as a type of “safety net” to meet service delivery needs that may not be able to be addressed at a particular time by a private provider. State operated programs could also serve as sites for pilot initiatives to pursue innovation programming for limited cost since there are no contract requirements to consider as there are with private provider. In addition, the staff of these programs were available to assist the Department in the situations requiring their specialized expertise. With the elimination of the remainder of the Residential state operated programs the Department will need to address filling this gap in some fashion...

## **EMPLOYEE TRANSITION MANAGEMENT PLAN –**

The Department has an approved Workforce Transition Plan that is used to address the needs of adversely affected staff in the event of the loss of state positions. Developing this project to privatize the affected facilities well in advance of the actual changeover allows staff significant

notice so that each can individually determine what the best course of action for them is. Additionally, the Workforce Transition Plan has specific actions to assist staff with future employment based on agency vacancies as well as the employee interests. The department has vacancies, particularly in Detention and Probation services, and will work closely with those offices in placing individuals who qualify and desire to stay in a state position. We will also work with DMS and other agencies in job placement along with Florida's local Workforce Boards.

### **IDENTIFICATION OF CRITICAL SUCCESS FACTORS**

The transition from state-operated to private provider operated will have minimal impact on the critical success factors. All expectations and measures of success for residential commitment programs are the same – regardless of whether they are operated by the state or a private provider. The major difference is that with a private provider, the contract is the vehicle that is used to specify the program requirements. While there may be some unique contractual issues based on a specialized program type, overall the performance measures and outcomes, the quality improvement standards, the reporting requirements, and program monitoring will be those that are applied to all residential programs throughout the state. All residential programs must operate in accordance with the provisions of the administrative rules for the operation of residential services. Issues such as utilization, length of stay, PAR incidents, youth arrests, use of force, etc. are currently monitored for all programs as various measures of performance and success.

### **PROCUREMENT PROCESS**

The solicitation process is done for each procurement and is managed by the Bureau of Contracts; this project would begin with posting an Invitation to Negotiate (ITN) on the Vendor Bid System (VBS). Utilizing the Invitation to Negotiate allows the State of Florida to obtain the best value and comprehensive services to meet the needs of youth. ITNs allow flexibility for innovative delinquency interventions and treatment models and includes the negotiation of achievable performance measures, which will assist the Department in meeting its' reform goals.

Prior to posting an ITN, an evaluation/negotiation team is appointed. This team is comprised of lead staff such as regional directors, senior management and subject matter experts. A solicitation conference call is held for all respondents to have the opportunity to ask questions they may have and questions/answers are posted on the VBS. The anticipated number of respondents could range from approximately eight (8) to twelve (12). Upon submission of technical, past performance and cost proposals, each are reviewed by applicable areas. Technical proposals are evaluated by the evaluation/negotiation team members, the Bureau of Residential Contract Development evaluates past performance and cost proposals are reviewed by the Bureau of Contracts.

A briefing meeting is held with the evaluation/negotiation team members to answer any questions or provide clarification and to ensure all materials were in receipt prior to evaluation, debriefing meetings are held after review of the proposals to discuss locations of requirements in each technical proposal and scores. Provider eligibility and qualifications are determined by review of key program components, ranging from management capabilities, performance outcomes, staffing and training, specialized services and transition. Points are allocated for each component with a maximum of three (3) points for areas which exceed expectations, and a minimum of zero (0) points for not meeting the expectations. Scores for all proposals are then compiled by the Bureau of Contracts and a ranking is determined, proposers are notified if selected for oral presentations. Oral presentations are held with the top three ranking respondents and a debriefing is held with the evaluation/negotiation team members, after the presentations. A Short List/Ranking of Respondents for Final Negotiations is posted on the VBS and negotiations take place. The final notice of award is posted on the VBS and Bureau of Contracts compiles the final contract document. Contract terms are anticipated to be for a period of five (5) years, with renewal options for durations up to the original term which may occur at the end of the original five (5) year term based on satisfactory performance.

Upon contract execution, all contracts are monitored. Program monitoring provides the Department with information necessary to assess the programmatic accountability of its providers. Both contracted programs as well as state operated programs are monitored in the same manner and will continue to be monitored to include all aspects of program performance, based on required terms and conditions and services/deliverables. Program monitoring is conducted both on and off-site at all programs to ensure contract compliance with Florida Statutes, Rules of the Florida Administrative Code, departmental policies and procedures, and contract terms and conditions. Monitoring activities may be announced or unannounced and may be conducted during nontraditional hours when applicable. In conjunction with standard program monitoring, programs also undergo Quality Improvement (QI) reviews in which program monitors also participate. Any deficiencies or issues that arise during the QI reviews require additional monitoring to be completed. Administrative monitoring is required, at a minimum, once per year on each contract and is conducted by the contract manager. To assure programmatic financial integrity is maintained, the contract manager reviews the accuracy of contract payments as they relate to programmatic requirements and service quality. Additional areas of oversight include the ability for issues or concerns at programs to be reported through a Centralized Communications Center (CCC), this allows for both youth and staff to report any incident as necessary, which result in program or administrative reviews to be conducted for investigation.

The anticipated timeline for state operated conversions is indicated below:

**PENSACOLA BOYS BASE**

<b>Program</b>	<b>PENSACOLA BOYS BASE (28 beds)</b>
<b>Anticipated start date of program</b>	5/1/13
<b>Release of solicitation</b>	Wednesday, October 24, 2012
<b>Mandatory Site Visit (for state-owned/leased facilities only)</b>	Wednesday, October 31, 2012
<b>Solicitation Conference Question Deadline – Last date and time written questions will be accepted for Discussion at Solicitation Conference</b>	Monday, November 5, 2012 by COB
<b>Deadline for Submission of Intent to Attend Solicitation Conference Form</b>	Monday, November 5, 2012 by COB
<b>Solicitation Conference/Conference Call</b>	Wednesday, November 14, 2012
<b>Final date and time deadline written questions will be accepted. Deadline for Submission of Intent to Respond</b>	Wednesday, November 21, 2012
<b>Anticipated date that answers to written questions will be posted on the web site</b>	Wednesday, December 5, 2012
<b>Responses due and opened</b>	Tuesday, January 8, 2013
<b>Evaluator Briefing (Instructions and Confirmation or Receipt of Materials for Written Narrative Response Evaluation)</b>	Friday, January 11, 2013
<b>Evaluator Debriefing (Written Narrative Responses) Discuss page #s and scores only-Conference call</b>	Wednesday-Thursday, January 30-31, 2013 * Time allocated due to the large amount of expected interest.
<b>Oral Presentations (Final Dates and Times to be Communicated to Ranking Respondents selected for Oral Presentations and posted on VBS) (3 ORALS FOR 2 HOURS EACH with DEBRIEFING IMMEDIATELY FOLLOWING )</b>	Wednesday-Thursday, February 13-14, 2013
<b>Evaluator Debriefing (Oral Presentations) NO COMMENTS-SCORES FOR ORAL WILL BE PROVIDED DURING DEBRIEFING WHICH WILL BE ON THE RECORD.</b>	Immediately following Oral Presentations
<b>Anticipated Posting of Notice of Agency Decision “Short List/Ranking of Respondents for Final Negotiations”</b>	Thursday, February 21, 2013
<b>Anticipated Week/Dates of Negotiations (Final Dates and Times to be Communicated to Ranking Respondents selected for Final Negotiation and posted on VBS)</b>	Monday-Tuesday, March 4-5, 2013* Time allocated due to concurrent negotiations with up to 3 of the top ranking respondents from the oral presentations.
<b>Anticipated date of posting of Notice of Final Agency Decision</b>	Tuesday, March 12, 2013
<b>Transition Planning (Recruit, interview and train staff, complete background screening and drug testing, develop contracts for medical/mental health staff (i.e. DHA, Psychiatrist), coordinate and transfer facility services, obtain DCF licensure for substance abuse)</b>	Approx. 2-3 months
<b>Anticipated Contract Execution Date/Start of Contracts</b>	Wednesday, May 1, 2013

\*\* Additional considerations during this time: Solicitations other than state operated conversions.

\*\*This timeline is contingent upon no protests being received.

**DUVAL HALFWAY HOUSE**

<b>Program</b>	<b>DUVAL HALFWAY HOUSE (28 beds)</b>
<b>Anticipated start date of program</b>	7/1/13
<b>Release of solicitation</b>	Thursday November 1, 2012
<b>Mandatory Site Visit (for state-owned/leased facilities only)</b>	Thursday November 8, 2012
<b>Solicitation Conference Question Deadline – Last date and time written questions will be accepted for Discussion at Solicitation Conference</b>	Wednesday, November 14, 2012 by COB
<b>Deadline for Submission of Intent to Attend Solicitation Conference Form</b>	Wednesday, November 14, 2012 by COB
<b>Solicitation Conference/Conference Call</b>	Tuesday, November 27, 2012
<b>Final date and time deadline written questions will be accepted. Deadline for Submission of Intent to Respond</b>	Thursday, December 6, 2012
<b>Anticipated date that answers to written questions will be posted on the web site</b>	Tuesday, December 18, 2012
<b>Responses due and opened</b>	Thursday, January 17, 2013
<b>Evaluator Briefing (Instructions and Confirmation or Receipt of Materials for Written Narrative Response Evaluation)</b>	Tuesday, January 22, 2013
<b>Evaluator Debriefing (Written Narrative Responses) Discuss page #s and scores only-Conference call</b>	Monday-Tuesday, February 25-26, 2013* Time allocated due to the large amount of expected interest.
<b>Oral Presentations (Final Dates and Times to be Communicated to Ranking Respondents selected for Oral Presentations and posted on VBS) (3 ORALS FOR 2 HOURS EACH with DEBRIEFING IMMEDIATELY FOLLOWING )</b>	Wednesday-Thursday, March 13-14, 2013
<b>Evaluator Debriefing (Oral Presentations) NO COMMENTS-SCORES FOR ORAL WILL BE PROVIDED DURING DEBRIEFING WHICH WILL BE ON THE RECORD.</b>	Immediately following Oral Presentations
<b>Anticipated Posting of Notice of Agency Decision “Short List/Ranking of Respondents for Final Negotiations”</b>	Friday, March 22, 2013
<b>Anticipated Week/Dates of Negotiations (Final Dates and Times to be Communicated to Ranking Respondents selected for Final Negotiation and posted on VBS)</b>	Monday-Wednesday, April 1-3, 2013* Time allocated due to concurrent negotiations with up to 3 of the top ranking respondents from the oral presentations.
<b>Anticipated date of posting of Notice of Final Agency Decision</b>	Thursday, April, 18 2013
<b>Transition Planning (Recruit, interview and train staff, complete background screening and drug testing, develop contracts for medical/mental health staff (i.e. DHA, Psychiatrist), coordinate and transfer facility services, obtain DCF licensure for substance abuse)</b>	Approx. 2-3 months
<b>Anticipated Contract Execution Date/Start of Contracts</b>	Monday, July 1, 2013

\*\* Additional considerations during this time: Solicitations other than state operated conversions.

\*\*This timeline is contingent upon no protests being received.

**BRITT HALFWAY HOUSE**

<b>Program</b>	<b>BRITT HALFWAY HOUSE (28 beds)</b>
<b>Anticipated start date of program</b>	7/1/13
<b>Release of solicitation</b>	Friday, November 2, 2012
<b>Mandatory Site Visit (for state-owned/leased facilities only)</b>	Friday, November 9, 2012
<b>Solicitation Conference Question Deadline – Last date and time written questions will be accepted for Discussion at Solicitation Conference</b>	Thursday, November 15, 2012 by COB
<b>Deadline for Submission of Intent to Attend Solicitation Conference Form</b>	Thursday, November 15, 2012 by COB
<b>Solicitation Conference/Conference Call</b>	Wednesday, November 28, 2012
<b>Final date and time deadline written questions will be accepted. Deadline for Submission of Intent to Respond</b>	Friday, December 7, 2012
<b>Anticipated date that answers to written questions will be posted on the web site</b>	Wednesday, December 18, 2012
<b>Responses due and opened</b>	Friday, January 18, 2013
<b>Evaluator Briefing (Instructions and Confirmation or Receipt of Materials for Written Narrative Response Evaluation)</b>	Wednesday, January 23, 2013
<b>Evaluator Debriefing (Written Narrative Responses) Discuss page #s and scores only-Conference call</b>	Tuesday-Wednesday, February 26-27, 2013* Time allocated due to the large amount of expected interest.
<b>Oral Presentations (Final Dates and Times to be Communicated to Ranking Respondents selected for Oral Presentations and posted on VBS) (3 ORALS FOR 2 HOURS EACH with DEBRIEFING IMMEDIATELY FOLLOWING )</b>	Thursday-Friday, March 14-15, 2013
<b>Evaluator Debriefing (Oral Presentations) NO COMMENTS-SCORES FOR ORAL WILL BE PROVIDED DURING DEBRIEFING WHICH WILL BE ON THE RECORD.</b>	Immediately following Oral Presentations
<b>Anticipated Posting of Notice of Agency Decision “Short List/Ranking of Respondents for Final Negotiations”</b>	Monday, March 25, 2013
<b>Anticipated Week/Dates of Negotiations (Final Dates and Times to be Communicated to Ranking Respondents selected for Final Negotiation and posted on VBS)</b>	Tuesday-Thursday, April 2-4, 2013* Time allocated due to concurrent negotiations with up to 3 of the top ranking respondents from the oral presentations.
<b>Anticipated date of posting of Notice of Final Agency Decision</b>	Friday, April 19, 2013
<b>Transition Planning (Recruit, interview and train staff, complete background screening and drug testing, develop contracts for medical/mental health staff (i.e. DHA, Psychiatrist), coordinate and transfer facility services, obtain DCF licensure for substance abuse)</b>	Approx. 2-3 months
<b>Anticipated Contract Execution Date/Start of Contracts</b>	Monday, July 1, 2013

\*\* Additional considerations during this time: Solicitations other than state operated conversions.

\*\*This timeline is contingent upon no protests being received.

**FALKENBURG JUVENILE CORRECTIONAL FACILITY AND LES PETERS HALFWAY HOUSE**

<b>Program</b>	<b>FALKENBURG JUVENILE CORRECTIONAL FACILITY (60 beds) &amp; LES PETERS HALFWAY HOUSE (24 bed step-down/transition)</b>
<b>Anticipated start date of program</b>	10/1/13
<b>Release of solicitation</b>	Monday, January 7, 2013
<b>Mandatory Site Visit (for state-owned/leased facilities only)</b>	Wednesday, January 23, 2013
<b>Solicitation Conference Question Deadline – Last date and time written questions will be accepted for Discussion at Solicitation Conference</b>	Monday, January 28, 2013 by COB
<b>Deadline for Submission of Intent to Attend Solicitation Conference Form</b>	Monday, January 28, 2013 by COB
<b>Solicitation Conference/Conference Call</b>	Monday, February 11, 2013
<b>Final date and time deadline written questions will be accepted. Deadline for Submission of Intent to Respond</b>	Tuesday, February 19, 2013
<b>Anticipated date that answers to written questions will be posted on the web site</b>	Friday, March 1, 2013
<b>Responses due and opened</b>	Monday, April 1, 2013
<b>Evaluator Briefing (Instructions and Confirmation or Receipt of Materials for Written Narrative Response Evaluation)</b>	Monday, April 4, 2013
<b>Evaluator Debriefing (Written Narrative Responses) Discuss page #s and scores only-Conference call</b>	Tuesday-Wednesday, April 30-May 1, 2013* Time allocated due to the large amount of expected interest.
<b>Oral Presentations (Final Dates and Times to be Communicated to Ranking Respondents selected for Oral Presentations and posted on VBS) (3 ORALS FOR 2 HOURS EACH with DEBRIEFING IMMEDIATELY FOLLOWING)</b>	Wednesday-Thursday, May 15-16, 2013
<b>Evaluator Debriefing (Oral Presentations) NO COMMENTS-SCORES FOR ORAL WILL BE PROVIDED DURING DEBRIEFING WHICH WILL BE ON THE RECORD.</b>	Immediately following Oral Presentations
<b>Anticipated Posting of Notice of Agency Decision “Short List/Ranking of Respondents for Final Negotiations”</b>	Wednesday, May 22, 2013
<b>Anticipated Week/Dates of Negotiations (Final Dates and Times to be Communicated to Ranking Respondents selected for Final Negotiation and posted on VBS)</b>	Tuesday-Thursday, May 28-June 6, 2013* Time allocated due to concurrent negotiations with up to 3 of the top ranking respondents from the oral presentations.
<b>Anticipated date of posting of Notice of Final Agency Decision</b>	Wednesday, June 12, 2013
<b>Transition Planning (Recruit, interview and train staff, complete background screening and drug testing, develop contracts for medical/mental health staff (i.e. DHA, Psychiatrist), coordinate and transfer facility services, obtain DCF licensure for substance abuse)</b>	Approx. 3 months
<b>Anticipated Contract Execution Date/Start of Contracts</b>	Tuesday, October 1, 2013

\*\* Additional considerations during this time: Solicitations other than state operated conversions.

\*\*This timeline is contingent upon no protests being received.



The following are excerpts from standard contract language regarding requirements for data security, digital rights, and ownership of intellectual property:

## RECORDS REQUIREMENTS

### Record Retention

The Provider shall maintain programmatic and administrative books, records, and documents (including electronic storage media), for a minimum of five (5) years in accordance with chapters 119 and 257, Florida Statutes, and the Florida Department of State Record Retention Schedule located at <http://dilis.dos.state.fl.us/recordsmgmt>. The Provider shall maintain youth records, which are programmatic in nature in a secure location with access limited to duly authorized Department and Provider staff. Upon expiration of this Contract, the Provider shall return all youth records to the Department. The Provider shall ensure these records are available at all reasonable times to inspection, review, or audit by state and federal personnel and other personnel duly authorized by the Department. In the event any work is subcontracted, the Provider shall require each subcontractor to maintain and allow access to such records for audit purposes in the same manner. The Provider shall retain sufficient records demonstrating its compliance with the terms of this Contract for a period of five (5) years from the date the audit report is issued, and shall allow the Department, or its designee, Comptroller, or Auditor General access to such records upon request. The Provider shall ensure that all working papers are made available to the Department, or its designee, Comptroller, or Auditor General upon request for a period of three (3) years from the date the audit report is issued, unless extended in writing by the Department.

### Transfer of Records

Upon completion or termination of the Contract, the Provider shall cooperate with the Department to facilitate the transfer and return of records to the Department, at no cost to the Department. All records provided to or developed by the Provider for this Contract are the property of the Department.

### Copyrights and Right to Data

1. Where activities supported by this Contract produce original writing, sound recordings, pictorial reproductions, drawings or other graphic representation and works of any similar nature, the Department has the right to use, duplicate and disclose such materials in whole or in part in any manner, for any purpose whatsoever, and to have others acting on behalf of the Department to do so.
2. If the materials so developed are subject to copyright, trademark or patent, legal title and every right, interest, claim or demand of any kind in and to any patent, trademark or copyright, or application for the same, will vest in the State of Florida, Department of State, for the exclusive use and benefit of the State. Ownership of intellectual property created as a result

of the services delivered under this Contract will reside with the Department.

#### Confidentiality

1. Pursuant to section 985.04, Florida Statutes, all information obtained in the course of this Contract regarding youth in the care of the Department is confidential. The Provider shall comply fully with all security procedures of the State and the Department in performance of the Contract. The Provider shall not divulge to third parties any confidential information obtained by the Provider or its agents, distributors, resellers, subcontractor, officers or employees in the course of performing Contract work, including, but not limited to, security procedures, business operations information, or commercial proprietary information in the possession of the State or Department. The Provider shall not be required to keep confidential information or material that is publicly available through no fault of the Provider, material that the Provider developed independently without relying on the State's or Department's confidential information, or material that is otherwise obtainable under State law as a public record. The Provider shall take appropriate steps to ensure its personnel, agents, and subcontractors protect confidentiality. The warranties of this paragraph shall survive the Contract.
2. The Provider shall comply with all requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the regulation applicable to entities covered under HIPAA, issued by the Department of Health and Human Services, entitled "Standards for Privacy of Individually Identifiable Health Information" (45 CFR Parts 160 and 164, effective April 14, 2000), if applicable under this Contract.

#### MIS Security

In accordance with Rule 71A-1.005 (1)-(5) F.A.C., Contractors, Providers, and Partners employed by the Department or acting on behalf of the Department shall comply with all applicable security policies, and employ adequate security measures to protect the Department's information, applications, data, resources, and services. When applicable, network connection agreements shall be executed for third-party network connections prior to connection to the Department's internal network.

**CONCLUSION:**

The proposed action of transitioning the remaining state operated residential facilities to private provider operations addresses the goals of all stakeholders.

- It ensures the continuation of critically needed services for youth in most need of comprehensive treatment services.
- It continues the state's commitment to public safety by ensuring residential beds will be reserved for those youth that pose the greatest risk to public safety.
- It provides a reduction in residential costs which will be reinvested into the front end of the system. This will lead to preventing and diverting more youth from entering the juvenile justice system, thereby reducing juvenile delinquency and turning around the lives of troubled youth in the most effective manner.
- It allows for a smooth transition for youth, employees, and the private provider in the changeover from one service delivery type to another.
- It provides for increased competition within the private sector which can lead to improved services as well as lower costs.

**SCHEDULE XIIB-2: MAJOR OUTSOURCING AND PRIVATIZATION INITIATIVES EXCEEDING \$10 MILLION INITIALLY UNDERTAKEN IN THE LAST FIVE YEARS - COST AND DELIVERABLES DATA  
NON-SECURE**

**Section I: Cost Data**

For each outsourced or privatized service or activity, complete the cost analysis below:

Fiscal Year	Planned Costs	Actual/Revised Costs	Planned Savings	Actual/Revised Savings
FY 2012 - 2013	\$166,631	\$166,631*		\$0
FY 2013 - 2014	\$7,831,571	\$7,831,571	\$1,225,000	\$1,468,419
FY 2014 - 2015	\$7,831,571	\$7,425,525	\$2,100,000	\$1,874,475
FY 2015 - 2016	\$7,853,029	\$0	\$0	\$0
FY 2016 - 2017	\$7,831,571	\$0	\$0	\$0
FY 2017 - 2018	\$7,664,941	\$0	\$0	\$0

\* We are calculating our savings on an annual basis, not a monthly basis.

Variance	Reasons			
<b>Cost</b>	N/A			
<b>Savings</b>	N/A			
<b>\$1,874,474.90</b>	The savings were less than anticipated because the negotiated costs for executed contracts were greater than anticipated			

**Section II: Deliverables and Milestones Schedule**

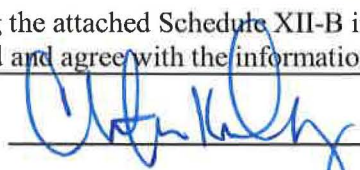


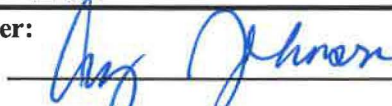
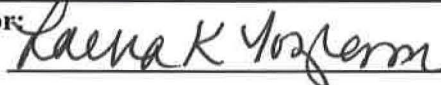
For each outsourced or privatized service or activity, complete the deliverables and milestones schedule below:

Deliverables and Milestones	Original	Actual Date/ Revised Date
Appropriate care and custody of the youth being served	N/A	N/A

Variance	Reasons			
<b>Schedule</b>	N/A			

Office of Policy and Budget - July 2015

**SCHEDULE XIIB: MAJOR OUTSOURCING AND PRIVATIZATION INITIATIVES  
EXCEEDING \$10 MILLION INITIALLY UNDERTAKEN IN THE LAST FIVE YEARS  
SECURE RESIDENTIAL**

<b>Schedule XII-B Cover Sheet and Agency Project Approval</b>	
<b>Agency:</b> Department of Juvenile Justice	<b>Schedule XII-B Submission Date:</b> October 15, 2015
<b>Project Name:</b> Major Outsourcing and Privatization Initiatives	<b>Is this project included in the Agency's LRPP?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>FY 2016-2017 LBR Issue Code:</b> N/A	<b>FY 2016-2017 LBR Issue Title:</b> N/A
<b>Agency Contact for Schedule XII-B (Name, Phone #, and E-mail address):</b> Vickie J. Harris, 850-717-2401, Vickie.Harris@djj.state.fl.us	
<b>AGENCY APPROVAL SIGNATURES</b>	
I am submitting the attached Schedule XII-B in support of our legislative budget request. I have reviewed and agree with the information in the attached Schedule XII-B.	
<b>Agency Head:</b> 	<b>Date:</b> 8/18/15
<b>Printed Name:</b> Christina K. Daly, Secretary	
<b>Agency Chief Information Officer:</b> (If applicable) 	<b>Date:</b> 8/10/15
<b>Printed Name:</b> Scott D. Morgan	
<b>Budget Officer:</b> 	<b>Date:</b> 8/14/15
<b>Printed Name:</b> Vickie J. Harris	
<b>Planning Officer:</b> 	<b>Date:</b> 8/17/15
<b>Printed Name:</b> Amy D. Johnson	
<b>Project Sponsor:</b> 	<b>Date:</b> 8/17/15
<b>Printed Name:</b> Laura K. Moneyham	

**SCHEDULE XIIB-1: MAJOR OUTSOURCING AND PRIVATIZATION INITIATIVES  
EXCEEDING \$10 MILLION INITIALLY UNDERTAKEN IN THE LAST FIVE YEARS  
– BACKGROUND INFORMATION – SECURE RESIDENTIAL**

<b>Background Information</b>	
1.	<p>Provide a narrative summary describing the agency’s decision to outsource or privatize the service or activity.</p> <p>Attach to Schedule XII-B copies of the original business case and cost benefit analysis. If these documents are unavailable, attach any documents which state the original intention of the outsourcing or privatization initiative that will detail its goals, objectives, and expected outcomes. Such documents may include (a) original legislative budget requests, (b) original budget amendments, (c) legislative presentations, or (d) agency planning documents.</p>
<p>Please refer to the business plan previously submitted from the Department of Juvenile Justice (DJJ), Residential Services, which affected the agency’s decision to privatize all five remaining state-operated facilities by July 1, 2013 (submitted with FY 2014-15 LBR).</p>	
2.	<p>Have the anticipated cost savings and benefits of the initiative been realized? Explain.</p> <p>In the second full year of privatization the amount budgeted was \$5,640,878 and the total expended was \$5,484,718. The total cost savings from the second year’s budget was \$715,282. The anticipated cost savings from the initial funding was \$1.4 million. Therefore, the actual cost savings from privatizing all remaining residential facilities was less than the amount anticipated.</p>
3.	<p>Provide a narrative description of the competitive solicitation used to outsource or privatize the service or activity.</p> <p>Attach a copy of any competitive solicitation documents, requests for quote(s), service level agreements, or similar documents issued by the agency for this competitive solicitation, which are deemed by the agency not to be confidential or exempt from public records requirements if available.</p>
<p>The Department of Juvenile Justice, Office of Residential Services, used the Invitation to Negotiate (ITN) process. Access to the documents used for competitive procurement of the contract for the outsourced facility is provided below by the links to the Department of Financial Services (DFS) Florida Accountability Contract Tracking System (FACTS) website:</p> <ul style="list-style-type: none"> <li>• 10098 – <a href="https://facts.fldfs.com/Search/ContractDetail.aspx?AgencyId=800000&amp;ContractId=10098">https://facts.fldfs.com/Search/ContractDetail.aspx?AgencyId=800000&amp;ContractId=10098</a></li> </ul>	
4.	<p>Section 287.057(13)(a), <i>Florida Statutes</i>, allows for the renewal of contracts for commodities and contractual services for a period that may not exceed 3 years or the term of the original contract, whichever period is longer. Such renewals are contingent upon satisfactory performance evaluations by the agency and subject to the availability of funds.</p> <p>For the outsourced or privatized service or activity, identify the number of times the contract has been renewed and specify the renewal period of each. Attach a copy of the documentation verifying the contractor’s satisfactory performance compliance required prior to each renewal.</p>

The contracts executed for the secure residential program have not yet expired. The contract number and end date follows:

- #10098-Tampa Residential Facility will end June 30, 2018.

5. For the outsourced or privatized service or activity, has the contractor satisfactorily complied with all service level requirements? Provide a narrative summary describing service level requirements compliance or noncompliance and the method used by the agency for monitoring progress in achieving the specified performance standards within the contract.

The Bureau of Monitoring and Quality Improvement (MQI) is responsible for the assessment of program compliance in areas such as management, operations, and service delivery. The goal of MQI is to accurately and effectively determine the level of performance and quality of services at which juvenile justice programs achieve the Department’s mission. The Bureau performs routine oversight activities to ensure contracted providers meet performance expectations for services provided to and in support of youth in DJJ’s care. Activities include verification that all contractual requirements and operational standards are met; highlighting progress that is made over time or used to record areas of needed improvement; coordination and assignment of skilled resources to monitor services; and coordination of all monitoring activities to meet monitoring objectives in the most efficient manner. A list of reports, resources, and trainings are available online at <http://www.djj.state.fl.us/partners/QI>.

Residential contracts are required to adhere to standards, which are found online at <http://www.djj.state.fl.us/partners/QI/resources>. Click on the link for “Residential Standards.”

The “Overall Rating Summary” for each of the privatized residential programs is found online at <http://www.djj.state.fl.us/partners/QI/reports>. Please refer to the Monitoring Tool that is available at <http://www.djj.state.fl.us/docs/department-forms/administrative-monitoring-tool-combined.doc?sfvrsn=0>.

For each indicator that did not achieve full compliance a corrective action was required and subsequent verification monitoring confirmed that all indicators were met.

6. Describe any unexpected benefits from outsourcing or privatization of the service or activity.

We have not realized any unexpected benefits of privatization.

7. Describe any unexpected problems or issues with the outsourcing or privatization of the service or activity.

Privatization was finalized by July 1, 2013. As DJJ has completed the second full year of services, any issues or deficiencies that occurred have been resolved through closely monitoring all programs through DJJ staff that includes the Office of Residential Services and the Bureau of Monitoring and Quality Improvement.

8. Briefly describe your agency’s overall level of satisfaction with the results of outsourcing or privatization of the service or activity.

Privatization was finalized by July 1, 2013. Programs developed as a result of privatization are performing in accordance with DJJ rules, guidelines and policies. When non-adherence occurs the programs have been responsive and have corrected any and all deficiencies.

9. What lessons learned should be shared with other agencies considering the outsourcing or privatization of a similar service or activity?

We have no new information to share that was not provided with the first report submitted last year.



# **Attachment 1**

**Department of Juvenile Justice**  
**Transition of State Operated Residential Programs to**  
**Private Provider Operation**

**EXECUTIVE SUMMARY:**

The state of Florida has approximately 3,000 residential beds for the continued care of delinquent youth committed to the custody of the Department of Juvenile Justice. Of this number, 156 beds (5%) are operated by the state while the vast majority (95%) are operated by private providers who contract with the Department. The privatization of residential services has taken place over a number of years but has accelerated considerably over the past two years with legislative mandated bed reductions being made exclusively to state operated facilities. With the legislative intent to privatize these services along with the department's goal of providing services to youth in the most efficient and least disruptive way possible, the business plan is to privatize the remaining beds in an orderly and planned fashion. This will ensure continuation of needed services for youth, allow time for the department to address the incumbent employment issues, and provide a documented cost savings to the state.

There are five remaining state operated residential programs: Pensacola Boys Base Halfway House, Duval Halfway House, Britt Halfway House, Les Peters Halfway House, and the Falkenburg Juvenile Correctional Facility – Mental Health. The total current year budget for all five facilities is \$15.5 million. The projected first full year private provider cost is \$13 million plus a potential \$0.8 million in costs related to state employee leave payouts. The second full year of the contracts would reduce to \$12 million as the private providers become eligible for behavior health overlay services reimbursement. Overall, the proposed action will provide \$1.75 million in reduced residential costs in the first full year of operation and \$3.5 million in annual recurring reduced costs in the second year and beyond.

The Department of Juvenile Justice plans, with Legislative approval, to reinvest these savings into prevention services, community-based interventions, as well as and increasing the availability of transitional services such as vocational programming, education, employment, transitional housing and transportation. This represents one of the department's primary strategies in its **Roadmap to System Excellence**.<sup>1</sup>

<sup>1</sup> See <http://www.djj.state.fl.us/roadmap-to-system-excellence>.

## **BENCHMARKING – DESCRIBING CURRENT SERVICE**

Chapter 985.601(1) directs the department to “plan, develop, and coordinate comprehensive services and programs statewide for the prevention, early intervention, control, and rehabilitative treatment of delinquent behavior.” Chapter 985.601 (3)(a) directs the department to “develop or contract for diversified and innovative programs to provide rehabilitative treatment, including early intervention and prevention, diversion, comprehensive intake, case management, diagnostic and classification assessments, individual and family counseling, shelter care, diversified detention care emphasizing alternatives to secure detention, diversified probation, halfway houses, foster homes, community-based substance abuse treatment services, community-based mental health treatment services, community-based residential and nonresidential programs, mother-infant programs, and environmental programs. Each program shall place particular emphasis on reintegration and conditional release for all children in the program.”

Chapter 985.03(46), sections (a)-(e) define the restrictiveness levels of commitment, ranging from minimum-risk residential programs to maximum risk residential programs.

Chapter 985.644(1) provides “The department may contract with the Federal Government, other state departments and agencies, county and municipal governments and agencies, public and private agencies, and private individuals and corporations in carrying out the purposes of, and the responsibilities established in, this chapter.”

As of October 3, 2012 the department had an operating capacity of 2969 residential beds separated into 104 programs. Currently ninety five percent (95%) of all commitment facilities are contracted with private vendors and five percent (5%) are state operated. The five state-operated programs are as follows:

- Pensacola Boys Base Halfway House:

This is a moderate risk program for boys ages 14-18 that require mental health overlay services. In FY 11/12, this was a 28-bed facility. In FY 12/13 the capacity was reduced to 20 beds. In FY 11/12, the facility had 23 FTEs and has 21 FTEs for FY 12/13. The direct care and supervision of youth is provided by state employees and the mental health, medical and food services are contracted with private vendors. The total budget for FY 12/13 including Grants and Aids Contracted Services is \$1,710,802 (Risk Management insurance is excluded since it is based on past exposure and is therefore a continuing cost). Of the 21 current FTEs, 21 are filled and include the following position types: Residential Officer/ Counselor; Counselor Supervisor; Social Services Counselor; Staff Assistant; Maintenance Mechanic; Assistant Superintendent; Facility Superintendent. 7 staff have less than 6 years of service, 8 staff have 6-15 years of service, 6 staff have 15-25 years of service, and 0 have 25-30 years of service.

The program demonstrated performance measures within expected ranges, including a FY 11/12 QA rating of “81%--Commendable” and for FY 12/13 they achieved a “Satisfactory Compliance” in all but one indicator. The program achieved limited compliance in tool

management, which was immediately rectified by the program. The FY 11/12 Comprehensive Accountability Report (CAR) indicates that for FY 09/10, the program released 54 youth who had a recidivism rate of 29%.

- Duval Halfway House:

This is a moderate risk program for boys ages 14-18 that require mental health overlay services. In FY 11/12, this was a 28-bed facility. In FY 12/13 the capacity was reduced to 20 beds. In FY 11/12, the facility had 26.5 FTEs and has 23.5 FTEs for FY 12/13. The direct care/supervision of youth and food services are provided by state employees and the mental health and medical services are contracted with private vendors. The total budget for FY 12/13 including Grants and Aids Contracted Services is \$1,658,998. Of the 23.5 current FTEs, 22.5 are filled and include the following position types: Residential Officer/ Counselor; Recreation Therapy Analyst; Counselor Supervisor; Social Services Counselor; Staff Assistant; Maintenance Mechanic; Food Support Worker; Food Production Supervisor; Assistant Superintendent; Facility Superintendent. 12 staff have less than 6 years of service, 9 staff have 6-15 years of service, 2 staff have 15-25 years of service, and 0 have 25-30 years of service.

The program demonstrated performance measures within expected ranges, including a FY 11/12 QA rating of "75%--Acceptable Rating". The FY 12/13 QI report has not yet been completed; however the program failed four (4) indicators (In-service Training, Delinquency Intervention Services, Safety Agreements for Outside Contractors, and Behavioral Management Monitoring) that the program is developing a corrective action plan for. The FY 11/12 Comprehensive Accountability Report (CAR) indicates that for FY 09/10, the program released 57 youth who had a recidivism rate of 51%.

- Britt Halfway House:

This is a moderate risk program for boys ages 14-18 that require substance abuse treatment overlay services. This is a 28-bed facility. The total number of FTEs for FY 11/12 and FY 12/13 is 35. All services are provided by state employees including direct care and supervision, case management, substance abuse treatment, mental health treatment, medical, and food services. The total budget for FY 12/13 including Grants and Aids Contracted Services is \$1,909,016. Of the 35 FTEs, 32 are filled and include the following position types: Residential Officer/ Counselor; Counselor Supervisor; Social Services Counselor; Behavioral Specialist; Senior Behavioral Specialist; Registered Nurse Specialist; Maintenance Mechanic; Food Support Worker; Food Production Supervisor; Secretary Specialist; Assistant Superintendent; Facility Superintendent. 16 staff have less than 6 years of service, 11 staff have 6-15 years of service, 3 staff have 15-25 years of service, 0 have 25-30 years of service, and 2 have more than 30 years of service.

The program demonstrated performance measures within expected ranges, including achieving "Satisfactory Compliance" in all but two indicators. The program achieved limited

compliance in Transportation and Medication Administration, which were immediately rectified by the program. The program has not a FY 12/13 QI site visit, as of this writing. The FY 11/12 Comprehensive Accountability Report (CAR) indicates that for FY 09/10, the program released 46 youth who had a recidivism rate of 43%.

- Les Peters Halfway House:

This has been a 28-bed moderate risk program for boys ages 14-18 that require substance abuse treatment services overlay services. Effective 10/1/12, the program is being redesigned to be a 24 bed “step-down” program for youth from the Falkenburg Juvenile Correctional Facility – Mental Health providing the same level of intensive mental health services but at a non-secure risk level allowing these youth to successfully transition back into the community. The total number of FTEs for FY 11/12 and FY 12/13 is 34.5. All services are provided by state employees including direct care and supervision, case management, substance abuse treatment, mental health treatment, medical, and food services. The total budget for FY 12/13 including Grants and Aids Contracted Services is \$1,982,926. Of the 34.5 FTEs, 32.5 are filled and include the following position types: Residential Officer/ Counselor; Counselor Supervisor; Social Services Counselor; Behavioral Specialist; Senior Behavioral Specialist; Registered Nurse Specialist; Maintenance Mechanic; Food Support Worker; Food Production Supervisor; Secretary Specialist; Assistant Superintendent; Facility Superintendent. 11 staff have less than 6 years of service, 15 staff have 6-15 years of service, 3 staff have 15-25 years of service, 2 have 25-30 years of service and 2 have more than 30 years of service.

The program demonstrated performance measures within expected ranges, including a FY 11/12 QA rating of “81%--Commendable” and for 12/13 achieved “Satisfactory Compliance” in all but one indicator. The program achieved limited compliance in tool management, which was immediately rectified by the program. The FY 11/12 Comprehensive Accountability Report (CAR) indicates that for FY 09/10, the program released 42 youth who had a recidivism rate of 44%.

- Falkenburg Juvenile Correctional Facility – Mental Health :

This is a high risk program for boys ages 14-18 that require intensive mental health and substance abuse treatment services. In FY 11/12, this was a 70-bed facility. In FY 12/13 the capacity was reduced to 60 beds. In FY 11/12, the facility had 125 FTEs and has 113 FTEs for FY 12/13. All services are provided by state employees including direct care and supervision, case management, intensive mental health treatment, substance abuse treatment, medical, and food services. The total budget for FY 12/13 including Grants and Aids Contracted Services is \$8,266,687. Of the 113 current FTEs, 105 are filled and include the following position types: Residential Officer/ Counselor; Recreation Therapy Analyst; Counselor Supervisor; Social Services Counselor; Behavioral Specialist; Senior Behavioral Specialist; Registered Nurse Specialist; Registered Nurse Supervisor; Senior Physician; Education and Training Specialist; Training Specialist; Health Information Specialist; Custodial Worker;

Maintenance Mechanic; Maintenance Superintendent; Food Support Worker; Food Production Supervisor; Secretary Specialist; Administrative Secretary; Administrative Assistant; Government Operations Consultant; Operations and Management Consultant; Assistant Superintendent; Facility Superintendent. 49 staff have less than 6 years of service, 30 staff have 6-15 years of service, 16 staff have 15-25 years of service, 7 have 25-30 years of service and 3 have more than 30 years of service.

As the program was designed and operational effective 9/1/11 there was no QA review done for FY 11/12 and there is no Comprehensive Accountability Report (CAR) data to provide a recidivism rate at this time.

### **RATIONALE – THE BASIS FOR THE PROJECT**

The project proposes to transition the remaining five state-operated residential commitment programs to privatized, contracted services. The transition would begin during FY 2012-13 and would be completed in FY 2013-14 by October 1, 2013. The three key components of this project include: administrative efficiencies, services delivery, and physical plant considerations.

Administrative Efficiencies – As noted previously, 95% of the Department’s residential commitment services are privatized and delivered through various contracted providers throughout the state. Throughout the history of DJJ, the existence of provider operated residential facilities has been a component of the juvenile justice continuum, balanced with a component of state-operated programs. Over the past several years, there has been a continuing trend to reduce the portion of residential services that are operated by the state. During the past two years, the Legislature has included specific proviso language requiring the reduction of state-operated beds before the reduction of provider operated beds when implementing bed reductions.

“From the funds in Specific Appropriations 1238 through 1261, the Department of Juvenile Justice shall first make residential bed reductions in both non-secure and secure beds that are operated by the department before reducing privately operated non-secure or secure residential beds.”<sup>2</sup>

This has led to the closing of facilities with limited planning time (60-90 days’ notice), resulting in a significant impact on the delivery of services to youth and staff employment options. The proposed project provides for a more planned transition from state-operated to private operated in order to more effectively and efficiently deal with staffing issues and minimize the impact on the delivery of services to the youth in the program.

<sup>2</sup> See Chapter 2012-118, Laws of Florida, page 175.

The administrative efficiency of staffing both a state-operated and private contracted system is based on a balanced level of services – state-operated and contracted services. As the proportion of state-operated programs has been continually reduced in recent years, these efficiencies have been eroded. With only 5% of the residential capacity being state-operated, maintaining administrative support services for these facilities is not cost effective.

Service Delivery - The continuation of the services provided by the existing state-operated programs are essential for ensuring that the continuum of services is sufficient to meet the needs of the state. The continuum of residential services must address not only the number of beds, but also youth to be served, types of specialized services needed, physical plant needs, and geographic distribution. A part of the project included reviewing the services currently provided by these programs to determine if any adjustments are needed to meet the anticipated service needs. The services provided by the existing state operated programs are critical to maintaining sufficient services in the residential continuum throughout the state. However, an analysis of the services provided by each of the facilities, and the capacity needs of the state indicates that some adjustments to services are needed to more effectively and efficiently address service delivery. The service delivery adjustments include changing the Duval program from mental health overlay beds to a substance abuse program, and establishing Les Peters as a step-down program for youth transitioning out of Falkenburg. The services at Pensacola and Britt will remain as they are currently provided.

Physical Plant – The transition from state-operated to privatized services must ensure that the facilities that currently house these five state-operated programs continue to be used and maintained as the sites for these services. The administrative efficiencies of the proposed project are, in part, predicated on the continued use of these five facilities for services in the future. The procurement process will require that any potential provider commit to housing the program in the existing site. The state has invested significant resources in building and maintaining each of these facilities. They are well-established in the communities in which they are located and are equipped to most effectively and efficiently deliver the services to be provided. In addition, requiring the continued use of these state owned facilities, as opposed to allowing for the option of provider-offered facilities, will likely increase the number of potential providers that compete to provide these services.

## **PROJECT ASSUMPTIONS and METHODOLOGIES**

The proposed project is based on a number of assumptions dealing with the existing state-operated services. The key assumptions are:

- The state and Legislative trend of reducing state-operated beds vs. contracted services beds will continue.
- The need for moderate risk, overlay beds will continue to decline, but there will be a continued need for specialized services and secure programs.
- Maintaining the administrative support services needed for state-operated programs, which is only 5% of the capacity, is an inefficient use of resources. It will be more cost-effective to transition these services from state-operated to privatized.
- The services that are provided by these programs are a critical part of the residential capacity continuum and need to continue to be provided.
- The physical plants that currently house the five state-operated facilities are the best options as locations for continuing to provide the services under a privatized structure.
- A planned, methodical transition process over the next year, that allows the services to continue under a privatized system, is a better option than having programs closed with short notice and no plan for continuation of the services.

The methodology that will be used focuses on taking a proactive approach to addressing the future of state-operated programs. As noted earlier, for the past two years the Legislature has identified state-operated programs for reductions prior to reductions in provider programs, resulting in disruption of services and staff. The Department has developed a detailed process to transition these services in an orderly and efficient manner. The details of this process are provided in the Procurement Process section of this document.

## **HOW RECOMMENDED SOLUTION WAS FORMULATED**

From October 2012 through January 2013, an Intent to Negotiate (ITN) will be posted on the Vendor Bid System (VBS) for all five (5) procurements: Pensacola Boys Base, Duval Halfway House, Britt Halfway House, Falkenburg Juvenile Correctional Facility – Mental Health and Les Peters Halfway House (see below for detailed timelines). Approximately a month from posting, proposals are due and upon submission of technical, past performance and cost proposals, each are reviewed by applicable areas. Scores for all proposals are then compiled by the Bureau of Contracts and a ranking is determined, proposers are notified if selected for oral presentations. Oral presentations are held with the top three ranking respondents and a debriefing is held with the evaluation/negotiation team members, after the presentations. Scores for all proposals are then compiled by the Bureau of Contracts and a Short List/Ranking of Respondents for Final Negotiations is posted on the VBS and negotiations take place. The final notice of award is anticipated to be posted on the VBS between March and June and approximately two (2) to three (3) months is allocated for facility transition to occur before the contract begins.



## **IDENTIFY IMPACT OF PROJECT TO STATE AND AGENCY**

The impact of the project must be considered from both a personnel perspective and a service delivery perspective.

Personnel - The primary impact will be on the existing state personnel that staff the five programs that will be privatized. There will be efforts made to place those interested in continued state service in other state positions. The department has vacancies, particularly in Detention and Probation services and will work closely with those offices in placing individuals who qualify and desire to stay in a state position. In the past, when other state-operated residential programs were reduced, it was possible for some of the staff to transfer to positions within other state-operated facilities. Given that once the five programs are privatized, there will be no more state operated residential programs, the options for placement of the staff working in these facilities is more limited than in the past. The details of personnel issues will be addressed in the Employee Transition Management Plan section of this proposal.

It is also expected that a large portion of the state staff in the state-operated programs will be interested in continuing to work with the program under the privatized structure. As a part of the procurement process, steps will be taken to give priority consideration for employment to interested staff currently working in the program.

Service Delivery – With the exception of the adjustments to some of the specialized services to be done in the Duval and Les Peters programs, it is expected that there should be no discernible impact on the quality and quantity of the services delivered. Programs will continue to be monitored on an on-going basis and will also be subject to the DJJ quality improvement review process.

While the transition from state-operated to private may not impact the program services that are to be provided, it is important to be cognizant of the fact that historically one of the functions of the state-operated programs was to serve as a type of “safety net” to meet service delivery needs that may not be able to be addressed at a particular time by a private provider. State operated programs could also serve as sites for pilot initiatives to pursue innovation programming for limited cost since there are no contract requirements to consider as there are with private provider. In addition, the staff of these programs were available to assist the Department in the situations requiring their specialized expertise. With the elimination of the remainder of the Residential state operated programs the Department will need to address filling this gap in some fashion...

## **EMPLOYEE TRANSITION MANAGEMENT PLAN –**

The Department has an approved Workforce Transition Plan that is used to address the needs of adversely affected staff in the event of the loss of state positions. Developing this project to privatize the affected facilities well in advance of the actual changeover allows staff significant

notice so that each can individually determine what the best course of action for them is. Additionally, the Workforce Transition Plan has specific actions to assist staff with future employment based on agency vacancies as well as the employee interests. The department has vacancies, particularly in Detention and Probation services, and will work closely with those offices in placing individuals who qualify and desire to stay in a state position. We will also work with DMS and other agencies in job placement along with Florida's local Workforce Boards.

### **IDENTIFICATION OF CRITICAL SUCCESS FACTORS**

The transition from state-operated to private provider operated will have minimal impact on the critical success factors. All expectations and measures of success for residential commitment programs are the same – regardless of whether they are operated by the state or a private provider. The major difference is that with a private provider, the contract is the vehicle that is used to specify the program requirements. While there may be some unique contractual issues based on a specialized program type, overall the performance measures and outcomes, the quality improvement standards, the reporting requirements, and program monitoring will be those that are applied to all residential programs throughout the state. All residential programs must operate in accordance with the provisions of the administrative rules for the operation of residential services. Issues such as utilization, length of stay, PAR incidents, youth arrests, use of force, etc. are currently monitored for all programs as various measures of performance and success.

### **PROCUREMENT PROCESS**

The solicitation process is done for each procurement and is managed by the Bureau of Contracts; this project would begin with posting an Invitation to Negotiate (ITN) on the Vendor Bid System (VBS). Utilizing the Invitation to Negotiate allows the State of Florida to obtain the best value and comprehensive services to meet the needs of youth. ITNs allow flexibility for innovative delinquency interventions and treatment models and includes the negotiation of achievable performance measures, which will assist the Department in meeting its' reform goals.

Prior to posting an ITN, an evaluation/negotiation team is appointed. This team is comprised of lead staff such as regional directors, senior management and subject matter experts. A solicitation conference call is held for all respondents to have the opportunity to ask questions they may have and questions/answers are posted on the VBS. The anticipated number of respondents could range from approximately eight (8) to twelve (12). Upon submission of technical, past performance and cost proposals, each are reviewed by applicable areas. Technical proposals are evaluated by the evaluation/negotiation team members, the Bureau of Residential Contract Development evaluates past performance and cost proposals are reviewed by the Bureau of Contracts.

A briefing meeting is held with the evaluation/negotiation team members to answer any questions or provide clarification and to ensure all materials were in receipt prior to evaluation, debriefing meetings are held after review of the proposals to discuss locations of requirements in each technical proposal and scores. Provider eligibility and qualifications are determined by review of key program components, ranging from management capabilities, performance outcomes, staffing and training, specialized services and transition. Points are allocated for each component with a maximum of three (3) points for areas which exceed expectations, and a minimum of zero (0) points for not meeting the expectations. Scores for all proposals are then compiled by the Bureau of Contracts and a ranking is determined, proposers are notified if selected for oral presentations. Oral presentations are held with the top three ranking respondents and a debriefing is held with the evaluation/negotiation team members, after the presentations. A Short List/Ranking of Respondents for Final Negotiations is posted on the VBS and negotiations take place. The final notice of award is posted on the VBS and Bureau of Contracts compiles the final contract document. Contract terms are anticipated to be for a period of five (5) years, with renewal options for durations up to the original term which may occur at the end of the original five (5) year term based on satisfactory performance.

Upon contract execution, all contracts are monitored. Program monitoring provides the Department with information necessary to assess the programmatic accountability of its providers. Both contracted programs as well as state operated programs are monitored in the same manner and will continue to be monitored to include all aspects of program performance, based on required terms and conditions and services/deliverables. Program monitoring is conducted both on and off-site at all programs to ensure contract compliance with Florida Statutes, Rules of the Florida Administrative Code, departmental policies and procedures, and contract terms and conditions. Monitoring activities may be announced or unannounced and may be conducted during nontraditional hours when applicable. In conjunction with standard program monitoring, programs also undergo Quality Improvement (QI) reviews in which program monitors also participate. Any deficiencies or issues that arise during the QI reviews require additional monitoring to be completed. Administrative monitoring is required, at a minimum, once per year on each contract and is conducted by the contract manager. To assure programmatic financial integrity is maintained, the contract manager reviews the accuracy of contract payments as they relate to programmatic requirements and service quality. Additional areas of oversight include the ability for issues or concerns at programs to be reported through a Centralized Communications Center (CCC), this allows for both youth and staff to report any incident as necessary, which result in program or administrative reviews to be conducted for investigation.

The anticipated timeline for state operated conversions is indicated below:

**PENSACOLA BOYS BASE**

<b>Program</b>	<b>PENSACOLA BOYS BASE (28 beds)</b>
<b>Anticipated start date of program</b>	5/1/13
<b>Release of solicitation</b>	Wednesday, October 24, 2012
<b>Mandatory Site Visit (for state-owned/leased facilities only)</b>	Wednesday, October 31, 2012
<b>Solicitation Conference Question Deadline – Last date and time written questions will be accepted for Discussion at Solicitation Conference</b>	Monday, November 5, 2012 by COB
<b>Deadline for Submission of Intent to Attend Solicitation Conference Form</b>	Monday, November 5, 2012 by COB
<b>Solicitation Conference/Conference Call</b>	Wednesday, November 14, 2012
<b>Final date and time deadline written questions will be accepted. Deadline for Submission of Intent to Respond</b>	Wednesday, November 21, 2012
<b>Anticipated date that answers to written questions will be posted on the web site</b>	Wednesday, December 5, 2012
<b>Responses due and opened</b>	Tuesday, January 8, 2013
<b>Evaluator Briefing (Instructions and Confirmation or Receipt of Materials for Written Narrative Response Evaluation)</b>	Friday, January 11, 2013
<b>Evaluator Debriefing (Written Narrative Responses) Discuss page #s and scores only-Conference call</b>	Wednesday-Thursday, January 30-31, 2013 * Time allocated due to the large amount of expected interest.
<b>Oral Presentations (Final Dates and Times to be Communicated to Ranking Respondents selected for Oral Presentations and posted on VBS) (3 ORALS FOR 2 HOURS EACH with DEBRIEFING IMMEDIATELY FOLLOWING )</b>	Wednesday-Thursday, February 13-14, 2013
<b>Evaluator Debriefing (Oral Presentations) NO COMMENTS-SCORES FOR ORAL WILL BE PROVIDED DURING DEBRIEFING WHICH WILL BE ON THE RECORD.</b>	Immediately following Oral Presentations
<b>Anticipated Posting of Notice of Agency Decision “Short List/Ranking of Respondents for Final Negotiations”</b>	Thursday, February 21, 2013
<b>Anticipated Week/Dates of Negotiations (Final Dates and Times to be Communicated to Ranking Respondents selected for Final Negotiation and posted on VBS)</b>	Monday-Tuesday, March 4-5, 2013* Time allocated due to concurrent negotiations with up to 3 of the top ranking respondents from the oral presentations.
<b>Anticipated date of posting of Notice of Final Agency Decision</b>	Tuesday, March 12, 2013
<b>Transition Planning (Recruit, interview and train staff, complete background screening and drug testing, develop contracts for medical/mental health staff (i.e. DHA, Psychiatrist), coordinate and transfer facility services, obtain DCF licensure for substance abuse)</b>	Approx. 2-3 months
<b>Anticipated Contract Execution Date/Start of Contracts</b>	Wednesday, May 1, 2013

\*\* Additional considerations during this time: Solicitations other than state operated conversions.

\*\*This timeline is contingent upon no protests being received.

**DUVAL HALFWAY HOUSE**

<b>Program</b>	<b>DUVAL HALFWAY HOUSE (28 beds)</b>
<b>Anticipated start date of program</b>	7/1/13
<b>Release of solicitation</b>	Thursday November 1, 2012
<b>Mandatory Site Visit (for state-owned/leased facilities only)</b>	Thursday November 8, 2012
<b>Solicitation Conference Question Deadline – Last date and time written questions will be accepted for Discussion at Solicitation Conference</b>	Wednesday, November 14, 2012 by COB
<b>Deadline for Submission of Intent to Attend Solicitation Conference Form</b>	Wednesday, November 14, 2012 by COB
<b>Solicitation Conference/Conference Call</b>	Tuesday, November 27, 2012
<b>Final date and time deadline written questions will be accepted. Deadline for Submission of Intent to Respond</b>	Thursday, December 6, 2012
<b>Anticipated date that answers to written questions will be posted on the web site</b>	Tuesday, December 18, 2012
<b>Responses due and opened</b>	Thursday, January 17, 2013
<b>Evaluator Briefing (Instructions and Confirmation or Receipt of Materials for Written Narrative Response Evaluation)</b>	Tuesday, January 22, 2013
<b>Evaluator Debriefing (Written Narrative Responses) Discuss page #s and scores only-Conference call</b>	Monday-Tuesday, February 25-26, 2013* Time allocated due to the large amount of expected interest.
<b>Oral Presentations (Final Dates and Times to be Communicated to Ranking Respondents selected for Oral Presentations and posted on VBS) (3 ORALS FOR 2 HOURS EACH with DEBRIEFING IMMEDIATELY FOLLOWING )</b>	Wednesday-Thursday, March 13-14, 2013
<b>Evaluator Debriefing (Oral Presentations) NO COMMENTS-SCORES FOR ORAL WILL BE PROVIDED DURING DEBRIEFING WHICH WILL BE ON THE RECORD.</b>	Immediately following Oral Presentations
<b>Anticipated Posting of Notice of Agency Decision “Short List/Ranking of Respondents for Final Negotiations”</b>	Friday, March 22, 2013
<b>Anticipated Week/Dates of Negotiations (Final Dates and Times to be Communicated to Ranking Respondents selected for Final Negotiation and posted on VBS)</b>	Monday-Wednesday, April 1-3, 2013* Time allocated due to concurrent negotiations with up to 3 of the top ranking respondents from the oral presentations.
<b>Anticipated date of posting of Notice of Final Agency Decision</b>	Thursday, April, 18 2013
<b>Transition Planning (Recruit, interview and train staff, complete background screening and drug testing, develop contracts for medical/mental health staff (i.e. DHA, Psychiatrist), coordinate and transfer facility services, obtain DCF licensure for substance abuse)</b>	Approx. 2-3 months
<b>Anticipated Contract Execution Date/Start of Contracts</b>	Monday, July 1, 2013

\*\* Additional considerations during this time: Solicitations other than state operated conversions.

\*\*This timeline is contingent upon no protests being received.

**BRITT HALFWAY HOUSE**

<b>Program</b>	<b>BRITT HALFWAY HOUSE (28 beds)</b>
<b>Anticipated start date of program</b>	7/1/13
<b>Release of solicitation</b>	Friday, November 2, 2012
<b>Mandatory Site Visit (for state-owned/leased facilities only)</b>	Friday, November 9, 2012
<b>Solicitation Conference Question Deadline – Last date and time written questions will be accepted for Discussion at Solicitation Conference</b>	Thursday, November 15, 2012 by COB
<b>Deadline for Submission of Intent to Attend Solicitation Conference Form</b>	Thursday, November 15, 2012 by COB
<b>Solicitation Conference/Conference Call</b>	Wednesday, November 28, 2012
<b>Final date and time deadline written questions will be accepted. Deadline for Submission of Intent to Respond</b>	Friday, December 7, 2012
<b>Anticipated date that answers to written questions will be posted on the web site</b>	Wednesday, December 18, 2012
<b>Responses due and opened</b>	Friday, January 18, 2013
<b>Evaluator Briefing (Instructions and Confirmation or Receipt of Materials for Written Narrative Response Evaluation)</b>	Wednesday, January 23, 2013
<b>Evaluator Debriefing (Written Narrative Responses) Discuss page #s and scores only-Conference call</b>	Tuesday-Wednesday, February 26-27, 2013* Time allocated due to the large amount of expected interest.
<b>Oral Presentations (Final Dates and Times to be Communicated to Ranking Respondents selected for Oral Presentations and posted on VBS) (3 ORALS FOR 2 HOURS EACH with DEBRIEFING IMMEDIATELY FOLLOWING )</b>	Thursday-Friday, March 14-15, 2013
<b>Evaluator Debriefing (Oral Presentations) NO COMMENTS-SCORES FOR ORAL WILL BE PROVIDED DURING DEBRIEFING WHICH WILL BE ON THE RECORD.</b>	Immediately following Oral Presentations
<b>Anticipated Posting of Notice of Agency Decision “Short List/Ranking of Respondents for Final Negotiations”</b>	Monday, March 25, 2013
<b>Anticipated Week/Dates of Negotiations (Final Dates and Times to be Communicated to Ranking Respondents selected for Final Negotiation and posted on VBS)</b>	Tuesday-Thursday, April 2-4, 2013* Time allocated due to concurrent negotiations with up to 3 of the top ranking respondents from the oral presentations.
<b>Anticipated date of posting of Notice of Final Agency Decision</b>	Friday, April 19, 2013
<b>Transition Planning (Recruit, interview and train staff, complete background screening and drug testing, develop contracts for medical/mental health staff (i.e. DHA, Psychiatrist), coordinate and transfer facility services, obtain DCF licensure for substance abuse)</b>	Approx. 2-3 months
<b>Anticipated Contract Execution Date/Start of Contracts</b>	Monday, July 1, 2013

\*\* Additional considerations during this time: Solicitations other than state operated conversions.

\*\*This timeline is contingent upon no protests being received.

**FALKENBURG JUVENILE CORRECTIONAL FACILITY AND LES PETERS HALFWAY HOUSE**

<b>Program</b>	<b>FALKENBURG JUVENILE CORRECTIONAL FACILITY (60 beds) &amp; LES PETERS HALFWAY HOUSE (24 bed step-down/transition)</b>
<b>Anticipated start date of program</b>	10/1/13
<b>Release of solicitation</b>	Monday, January 7, 2013
<b>Mandatory Site Visit (for state-owned/leased facilities only)</b>	Wednesday, January 23, 2013
<b>Solicitation Conference Question Deadline – Last date and time written questions will be accepted for Discussion at Solicitation Conference</b>	Monday, January 28, 2013 by COB
<b>Deadline for Submission of Intent to Attend Solicitation Conference Form</b>	Monday, January 28, 2013 by COB
<b>Solicitation Conference/Conference Call</b>	Monday, February 11, 2013
<b>Final date and time deadline written questions will be accepted. Deadline for Submission of Intent to Respond</b>	Tuesday, February 19, 2013
<b>Anticipated date that answers to written questions will be posted on the web site</b>	Friday, March 1, 2013
<b>Responses due and opened</b>	Monday, April 1, 2013
<b>Evaluator Briefing (Instructions and Confirmation or Receipt of Materials for Written Narrative Response Evaluation)</b>	Monday, April 4, 2013
<b>Evaluator Debriefing (Written Narrative Responses) Discuss page #s and scores only-Conference call</b>	Tuesday-Wednesday, April 30-May 1, 2013* Time allocated due to the large amount of expected interest.
<b>Oral Presentations (Final Dates and Times to be Communicated to Ranking Respondents selected for Oral Presentations and posted on VBS) (3 ORALS FOR 2 HOURS EACH with DEBRIEFING IMMEDIATELY FOLLOWING)</b>	Wednesday-Thursday, May 15-16, 2013
<b>Evaluator Debriefing (Oral Presentations) NO COMMENTS-SCORES FOR ORAL WILL BE PROVIDED DURING DEBRIEFING WHICH WILL BE ON THE RECORD.</b>	Immediately following Oral Presentations
<b>Anticipated Posting of Notice of Agency Decision “Short List/Ranking of Respondents for Final Negotiations”</b>	Wednesday, May 22, 2013
<b>Anticipated Week/Dates of Negotiations (Final Dates and Times to be Communicated to Ranking Respondents selected for Final Negotiation and posted on VBS)</b>	Tuesday-Thursday, May 28-June 6, 2013* Time allocated due to concurrent negotiations with up to 3 of the top ranking respondents from the oral presentations.
<b>Anticipated date of posting of Notice of Final Agency Decision</b>	Wednesday, June 12, 2013
<b>Transition Planning (Recruit, interview and train staff, complete background screening and drug testing, develop contracts for medical/mental health staff (i.e. DHA, Psychiatrist), coordinate and transfer facility services, obtain DCF licensure for substance abuse)</b>	Approx. 3 months
<b>Anticipated Contract Execution Date/Start of Contracts</b>	Tuesday, October 1, 2013

\*\* Additional considerations during this time: Solicitations other than state operated conversions.

\*\*This timeline is contingent upon no protests being received.

The following are excerpts from standard contract language regarding requirements for data security, digital rights, and ownership of intellectual property:

## RECORDS REQUIREMENTS

### Record Retention

The Provider shall maintain programmatic and administrative books, records, and documents (including electronic storage media), for a minimum of five (5) years in accordance with chapters 119 and 257, Florida Statutes, and the Florida Department of State Record Retention Schedule located at <http://dilis.dos.state.fl.us/recordsmgmt>. The Provider shall maintain youth records, which are programmatic in nature in a secure location with access limited to duly authorized Department and Provider staff. Upon expiration of this Contract, the Provider shall return all youth records to the Department. The Provider shall ensure these records are available at all reasonable times to inspection, review, or audit by state and federal personnel and other personnel duly authorized by the Department. In the event any work is subcontracted, the Provider shall require each subcontractor to maintain and allow access to such records for audit purposes in the same manner. The Provider shall retain sufficient records demonstrating its compliance with the terms of this Contract for a period of five (5) years from the date the audit report is issued, and shall allow the Department, or its designee, Comptroller, or Auditor General access to such records upon request. The Provider shall ensure that all working papers are made available to the Department, or its designee, Comptroller, or Auditor General upon request for a period of three (3) years from the date the audit report is issued, unless extended in writing by the Department.

### Transfer of Records

Upon completion or termination of the Contract, the Provider shall cooperate with the Department to facilitate the transfer and return of records to the Department, at no cost to the Department. All records provided to or developed by the Provider for this Contract are the property of the Department.

### Copyrights and Right to Data

1. Where activities supported by this Contract produce original writing, sound recordings, pictorial reproductions, drawings or other graphic representation and works of any similar nature, the Department has the right to use, duplicate and disclose such materials in whole or in part in any manner, for any purpose whatsoever, and to have others acting on behalf of the Department to do so.
2. If the materials so developed are subject to copyright, trademark or patent, legal title and every right, interest, claim or demand of any kind in and to any patent, trademark or copyright, or application for the same, will vest in the State of Florida, Department of State, for the exclusive use and benefit of the State. Ownership of intellectual property created as a result



of the services delivered under this Contract will reside with the Department.

### Confidentiality

1. Pursuant to section 985.04, Florida Statutes, all information obtained in the course of this Contract regarding youth in the care of the Department is confidential. The Provider shall comply fully with all security procedures of the State and the Department in performance of the Contract. The Provider shall not divulge to third parties any confidential information obtained by the Provider or its agents, distributors, resellers, subcontractor, officers or employees in the course of performing Contract work, including, but not limited to, security procedures, business operations information, or commercial proprietary information in the possession of the State or Department. The Provider shall not be required to keep confidential information or material that is publicly available through no fault of the Provider, material that the Provider developed independently without relying on the State's or Department's confidential information, or material that is otherwise obtainable under State law as a public record. The Provider shall take appropriate steps to ensure its personnel, agents, and subcontractors protect confidentiality. The warranties of this paragraph shall survive the Contract.
  
2. The Provider shall comply with all requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the regulation applicable to entities covered under HIPAA, issued by the Department of Health and Human Services, entitled "Standards for Privacy of Individually Identifiable Health Information" (45 CFR Parts 160 and 164, effective April 14, 2000), if applicable under this Contract.

### MIS Security

In accordance with Rule 71A-1.005 (1)-(5) F.A.C., Contractors, Providers, and Partners employed by the Department or acting on behalf of the Department shall comply with all applicable security policies, and employ adequate security measures to protect the Department's information, applications, data, resources, and services. When applicable, network connection agreements shall be executed for third-party network connections prior to connection to the Department's internal network.

**CONCLUSION:**

The proposed action of transitioning the remaining state operated residential facilities to private provider operations addresses the goals of all stakeholders.

- It ensures the continuation of critically needed services for youth in most need of comprehensive treatment services.
- It continues the state's commitment to public safety by ensuring residential beds will be reserved for those youth that pose the greatest risk to public safety.
- It provides a reduction in residential costs which will be reinvested into the front end of the system. This will lead to preventing and diverting more youth from entering the juvenile justice system, thereby reducing juvenile delinquency and turning around the lives of troubled youth in the most effective manner.
- It allows for a smooth transition for youth, employees, and the private provider in the changeover from one service delivery type to another.
- It provides for increased competition within the private sector which can lead to improved services as well as lower costs.

**SCHEDULE XIIB-2: MAJOR OUTSOURCING AND PRIVATIZATION INITIATIVES EXCEEDING \$10 MILLION INITIALLY UNDERTAKEN IN THE LAST FIVE YEARS - COST AND DELIVERABLES DATA**  
**SECURE**

**Sectin I: Cost Data**

For each outsourced or privatized service or activity, complete the cost analysis below:

Fiscal Year	Planned Costs	Actual/Revised Costs	Planned Savings	Actual/Revised Savings
FY 2013 - 2014	\$5,436,456	\$5,436,456*		
FY 2014 - 2015	\$5,640,878	\$5,484,718	\$1,400,000	\$715,282
FY 2015 - 2016	\$5,451,350	\$0	\$0	\$0
FY 2016 - 2017	\$5,436,456	\$0	\$0	\$0
FY 2017 - 2018	\$5,436,456	\$0	\$0	\$0

\* We are calculating our savings on an annual basis but only 2 months have elapsed for this FY at the time of this report.

Variance	Reasons			
Cost	N/A			
Savings				
\$715,282.00	The savings were less than anticipated because the negotiated costs for executed contracts were greater than anticipated			

**Section II: Deliverables and Milestones Schedule**

For each outsourced or privatized service or activity, complete the deliverables and milestones schedule below:

Deliverables and Milestones	Original	Actual Date/ Revised Date
Appropriate care and custody of the youth being served	N/A	N/A

Variance	Reasons			
Schedule	N/A			

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

<b>Contact Information</b>
<b>Agency:</b> Department of Juvenile Justice (DJJ)
<b>Name:</b> Michele Lewis
<b>Phone:</b> (850)717-2741
<b>E-mail address:</b> Michele.Lewis@djj.state.fl.us

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

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

<b>1. Commodities proposed for purchase.</b>
Replacement and installation of data and telecom equipment located in the Knight and Alexander Buildings, Tallahassee, Florida, with the commodity code 730310 for the telephone system was completed in May of 2013.
<b>2. Describe and justify the need for the deferred-payment commodity contract including guaranteed energy performance savings contracts.</b>
The department applied for and was approved for the Consolidated Equipment Financing Program (CEFP).
<b>3. Summary of one-time payment versus financing analysis including a summary amortization schedule for the financing by fiscal year (amortization schedule and analysis detail may be attached separately).</b>
The CEFP allows the department to repay the cost of the data and telecom equipment over a period of sixty (60) months. The DJJ did not have the funds to cover the purchase in one lump sum. The amortization schedule is attached.
<b>4. Identify base budget proposed for payment of contract and/or issue code and title of budget request if increased authority is required for payment of the contract.</b>
Funds in Specific Appropriation 1170, of the Fiscal Year 2015-16 General Appropriations Act, are being used for the payment of the contract.

**EQUIPMENT SCHEDULE NO. 1**

**TO MASTER EQUIPMENT FINANCING AGREEMENT**

**EQUIPMENT SCHEDULE, RENTAL PAYMENTS, ETC.**

The following Equipment comprises an Equipment Group which is the subject of an Agency Lease dated as of May 15, 2013 (the "Agency Lease"), between the undersigned Lessor and (the "Lessee"). The State of Florida Master Equipment Financing Agreement dated as of November 1, 2012, by and between the Chief Financial Officer of the State of Florida and Banc of America Public Capital Corp. is incorporated herein in its entirety, and Lessee hereby reaffirms all of its representations and warranties contained in said Agreement.

**EQUIPMENT GROUP LOCATION**

The Equipment Group will be located at one or more of the following addresses.

State of Florida, Department of Juvenile Justice  
2737 Centerview Drive  
Tallahassee, FL 32399

**EQUIPMENT SCHEDULE NO. 1**

EQUIPMENT LIST

<u>DESCRIPTION</u>	<u>MODEL/ SERIAL NUMBER</u>	<u>QUANTITY</u>	<u>COST PER UNIT</u>	<u>EXTENDED PRICE</u>	<u>WEIGHTED AVERAGE USEFUL LIFE</u>
--------------------	-------------------------------------	-----------------	--------------------------	---------------------------	---

Vendor: Siemens Enterprise Communications, Inc.

Equipment: Data and Telecom Equipment

TOTAL PURCHASE PRICE \$280,823.77

Less Reductions:

Discounts \$0.00

Trade In \$0.00

Initial Pmt. \$0.00

Total Reductions

\$ 0.00

AMOUNT FINANCED

\$280,823.77

**EQUIPMENT SCHEDULE NO. 1**

**RENTAL PAYMENTS**

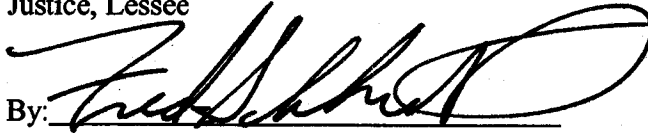
Lessee: State of Florida, Department of Juvenile Justice  
Name of Contractor: Siemens Enterprise Communications, Inc.  
Amount to be Financed: \$280,823.77  
Lessor Commitment Date: May 15, 2013  
Interest Rate: 1.3843%


The initial rental payment is due ten (10) days after the Funding Date and subsequent payments shall be due quarterly thereafter (commencing 90 days after the Funding Date).

Lessee will make 20 Rental Payments of \$14,506.79 each. The first payment, consisting of Principal only, is due on May 15, 2013, and the subsequent payments, consisting of Principal and Interest, shall be due as set forth in the attached schedule.

State of Florida, Department of Juvenile Justice, Lessee

Banc of America Public Capital Corp, Lessor

By: 

By: 

Title: Fred Schunknecht, Director of Admin.

Title: Authorized Agent

Date: 5/1/2013

Date: 5/15/13

**EQUIPMENT SCHEDULE NO. 1  
PAYMENT SCHEDULE**

Funding Date: May 15, 2013

PAYMENT NUMBER	PAYMENT DATE	TOTAL PAYMENT	PRINCIPAL COMPONENT	INTEREST	BALANCE	PAYMENT PRICE*
				COMPONENT 1.3843%		
1	May-15-13	14,506.79	14,506.79		266,316.98	N/A
2	Aug-15-13	14,506.79	13,585.14	921.65	252,731.84	N/A
3	Nov-15-13	14,506.79	13,632.15	874.64	239,099.69	N/A
4	Feb-15-14	14,506.79	13,679.33	827.46	225,420.36	N/A
5	May-15-14	14,506.79	13,726.67	780.12	211,693.69	N/A
6	Aug-15-14	14,506.79	13,774.17	732.62	197,919.52	N/A
7	Nov-15-14	14,506.79	13,821.84	684.95	184,097.68	N/A
8	Feb-15-15	14,506.79	13,869.68	637.11	170,228.00	N/A
9	May-15-15	14,506.79	13,917.68	589.11	156,310.32	N/A
10	Aug-15-15	14,506.79	13,965.84	540.95	142,344.48	N/A
11	Nov-15-15	14,506.79	14,014.17	492.62	128,330.31	128,330.31
12	Feb-15-16	14,506.79	14,062.67	444.12	114,267.64	114,267.64
13	May-15-16	14,506.79	14,111.35	395.44	100,156.29	100,156.29
14	Aug-15-16	14,506.79	14,160.17	346.62	85,996.12	85,996.12
15	Nov-15-16	14,506.79	14,209.18	297.61	71,786.94	71,786.94
16	Feb-15-17	14,506.79	14,258.36	248.43	57,528.58	57,528.58
17	May-15-17	14,506.79	14,307.70	199.09	43,220.88	43,220.88
18	Aug-15-17	14,506.79	14,357.22	149.57	28,863.66	28,863.66
19	Nov-15-17	14,506.79	14,406.90	99.89	14,456.76	14,456.76
20	Feb-15-18	14,506.79	14,456.76	50.03	0.00	0.00
Total		290,135.80	280,823.77	9,312.03		

\* Does not include Rental Payment due on such date plus any other amounts accrued and unpaid on such date.

**ACKNOWLEDGMENT OF PAYMENT SCHEDULE:**

Department of Financial Services

By: *David James*

Print Name: David James

Title: Senior Management Analyst II



**EQUIPMENT SCHEDULE NO. 1**

**CERTIFICATE OF ACCEPTANCE AND  
ACKNOWLEDGMENT OF AGENCY LEASE**

I, the undersigned, hereby certify that I am the duly qualified and acting officer of Lessee identified below and, with respect to the above-referenced Equipment Schedule dated May 15, 2013, to the Agency Lease dated as of May 15, 2013, by and between Lessee and Banc of America Public Capital Corp ("Lessor"), represent and warrant that:

1. The equipment described in Exhibit B, page B-2 (the "Equipment Group") purchased from Siemens Enterprise Communications, Inc., and properly invoiced, has been delivered and installed in accordance with Lessee's Specifications, is in good working order and is fully operational and has been fully accepted by Lessee on the 15th day of May, 2013.

2. Lessee has legally available funds in its current fiscal year sufficient to pay all Rental Payments required to be paid under the Agency Lease during the current Fiscal Year of Lessee, and, such money will be applied in payment of all such Rental Payments due and payable during such current Fiscal Year.

3. During the Lease Term, the Equipment Group will be used by Lessee to perform essential governmental functions. Such functions are:

Voice and data Network functions at Department  
Headquarters buildings

4. There is no litigation, action, suit or proceeding pending or before any court, administrative agency, arbitrator or governmental body that challenges the organization or existence of Lessee the authority of Lessee or its officers or its employees to enter into the Agency Lease; the proper authorization, approval and execution of the Agency Lease or any related other documents; the appropriation of money, or any other action taken by Lessee to provide money, sufficient to make Rental Payments coming due under the Agency Lease in Lessee's current Fiscal Year; or the ability of Lessee otherwise to perform its obligations under the Lease and the transactions contemplated thereby.

5. Rental Payments shall be due and payable by Lessee on the dates and in the amounts indicated on Page B-4 of the above-referenced Equipment Schedule.

6. No Non-Appropriation and no Event of Default or any event which, with the passage of time or the giving of notice, would constitute a default has occurred under the Agreement.

7. Lessee will maintain each item of equipment in the Equipment Group in good operating condition based on reasonable and customary practices for such equipment, with normal wear and tear excepted. The equipment financed under this Agreement may not be removed, sold or transferred to another party without the prior written permission of the Chief Financial Officer.

8. All capitalized terms herein have the meanings ascribed to them in the Agreement.

**AGENCY ACKNOWLEDGMENT REGARDING THE AGENCY LEASE**

Lessee desires to obtain certain equipment, and Lessee hereby determines that it is necessary and desirable and in the best interests of Lessee to enter into an Agency Lease (the "Agency Lease") with Banc of America Public Capital Corp ("Lessor") for the purposes of financing the acquisition of the Equipment described in Equipment Schedule No. 1. The execution and delivery of the Agency Lease, the exhibits and schedules thereto and such other instruments and documents related thereto, by Lessee and the financing of the acquisition of such Equipment have been approved by Lessee, and Lessee acknowledges that, by execution hereof, Lessee agrees to be bound by the provisions applicable to "Lessee" under the State of Florida Master Equipment Financing Agreement between Lessor and the State of Florida dated as of November 1, 2012.

Lessee: State of Florida, Department of Juvenile Justice

By: 

Title: Fred Schuknecht, Director of Admin.

Date: 5/1/2013

## ARBITRAGE AND TAX CERTIFICATE

I, the undersigned, hereby certify that I am the duly qualified and acting officer of the agency of the State of Florida identified below ("Lessee"), and that in my official capacity as such officer, I am responsible for executing and delivering on behalf of Lessee the Agency Lease as defined in that certain State of Florida Master Equipment Financing Agreement dated as of November 1, 2012, (the "Master Lease Agreement") by and between the State of Florida and Banc of America Public Capital Corp ("Lessor") and as evidenced by Equipment Schedule No. 1. This Certificate is being issued pursuant to Section 148 of the Internal Revenue Code of 1986, as amended (the "Code"), and Treasury Regulations, Sections 1.148-0 through 1.148-11 and 1.150-1 and 1.150-2 (the "Regulations"). The following facts, estimates and circumstances are in existence on the date of this Certificate or are reasonably expected to occur hereafter.

1. The Agency Lease provides for the financing by Lessor of the acquisition of certain equipment described in Equipment Schedule No. 1 thereto (the "Equipment") and the lease of the Equipment by Lessee from Lessor. Pursuant to the Agency Lease, Lessee is required to make Rental Payments with respect to the Equipment, comprising principal and interest, on the dates and in the amounts set forth in applicable Equipment Schedule to the Agency Lease.

2. A contract or purchase order dated as of 4/16/2013, providing for the acquisition and delivery of the Equipment has been executed between Lessee and Siemens Enterprise Communications, Inc.

3. The Equipment will be acquired and installed with due diligence and, based upon the provisions of the contract or purchase order described in paragraph 4 hereof, the Equipment will be acquired and installed on or before May 15, 2013.

4. All of the spendable proceeds of the financing will be expended on the Equipment and related expenses within three years from May 15, 2013.

5. The original proceeds of Equipment Schedule No. 1, and the interest to be earned thereon (collectively, the "gross proceeds of the financing"), do not exceed the amount necessary for the purpose for which the Lease and such Equipment Schedule are issued.

6. The interest of Lessee in the Equipment has not been and is not expected during the term of the Agency Lease to be sold or disposed of by Lessee.

7. No sinking fund is expected to be created by Lessee with respect to the Agency Lease and the Rental Payments.

8. Lessee hereby covenants to comply with all requirements of the Code and Regulations relating to the rebate of arbitrage profit to the United States of America. It is expected that all gross proceeds of the financing will be expended on the Equipment no later than the day which is six months after the date of issuance of Equipment Schedule No. 1.

9. Neither the proceeds of the financing nor the Equipment financed therewith shall be used for any "private business use" within the meaning of Section 141(b)(6) of the Code. No proceeds of the financing will be used to make or finance a loan to another person.

10. The payment of Rental Payments is not guaranteed, directly or indirectly, in whole or in part by the United States or any agency or instrumentality thereof, nor is it otherwise federally guaranteed within the meaning of Section 149(b) of the Code.

11. To the best of the knowledge and belief of the undersigned, the expectations of Lessee, as set forth above, are reasonable, and there are no present facts, estimates and circumstances which would change the foregoing expectations.

12. Lessee has not been notified of the listing or proposed listing of it by the Internal Revenue Service as an issuer whose arbitrage certificates may not be relied upon.

WITNESS my hand this 15th day of May.

Lessee: State of Florida, Department of Juvenile Justice

By: 

Title: Fred Schutnecht, Director of Administration

**CONSOLIDATED EQUIPMENT FINANCING PROGRAM**  
**Department of Financial Services**  
**Application to Finance Equipment pursuant Section 287.064, Florida Statutes**

8. Ensure that:
- a) An equipment schedule is prepared in detail.
  - b) The equipment meets the definition of commodity and ownership provisions of agreement will be satisfied.
  - c) Insurance selection on equipment has been made (check one of the following):  
 Self-insurance  Commercial insurance policy

9. If purchasing a telephone system, attach Department of Management Services' approval.

10. a) Requested Financing term	<u>20</u>	Quarters
b) Equipment useful life	<u>40</u>	Quarters
c) Anticipated period the equipment will be used before major upgrade, modification or replacement	<u>40</u>	Quarters
Anticipated acceptance date	<u>11/20/2012</u>	

11. Equipment – Total Purchase Price	<u>\$280,823.78</u>
Less Discounts and Credits	<u>( )</u>
Less Trade-in	<u>( )</u>
Less Freight and Installation	<u>( )</u>
Less Maintenance	<u>( )</u>
Total Cash Sale Price – Amount to be capitalized	<u>280,823.78</u>
Less Down Payment (if any)	<u>(0 )</u>

12. Amount to be financed: \$280,823.78

*D.J.*  
*11/15/12*

First payment is due within ten (10) days of funding.  
 Subsequent payments are due quarterly thereafter.

Send to:  
 Department of Financial Services  
 Bureau of Accounting, Finance and Federal Reporting Section  
 200 East Gaines Street, 414 Fletcher Building  
 Tallahassee, Florida 32399-0354  
 Phone: (850) 413-5594  
 Fax: (850) 413-3232  
 E-mail Address: [financing@myfloridacfo.com](mailto:financing@myfloridacfo.com)

**APPROVED**  
 DEPARTMENT OF FINANCIAL SERVICES  
 DIVISION OF ACCOUNTING AND AUDITING  
 BY: *[Signature]*  
 DATE: 11/15/12  
 APPROVAL NO: C12-001



CHIEF FINANCIAL OFFICER  
JEFF ATWATER  
STATE OF FLORIDA

November 15, 2012

Mr. Bill Rich  
Department of Juvenile Justice  
2737 Centerview Drive  
Tallahassee, Florida 32399-3100

Re: Consolidated Equipment Financing Program; Lease Agreement Approval No. C12-001

Dear Mr. Rich:

Enclosed is the Agency's application form for an Agency Lease Agreement submitted to us for pre-audit review and approval. The Agreement provides for equipment financing between Department of Juvenile Justice, as Lessee, and Banc of America Public Capital Corp., as Lessor, for the purchase of Data and Telecom Equipment, with a total purchase price of \$280,823.77. Pursuant to Section 287.063, Florida Statutes, the deferred-payment purchase is approved, and the Chief Financial Officer's approval number C12-001 is assigned. This acquisition contemplates a total estimated financing amount of \$280,823.77 to be financed for twenty (20) quarters, at an assumed interest rate of 1.38% with an initial payment within ten (10) Business Days of the Funding Date, in the amount of \$14,505.33. The receipt of this letter, as approved by Lessor, shall constitute your authority to order the Equipment Group from the designated Contractor or Contractors.

The rate of interest for this Equipment Group shall be determined as of the date Lessor receives the Final Invoices from the Chief Financial Officer, in accordance with the then-current Exhibit F to the Master Equipment Financing Agreement dated November 1, 2012, between the State of Florida and Lessor (the "MEFA"), rounded to the nearest one-hundredth of a percent, subject to the statutory maximum.

The statutory maximum rate applicable to this Agency Lease is 5.05%.

Within two Business Days of receipt of the Final Invoice, the Lessor is required to prepare the following final documents to be executed by you: (i) Exhibit B to the MEFA, the Equipment Schedule, Rental Payment, etc., (ii) Exhibit C to the MEFA, the Certificate of Acceptance and Acknowledgment of Agency Lease, and (iii) Exhibit E to the MEFA, the Arbitrage and Tax Certificate. The Lessor shall make payment to a Contractor for an Equipment Group within ten Business Days after it has received all of the following: the fully executed documents referred to in (i), (ii), and (iii) above, (iv) evidence of insurance and/or self-insurance with respect to the Equipment Group in compliance with Article VI of the MEFA, (v) the Final Invoice(s) and/or bill of sale relating to the Equipment Group (with the original being sent to the Chief Financial Officer), and (vi) any other documents or items reasonably required by the Lessor. The Lessor is required to send a final Payment Schedule, in the form set forth on page B-4 of the MEFA, to you and the Chief Financial Officer not later than two (2) Business Days after the actual Funding Date.

FLORIDA DEPARTMENT OF FINANCIAL SERVICES  
Division of Accounting and Auditing • Bureau of Financial Reporting  
200 East Gaines Street • Tallahassee, Florida 32399-0364  
AFFIRMATIVE ACTION • EQUAL OPPORTUNITY EMPLOYER

Please ensure the following tasks are completed:

1. The statement below is to be added to any purchase order issued for the equipment listed above:  
This purchase order becomes a part of the Consolidated Equipment Financing Program Agency Lease entered into between Department of Juvenile Justice, and Banc of America Public Capital Corp. approved by the Chief Financial Officer of Florida, approval number of C12-001.

This Program requires the agency ownership of the equipment to be conveyed through a bill of sale and the documented delivery by seller and acceptance by agency of all equipment through a Certificate of Acceptance. The invoice is NOT to name Banc of America Public Capital Corp. as a billing or receiving party.

2. The equipment is to be added to the agency property records and the Division of Risk Management informed of the capital value for insurance purposes. If the equipment is not eligible for the self-insurance program, commercial insurance coverage is to be obtained through the Department of Management Services, Division of Purchasing, in sufficient time for the equipment to be covered upon acceptance.

3. Upon receipt of the warrant for the initial payment, the equipment schedule number is to be entered on the remittance advice and a facsimile of the warrant and remittance advice is to be transmitted to Bridgett Arnold, Banc of America Public Capital Corp., fax # 415-343-0533.

The voucher is to reference our approval number, C12-001, and the Equipment Schedule number assigned by Banc of America Public Capital Corp. [As applicable: The expenditure object codes appropriate for payments under this agreement are 6200, principal, and for subsequent payments the interest portion is identified by 6100].

The final amortization schedule, as represented on page B-4 of the completed Exhibit B to the MBFA, serves as the Agency's invoice for the lease term. The Agency shall highlight or circle the applicable payment date, principal and interest component on a copy of the amortization schedule, and attach the copy to the vouchers for periodic payments. Lessor shall endeavor to provide lessee with an invoice when payments are due.

We appreciate your participation in the Consolidated Equipment Financing Program and hope that you are satisfied with your new equipment. If you have any questions regarding these instructions or if we can be of any additional assistance, please feel free to contact me at (850) 413-5666 or [financing@myfloridacfo.com](mailto:financing@myfloridacfo.com).

Sincerely,



David James  
Senior Management Analyst II

Approved by LESSOR:

Banc of America Public Capital Corp.

Name: *Bridgett Arnold*  
Title: *Authorized Agent*  
Date: *11/20/12*

## C12-001 - DJJ - Data and Telecom Equipment

Compound Period ..... : Quarterly

Nominal Annual Rate .... : 1.400 %

## CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	04/17/2013	280,823.77	1		
2 Payment	04/17/2013	14,512.12	20	Quarterly	01/17/2018

## AMORTIZATION SCHEDULE - Normal Amortization

	Date	Payment	Interest	Principal	Balance
Loan	04/17/2013				280,823.77
1	04/17/2013	14,512.12	0.00	14,512.12	266,311.65
2	07/17/2013	14,512.12	932.09	13,580.03	252,731.62
3	10/17/2013	14,512.12	884.56	13,627.56	239,104.06
2013 Totals		43,536.36	1,816.65	41,719.71	
4	01/17/2014	14,512.12	836.86	13,675.26	225,428.80
5	04/17/2014	14,512.12	789.00	13,723.12	211,705.68
6	07/17/2014	14,512.12	740.97	13,771.15	197,934.53
7	10/17/2014	14,512.12	692.77	13,819.35	184,115.18
2014 Totals		58,048.48	3,059.60	54,988.88	
8	01/17/2015	14,512.12	644.40	13,867.72	170,247.46
9	04/17/2015	14,512.12	595.87	13,916.25	156,331.21
10	07/17/2015	14,512.12	547.16	13,964.96	142,366.25
11	10/17/2015	14,512.12	498.28	14,013.84	128,352.41
2015 Totals		58,048.48	2,285.71	55,762.77	
12	01/17/2016	14,512.12	449.23	14,062.89	114,289.52
13	04/17/2016	14,512.12	400.01	14,112.11	100,177.41
14	07/17/2016	14,512.12	350.62	14,161.50	86,015.91
15	10/17/2016	14,512.12	301.06	14,211.06	71,804.85
2016 Totals		58,048.48	1,500.92	56,547.56	
16	01/17/2017	14,512.12	251.32	14,260.80	57,544.05
17	04/17/2017	14,512.12	201.40	14,310.72	43,233.33
18	07/17/2017	14,512.12	151.32	14,360.80	28,872.53
19	10/17/2017	14,512.12	101.05	14,411.07	14,461.46
2017 Totals		58,048.48	705.09	57,343.39	
20	01/17/2018	14,512.12	50.66	14,461.46	0.00
2018 Totals		14,512.12	50.66	14,461.46	
Grand Totals		290,242.40	9,418.63	280,823.77	



**SCHEDULE VI: DETAIL OF DEBT SERVICE**

**Department:** 80 Juvenile Justice **Budget Period 2016-17**  
**Budget Entity:** 80800200 Secure Residential Commitment

(1)	(2)	(3)	(4)
<b>SECTION I</b>	<b>ACTUAL FY 2014-15</b>	<b>ESTIMATED FY 2015-16</b>	<b>REQUEST FY 2016-17</b>
Interest on Debt	(A) 385,594	311,012	234,554
Principal	(B) 1,396,873	1,470,461	1,547,919
Repayment of Loans	(C)		
Fiscal Agent or Other Fees	(D)		
Other Debt Service	(E) 5,435	4,277	4,277
<b>Total Debt Service</b>	<b>(F) 1,787,902</b>	<b>1,785,750</b>	<b>1,786,750</b>

Explanation: The Department of Juvenile Justice is contractually obligated to pay lease payments for Hastings Comprehensive Mental Health Treatment/Substance Abuse Programs (64-Bed Juvenile Facility) located in St. Johns County. This facility is operated by G4S Youth Services, LLC.

**SECTION II**

**ISSUE:**

(1)	(2)	(3)	(4)	(5)
<b>INTEREST RATE</b>	<b>MATURITY DATE</b>	<b>ISSUE AMOUNT</b>	<b>June 30, 2014</b>	<b>June 30, 2015</b>
(6)		(7)	(8)	(9)
		<b>ACTUAL FY 2013 - 14</b>	<b>ESTIMATED FY 2014 - 15</b>	<b>REQUEST FY 2015 - 16</b>
Interest on Debt	(G)			
Principal	(H)			
Fiscal Agent or Other Fees	(I)			
Other	(J)			
<b>Total Debt Service</b>	<b>(K)</b>			

**ISSUE:**

(1)	(2)	(3)	(4)	(5)
<b>INTEREST RATE</b>	<b>MATURITY DATE</b>	<b>ISSUE AMOUNT</b>	<b>June 30, 2014</b>	<b>June 30, 2015</b>
(6)		(7)	(8)	(9)
		<b>ACTUAL FY 2013 - 14</b>	<b>ESTIMATED FY 2014 - 15</b>	<b>REQUEST FY 2015 - 16</b>
Interest on Debt	(G)			
Principal	(H)			
Fiscal Agent or Other Fees	(I)			
Other	(J)			
<b>Total Debt Service</b>	<b>(K)</b>			

**DEPARTMENT OF JUVENILE JUSTICE**  
**Juvenile Detention Program**  
**Detention Centers**  
**Department Level Exhibits and Schedules**



*Christina K. Daly, Secretary*

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

**Budget Period: 2016 - 2017**

**Department:** Department of Juvenile Justice

**Chief Internal Auditor:** Michael Yu

**Budget Entity:** Detention Centers

**Phone Number:** 850-717-2468

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
A-1415DJJ-004	2014-15	Audit of the Statewide Transportation of Youth Program	<p><b>Finding and Recommendation 1:</b> A significant number of vans used by detention to transport youth have significant odometer miles. Seventy-three of 128 (57 percent) of the vans in the audit universe were eligible for replacement based on odometer miles (120,000 miles) as of October 31, 2014 (A van eligible for replacement does not equate with the van being unsafe to transport youth). Fifteen of 128 vans (12 percent) exceeded 200,000 miles. Thirty-four of 128 vans (27 percent) had odometer readings between 150,000 and 199,999 miles. Also based on model year, 41 of 128 vans (32 percent) are 12 years or older. We recommend the department continue to explore ways to add new vans to its fleet and retire older vans that are underutilized. <b>Finding and Recommendation 2:</b> For staff hired with out-of-state driver licenses, sufficient processes were not in place to ensure compliance with FDJJ 1920P, Operating a Vehicle for the Purpose of Transporting Youth. We recommend the department enhance its processes to ensure compliance with FDJJ 1920P.</p>	<p>Management stated that the following will be implemented: 1. New vans will be purchased every year based on a specific allocation from the legislature. 2. The condition of FLEET vehicles will be consistently monitored and vehicles that meet DMS criteria for surplus will be disposed of based on the overall condition and the needs of the department. 3. Detention Services will collaborate with MIS and Background Screening Unit to develop a process to ensure compliance with FDJJ 1920P. 4. Detention Services will request a copy of the error report from MIS monthly and will correct any noted deficiencies.</p>	

# DEPARTMENT OF JUVENILE JUSTICE

**Office of the Secretary/**

**Assistant Secretary for Administrative Services**

**Executive Direction and Support Services**

**Department Level Exhibits and Schedules**



*Christina K. Daly, Secretary*

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

**Budget Period: 2016 - 2017**

**Department:** Department of Juvenile Justice

**Chief Internal Auditor:** Michael Yu

**Budget Entity:** Executive Direction & Support Svcs.

**Phone Number:** 850-717-2468

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
2015-002	2014-2015	Auditor General Audit: Contract and Grant Management Processes at Selected State Agencies	<p><b>Finding 1:</b> Some state agencies did not always document that cost analyses were completed prior to executing contracts. Sixteen Department of Juvenile Justice (DJJ) contracts were reviewed. For two DJJ contracts, a cost analysis was not available and a third was completed 109 days after the contract was executed. <b>Recommendation:</b> The department management should ensure that, for contracts awarded on a noncompetitive basis, documented cost analyses are completed prior to contract execution and in accordance with state law. <b>Finding 2:</b> Some state agencies did not always ensure that contracts included statutorily required provisions. For thirteen DJJ contracts, twelve did not include a provision specifying that renewal costs may not be charged. Two also did not include a statement of the vendor’s rights and the state’s responsibility with regard to prompt payment of invoices. One contract did not include a provision specifying that bills for fees or other compensation for services or expenses be submitted in detail sufficient for a proper pre-audit and post-audit. <b>Recommendation:</b> The department management should ensure that the provisions specified in state law are appropriately included in all applicable contracts.</p>	<p><b>Finding 1:</b> The Office of Program Accountability, Bureau of Contracts has implemented the use of a “Contract File Content Checklist. All items on the checklist must be completed prior to the final filing. <b>Finding 2:</b> Contract templates were modified to ensure required provisions were appropriately included in all applicable contracts prior to the conclusion of the audit and required no further action.</p>	

2015-002	2014-2015	Auditor General Audit: Contract and Grant Management Processes at Selected State Agencies	<p><b>Finding 3:</b> State agencies did not always document that contract managers received, or timely received, required training for accountability in contracts management. <b>Recommendation:</b> The department management should ensure that all contract managers attend the required Department of Financial Services (DFS) training for accountability in contracts management in accordance with state law and DFS guidelines. <b>Finding 4:</b> State agencies did not always appropriately document that contract managers were independent of, and had no conflict of interest in, the entities whose contracts they were assigned to manage. <b>Recommendation:</b> The department management should ensure that documentation is maintained to demonstrate that contract managers are independent of, and have no conflict of interest in, the entities whose contracts they are assigned to manage.</p>	<p><b>Finding 3:</b> As a result of recently release CFO 2014-15 memorandum #4 by DFS, most of the department’s contract managers are due to be trained. Department staff is working to register managers for upcoming training but are still struggling with limited class availability. To date, three staff are scheduled to attend training in the 3rd quarter of 2015 (date not yet specified) and several managers are scheduled to attend training in the 4th quarter. <b>Finding 4:</b> This recommended change was implemented prior to the conclusion of the audit and required no further action.</p>	
A-1415DJJ-002	2014-2015	Audit of the Central Communication Center Operations (CCC)	<p><b>Finding and Recommendation 1:</b> The CCC Desk Top Guide Manual has not been updated to reflect all information required to be captured/collected on the incident report form. We recommend the CCC Desk Top Guide Manual be updated to provide complete standards and procedures for handling reportable incident calls. The updated manual should serve as a cohesive link between F.A.C. 63F-11 and the incident report form. <b>Finding and Recommendation 2:</b> CCC Notification Log entries were not always complete. We recommend that staff complete each section of the CCC Notification Log. Additionally, we recommend that CCC management conduct a daily review of the Notification Log and signify review by dating and initialing the form following each review. <b>Finding and Recommendation 3:</b> Although CCC Daily Reports were being maintained, the evidence of daily distribution was not retained along with the report. We recommend CCC save the Daily Report e-mail message along with the Daily Report, so that the evidence of report distribution can be maintained.</p>	<p><b>Finding 1:</b> The manual was updated 6/25/2015 to include screen shots from the CCC database, which serves as the incident report form. Additional miscellaneous information, not incorporated in the prior audit response, was included for clarification. <b>Finding 2:</b> The CCC Notification Log was updated and implemented on 1/1/15. The log is reviewed on business days by a supervisor. Original logs are maintained in a three ring binder located in the CCC. Additional revisions to the CCC Notification Log, not addressed in the prior audit recommendation, were implemented on 6/26/15 to include the incident type and CCC case number. <b>Finding 3:</b> The CCC fully implemented this recommendation prior to the completion of the audit. The CCC Daily Report distribution e-mails and attachments are retained on the department’s “K” drive.</p>	

A-1415DJJ-010	2014-15	Audit of Staff Development & Training Operations (SD &T)	<p><b>Finding and Recommendation 1:</b> The academy training schedules did not always meet the mandatory training hours, particularly when a holiday occurred during the scheduled academy. We recommend SD&amp;T develop procedures to ensure that all training hours are met; prevent academies from scheduling training courses during a week that includes official holidays, or provide alternative schedules to accommodate the course hours missed. <b>Finding and Recommendation 2:</b> Instructor qualification records need improvement to meet the requirements of pertinent rules and regulations and ensure the integrity of the training programs. We recommend SD&amp;T management retain Instructor Qualification files for each SD&amp;T instructor as well as all adjunct instructors utilized in direct care staff training.</p> <p><b>Finding and Recommendation 3:</b> Overall effectiveness of training was difficult to determine as some measures for evaluating and improving services are pending implementation. We recommend SD&amp;T fully implement measures for evaluating SkillPro courses and work closely with Catapult (the vendor for developing SkillPro) to activate the reporting mechanism in SkillPro.</p>	<p>Management stated that: 1. SD&amp;T will create a statewide class schedule for academies that are delivered during weeks with holiday and those without. The two schedules will have consistent training hours as reflected in Florida Department of Juvenile Justice Training Policy 1520. SD&amp;T is working with probation and detention program areas to explore the idea of having "blended" academies. 2. SD&amp;T has established a new process for maintaining documentation of instructor qualification. 3. SD&amp;T is working to add level I evaluations to its online courses. SD&amp;T is also going to add a survey slide and links to each online course and have survey active on all mandatory courses by September of 2015 and to all courses by June 2016. In addition SD&amp;T is now able to pull reports from SkillPro.</p>	
---------------	---------	--	---	---	--

## Fiscal Year 2016-17 LBR Technical Review Checklist

Department/Budget Entity (Service): Juvenile Justice / Detention Centers
Agency Budget Officer/OPB Analyst Name: Vickie J. Harris / Lindsey Perkins

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)				
80400100					

### 1. GENERAL

1.1	Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? <b>(CSDI)</b>	Y				
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y				

#### AUDITS:

1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y				
1.4	Has security been set correctly? <b>(CSDR, CSA)</b>	Y				
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. <b>A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading.</b>					

### 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 59 of the LBR Instructions?	Y				
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3	Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? <u>Do they clearly describe the issue?</u>	Y				
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Y				

### 3. EXHIBIT B (EXBR, EXB)

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

#### AUDITS:

3.2	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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	N/A				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					



		Program or Service (Budget Entity Codes)				
Action		80400100				
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.					
<b>4. EXHIBIT D (EADR, EXD)</b>						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
<b>AUDITS:</b>						
5.2	Do the fund totals agree with the object category totals within each appropriation category? ( <b>ED1R, XD1A - Report should print "No Differences Found For This Report"</b> )	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? ( <b>EXBR, EXBB - Negative differences need to be corrected in Column A01.</b> )	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? ( <b>EXBR, EXBD - Differences need to be corrected in Column A01.</b> )	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the <u>adjustment made to the object data</u> .					
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 2014-15 approved budget. Amounts <u>should be positive</u> .					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)</b>						
6.1	Are issues appropriately aligned with appropriation categories?	N/A				
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.					
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	N/A				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	N/A				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A				

		Program or Service (Budget Entity Codes)				
Action		80400100				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.)	N/A				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A	N/A				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #16-00??	N/A				
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)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	N/A				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				
7.16	Do the 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 28 and 90 of the LBR Instructions.)	N/A				
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	N/A				
<b>AUDIT:</b>						
7.20	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")	N/A				
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A				
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				

		Program or Service (Budget Entity Codes)				
Action		80400100				
7.24	Have FCO appropriations been entered into the nonrecurring column A04? ( <b>GENR, LBR4 Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L)</b> )	Y				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 65 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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2016-17 data center costs, this can be completed by using the new State Data Center data processing services category (210001).					
TIP	If an appropriation made in the FY 2015-16 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	N/A				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				

		Program or Service (Budget Entity Codes)				
Action		80400100				
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)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, Florida Statutes for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
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?	N/A				
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				
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.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A				
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	N/A				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
<b>AUDITS:</b>						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				

		Program or Service (Budget Entity Codes)				
Action		80400100				
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	N/A				
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. <b>(SC1R, DEPT)</b>	N/A				
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	N/A				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	N/A				
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 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
<b>9. SCHEDULE II (PSCR, SC2)</b>						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? <b>(BRAR, BRAA - Report should print "No Records Selected For This Request")</b> Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 161 of the LBR Instructions.)	N/A				
<b>10. SCHEDULE III (PSCR, SC3)</b>						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	N/A				
<b>11. SCHEDULE IV (EADR, SC4)</b>						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	N/A				
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>						
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>	N/A				
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>						
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 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?	N/A				
<b>15. SCHEDULE VIIIC (EADR, S8C)</b> <b>(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)</b>						
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	N/A				
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	N/A				

		Program or Service (Budget Entity Codes)				
Action		80400100				
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A				
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	N/A				
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A				
<b>AUDIT:</b>						
15.6	Do the issues net to zero at the department level? ( <b>GENR, LBR5</b> )	N/A				
<b>16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)</b>						
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to <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.)	N/A				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	N/A				
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>						
16.3	Does the FY 2014-15 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	N/A				
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	N/A				
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	NA				
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: <b>Audit #3</b> 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.)	N/A				
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	N/A				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
<b>17. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y				
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A				
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: <b>IT@LASPBS.state.fl.us</b>	N/A				
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y				
<b>AUDITS - GENERAL INFORMATION</b>						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) for a list of audits and their descriptions.					

		Program or Service (Budget Entity Codes)				
Action		80400100				
TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.						
<b>18. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>						
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y				
18.5	Are the appropriate counties identified in the narrative?	Y				
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y				
TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.						
<b>19. FLORIDA FISCAL PORTAL</b>						
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				

# Fiscal Year 2016-17 LBR Technical Review Checklist

Department/Budget Entity (Service): Juvenile Justice/Community Supervision  
 Agency Budget Officer/OPB Analyst Name: Vickie J. Harris/Lindsey Perkins

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)				
80700700					

## 1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? <b>(CSDI)</b>	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y				

### AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y				
1.4 Has security been set correctly? <b>(CSDR, CSA)</b>	Y				
<b>TIP</b> 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. <b>A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading.</b>					

## 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 59 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Y				

## 3. EXHIBIT B (EXBR, EXB)

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

### AUDITS:

3.2 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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y				
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y				
<b>TIP</b> Generally look for and be able to fully explain significant differences between A02 and A03.					
<b>TIP</b> 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.					



		Program or Service (Budget Entity Codes)				
Action		80700700				
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.					
<b>4. EXHIBIT D (EADR, EXD)</b>						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
<b>AUDITS:</b>						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2014-15 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.					
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)</b>						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
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.					
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Y				

Action		Program or Service (Budget Entity Codes)				
		80700700				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.)	N/A				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #16-002?	Y				
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. <b>(PLRR, PLMO)</b>	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	Are the 33XXXXX0 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 33XXXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				
7.16	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 28 and 90 of the LBR Instructions.)	N/A				
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480, or 55C01C0)?	N/A				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y				
<b>AUDIT:</b>						
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. <b>(EADR, FSIA - Report should print "No Records Selected For Reporting")</b>	Y				
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	Y				

Action		Program or Service (Budget Entity Codes)				
		80700700				
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? ( <b>GENR, LBR2</b> )	N/A				
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? ( <b>GENR, LBR3</b> )	N/A				
7.24	Have FCO appropriations been entered into the nonrecurring column A04? ( <b>GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L) .</b> )	N/A				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 65 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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2016-17 data center costs, this can be completed by using the new State Data Center data processing services category (210001).					
TIP	If an appropriation made in the FY 2015-16 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	N/A				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				

		Program or Service (Budget Entity Codes)				
Action		80700700				
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?	N/A				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, Florida Statutes for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
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?	N/A				
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				
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.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A				
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	N/A				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
AUDITS:						

		Program or Service (Budget Entity Codes)			
Action		80700700			
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A			
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? ( <b>SC1R, SC1A - Report should print "No Discrepancies Exist For This Report"</b> )	N/A			
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. ( <b>SC1R, DEPT</b> )	N/A			
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	N/A			
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	N/A			
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 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.				
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.				
<b>9. SCHEDULE II (PSCR, SC2)</b>					
AUDIT:					
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 161 of the LBR Instructions.)	N/A			
<b>10. SCHEDULE III (PSCR, SC3)</b>					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	N/A			
<b>11. SCHEDULE IV (EADR, SC4)</b>					
11.1	Are the correct Information Technology (IT) issue codes used?	N/A			
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.				
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	N/A			
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>					
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>	N/A			
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>					
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 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?	N/A			

		Program or Service (Budget Entity Codes)			
Action		80700700			
<b>15. SCHEDULE VIIIIC (EADR, S8C)</b>					
<b>(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)</b>					
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	N/A			
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? <b>Manual Check.</b>	N/A			
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A			
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	N/A			
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A			
<b>AUDIT:</b>					
15.6	Do the issues net to zero at the department level? <b>(GENR, LBR5)</b>	N/A			
<b>16. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)</b>					
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to <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.)	N/A			
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	N/A			
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>					
16.3	Does the FY 2014-15 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? <b>(GENR, ACT1)</b>	N/A			
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? <b>(Audit #1 should print "No Activities Found")</b>	N/A			
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? <b>(Audit #2 should print "No Operating Categories Found")</b>	N/A			
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: <b>Audit #3</b> 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.)	N/A			
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? <b>(Audit #4 should print "No Discrepancies Found")</b>	N/A			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
<b>17. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>					
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y			
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y			
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A			

		Program or Service (Budget Entity Codes)				
Action		80700700				
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: <b>IT@LASPBS.state.fl.us</b>	N/A				
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	N/A				
<b>AUDITS - GENERAL INFORMATION</b>						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
<b>18. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>						
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
18.5	Are the appropriate counties identified in the narrative?	N/A				
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A				
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
<b>19. FLORIDA FISCAL PORTAL</b>						
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				

# Fiscal Year 2016-17 LBR Technical Review Checklist

Department/Budget Entity (Service): Juvenile Justice/Community Interventions and Services  
 Agency Budget Officer/OPB Analyst Name: Vickie J. Harris/Lindsey Perkins

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)				
	80700800				

## 1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? <b>(CSDI)</b>	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y				

### AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y				
1.4 Has security been set correctly? <b>(CSDR, CSA)</b>	Y				
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. <b>A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading.</b>					

## 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 59 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Y				

## 3. EXHIBIT B (EXBR, EXB)

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

### AUDITS:

3.2 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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	N/A				
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y				
TIP Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					



		Program or Service (Budget Entity Codes)				
Action		80700800				
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.					
<b>4. EXHIBIT D (EADR, EXD)</b>						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
<b>AUDITS:</b>						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2014-15 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.					
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)</b>						
6.1	Are issues appropriately aligned with appropriation categories?	N/A				
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.					
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	N/A				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	N/A				

		Program or Service (Budget Entity Codes)				
Action		80700800				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.)	N/A				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #16-002?	N/A				
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. <b>(PLRR, PLMO)</b>	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	N/A				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A				
7.16	Do the 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 28 and 90 of the LBR Instructions.)	N/A				
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	N/A				
<b>AUDIT:</b>						
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. <b>(EADR, FSIA - Report should print "No Records Selected For Reporting")</b>	N/A				
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	N/A				

Action		Program or Service (Budget Entity Codes)				
		80700800				
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? ( <b>GENR, LBR2</b> )	N/A				
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? ( <b>GENR, LBR3</b> )	N/A				
7.24	Have FCO appropriations been entered into the nonrecurring column A04? ( <b>GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L)</b> )	Y				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 65 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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2016-17 data center costs, this can be completed by using the new State Data Center data processing services category (210001).					
TIP	If an appropriation made in the FY 2015-16 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	N/A				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				

		Program or Service (Budget Entity Codes)				
Action		80700800				
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?	N/A				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, Florida Statutes for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
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?	N/A				
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				
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.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A				
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	N/A				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				

AUDITS:

		Program or Service (Budget Entity Codes)				
Action		80700800				
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? ( <b>SC1R, SC1A - Report should print "No Discrepancies Exist For This Report"</b> )	N/A				
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. ( <b>SC1R, DEPT</b> )	N/A				
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	N/A				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	N/A				
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 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
<b>9. SCHEDULE II (PSCR, SC2)</b>						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 161 of the LBR Instructions.)	N/A				
<b>10. SCHEDULE III (PSCR, SC3)</b>						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	N/A				
<b>11. SCHEDULE IV (EADR, SC4)</b>						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	N/A				
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>						
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>	N/A				
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>						
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 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?	N/A				

		Program or Service (Budget Entity Codes)			
Action		80700800			
<b>15. SCHEDULE VIIC (EADR, S8C)</b>					
<b>(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)</b>					
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	N/A			
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? <b>Manual Check.</b>	N/A			
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A			
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	N/A			
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A			
<b>AUDIT:</b>					
15.6	Do the issues net to zero at the department level? <b>(GENR, LBR5)</b>	N/A			
<b>16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)</b>					
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to <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.)	N/A			
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	N/A			
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>					
16.3	Does the FY 2014-15 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? <b>(GENR, ACT1)</b>	N/A			
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? <b>(Audit #1 should print "No Activities Found")</b>	N/A			
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? <b>(Audit #2 should print "No Operating Categories Found")</b>	N/A			
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: <b>Audit #3</b> 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 <b>Schedule XI submitted again.</b> )	N/A			
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? <b>(Audit #4 should print "No Discrepancies Found")</b>	N/A			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
<b>17. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>					
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y			
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y			
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A			

		Program or Service (Budget Entity Codes)				
Action		80700800				
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: <b>IT@LASPBS.state.fl.us</b>	N/A				
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y				
<b>AUDITS - GENERAL INFORMATION</b>						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
<b>18. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>						
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y				
18.5	Are the appropriate counties identified in the narrative?	Y				
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y				
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
<b>19. FLORIDA FISCAL PORTAL</b>						
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				

# Fiscal Year 2016-17 LBR Technical Review Checklist

Department/Budget Entity (Service): Juvenile Justice/Executive Direction/Support Services
Agency Budget Officer/OPB Analyst Name: Vickie J. Harris/Lindsey Perkins

*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)				
80750100					

## 1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? <b>(CSDI)</b>	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y				

### AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y				
1.4 Has security been set correctly? <b>(CSDR, CSA)</b>	Y				
<b>TIP</b> 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. <b>A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading.</b>					

## 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 59 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? <b>Do they clearly describe the issue?</b>	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Y				

## 3. EXHIBIT B (EXBR, EXB)

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

### AUDITS:

3.2 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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y				
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y				
<b>TIP</b> Generally look for and be able to fully explain significant differences between A02 and A03.					
<b>TIP</b> 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.					



		Program or Service (Budget Entity Codes)				
Action		80750100				
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.						
<b>4. EXHIBIT D (EADR, EXD)</b>						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.						
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
<b>AUDITS:</b>						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				
TIP If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.						
TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.						
TIP Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2014-15 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.						
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)</b>						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
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.						
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A				

		Program or Service (Budget Entity Codes)			
Action		80750100			
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A			
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.)	N/A			
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A			
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A	Y			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y			
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #16-002?	N/A			
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. <b>(PLRR, PLMO)</b>	N/A			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A			
7.14	Do the amounts reflect appropriate FSI assignments?	Y			
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y			
7.16	Do the 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 28 and 90 of the LBR Instructions.)	N/A			
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470 160E480 or 55C01C0)?	N/A			
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A			
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y			
<b>AUDIT:</b>					
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. <b>(EADR, FSIA - Report should print "No Records Selected For Reporting")</b>	Y			
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	Y			
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	N/A			

		Program or Service (Budget Entity Codes)				
Action		80750100				
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? ( <b>GENR, LBR3</b> )	N/A				
7.24	Have FCO appropriations been entered into the nonrecurring column A04? ( <b>GENR, LBR4</b> - <b>Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L.)</b> )	N/A				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 65 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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2016-17 data center costs, this can be completed by using the new State Data Center data processing services category (210001).					
TIP	If an appropriation made in the FY 2015-16 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto					
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	N/A				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				

		Program or Service (Budget Entity Codes)			
Action		80750100			
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?	N/A			
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	N/A			
8.10	Are the statutory authority references correct?	N/A			
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, Florida Statutes for appropriate general revenue service charge percentage rates.)	N/A			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A			
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A			
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?	N/A			
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	N/A			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A			
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.)	N/A			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A			
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A			
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A			
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A			
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	N/A			
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A			
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A			
AUDITS:					

		Program or Service (Budget Entity Codes)				
Action		80750100				
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? ( <b>SC1R, SC1A - Report should print "No Discrepancies Exist For This Report"</b> )	N/A				
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. ( <b>SC1R, DEPT</b> )	N/A				
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	N/A				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	N/A				
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 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
<b>9. SCHEDULE II (PSCR, SC2)</b>						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 161 of the LBR Instructions.)	N/A				
<b>10. SCHEDULE III (PSCR, SC3)</b>						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	N/A				
<b>11. SCHEDULE IV (EADR, SC4)</b>						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	N/A				
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>						
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>					
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>						
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 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?	N/A				

		Program or Service (Budget Entity Codes)			
Action		80750100			
<b>15. SCHEDULE VIIIIC (EADR, S8C)</b>					
<b>(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)</b>					
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	N/A			
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? <b>Manual Check.</b>	N/A			
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A			
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	N/A			
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A			
<b>AUDIT:</b>					
15.6	Do the issues net to zero at the department level? <b>(GENR, LBR5)</b>	N/A			
<b>16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)</b>					
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to <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.)	N/A			
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	N/A			
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>					
16.3	Does the FY 2014-15 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? <b>(GENR, ACT1)</b>	N/A			
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? <b>(Audit #1 should print "No Activities Found")</b>	N/A			
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? <b>(Audit #2 should print "No Operating Categories Found")</b>	N/A			
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: <b>Audit #3</b> 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 <del>Schedule XI submitted again.</del> )	N/A			
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? <b>(Audit #4 should print "No Discrepancies Found")</b>	N/A			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
<b>17. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>					
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the <b>LBR Instructions</b> ), and are they accurate and complete?	Y			
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y			
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A			

		Program or Service (Budget Entity Codes)			
Action		80750100			
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: <b>IT@LASPBS.state.fl.us</b>	N/A			
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	N/A			
<b>AUDITS - GENERAL INFORMATION</b>					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
<b>18. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>					
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
18.5	Are the appropriate counties identified in the narrative?	N/A			
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A			
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.				
<b>19. FLORIDA FISCAL PORTAL</b>					
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y			

## Fiscal Year 2016-17 LBR Technical Review Checklist

Department/Budget Entity (Service): Juvenile Justice/Information Technology
Agency Budget Officer/OPB Analyst Name: Vickie J. Harris/Lindsey Perkins

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)				
80750200					

### 1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? <b>(CSDI)</b>	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y				

#### AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y				
1.4 Has security been set correctly? <b>(CSDR, CSA)</b>	Y				
<b>TIP</b> 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. <b>A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading.</b>					

### 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 59 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Y				

### 3. EXHIBIT B (EXBR, EXB)

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

#### AUDITS:

3.2 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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y				
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y				
<b>TIP</b> Generally look for and be able to fully explain significant differences between A02 and A03.					
<b>TIP</b> 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.					



		Program or Service (Budget Entity Codes)				
Action		80750200				
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.						
<b>4. EXHIBIT D (EADR, EXD)</b>						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.						
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
<b>AUDITS:</b>						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				
TIP If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.						
TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.						
TIP Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2014-15 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.						
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)</b>						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
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.						
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Y				

		Program or Service (Budget Entity Codes)			
Action		80750200			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	Y			
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y			
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.)	N/A			
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A			
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y			
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #16-002?	N/A			
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. <b>(PLRR, PLMO)</b>	N/A			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A			
7.14	Do the amounts reflect appropriate FSI assignments?	Y			
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A			
7.16	Do the 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 28 and 90 of the LBR Instructions.)	N/A			
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	Y			
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A			
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y			
<b>AUDIT:</b>					
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. <b>(EADR, FSIA - Report should print "No Records Selected For Reporting")</b>	Y			
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	N/A			

Action		Program or Service (Budget Entity Codes)				
		80750200				
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? ( <b>GENR, LBR2</b> )	N/A				
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? ( <b>GENR, LBR3</b> )	N/A				
7.24	Have FCO appropriations been entered into the nonrecurring column A04? ( <b>GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L) .</b> )	N/A				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 65 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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2016-17 data center costs, this can be completed by using the new State Data Center data processing services category (210001).					
TIP	If an appropriation made in the FY 2015-16 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto					
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	N/A				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				

		Program or Service (Budget Entity Codes)			
Action		80750200			
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?	N/A			
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	N/A			
8.10	Are the statutory authority references correct?	N/A			
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, Florida Statutes for appropriate general revenue service charge percentage rates.)	N/A			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A			
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A			
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?	N/A			
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	N/A			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A			
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.)	N/A			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A			
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A			
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A			
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A			
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	N/A			
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A			
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A			
AUDITS:					

		Program or Service (Budget Entity Codes)				
Action		80750200				
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? ( <b>SC1R, SC1A - Report should print "No Discrepancies Exist For This Report"</b> )	N/A				
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. ( <b>SC1R, DEPT</b> )	N/A				
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	N/A				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	N/A				
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 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
<b>9. SCHEDULE II (PSCR, SC2)</b>						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 161 of the LBR Instructions.)	N/A				
<b>10. SCHEDULE III (PSCR, SC3)</b>						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	N/A				
<b>11. SCHEDULE IV (EADR, SC4)</b>						
11.1	Are the correct Information Technology (IT) issue codes used?	Y				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	N/A				
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>						
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>					
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>						
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 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?	N/A				

	Program or Service (Budget Entity Codes)				
Action	80750200				

**15. SCHEDULE VIIIIC (EADR, S8C)  
(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)**

15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	N/A				
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? <b>Manual Check.</b>	N/A				
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A				
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	N/A				
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A				

**AUDIT:**

15.6	Do the issues net to zero at the department level? <b>(GENR, LBR5)</b>	N/A				
------	--	-----	--	--	--	--

**16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)**

16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to <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.)	N/A				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	N/A				

**AUDITS INCLUDED IN THE SCHEDULE XI REPORT:**

16.3	Does the FY 2014-15 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? <b>(GENR, ACT1)</b>	N/A				
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? <b>(Audit #1 should print "No Activities Found")</b>	N/A				
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? <b>(Audit #2 should print "No Operating Categories Found")</b>	N/A				
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: <b>Audit #3</b> 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 <u>Schedule XI submitted again.</u> )	N/A				
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? <b>(Audit #4 should print "No Discrepancies Found")</b>	N/A				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

**17. MANUALLY PREPARED EXHIBITS & SCHEDULES**

17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y				
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A				

		Program or Service (Budget Entity Codes)			
Action		80750200			
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: <b>IT@LASPBS.state.fl.us</b>	N/A			
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	N/A			
<b>AUDITS - GENERAL INFORMATION</b>					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
<b>18. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>					
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
18.5	Are the appropriate counties identified in the narrative?	N/A			
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A			
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.				
<b>19. FLORIDA FISCAL PORTAL</b>					
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y			

## Fiscal Year 2016-17 LBR Technical Review Checklist

Department/Budget Entity (Service): Juvenile Justice / Non-Secure Residential Commitment
Agency Budget Officer/OPB Analyst Name: Vickie J. Harris / Lindsey Perkins

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)				
80800100					

### 1. GENERAL

1.1	Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? <b>(CSDI)</b>	Y				
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y				

#### AUDITS:

1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y				
1.4	Has security been set correctly? <b>(CSDR, CSA)</b>	Y				
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. <b>A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading.</b>					

### 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 59 of the LBR Instructions?	Y				
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3	Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? <u>Do they clearly describe the issue?</u>	Y				
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Y				

### 3. EXHIBIT B (EXBR, EXB)

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

#### AUDITS:

3.2	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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					



		Program or Service (Budget Entity Codes)				
Action		80800100				
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.					
<b>4. EXHIBIT D (EADR, EXD)</b>						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
<b>AUDITS:</b>						
5.2	Do the fund totals agree with the object category totals within each appropriation category? ( <b>ED1R, XD1A - Report should print "No Differences Found For This Report"</b> )	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? ( <b>EXBR, EXBB - Negative differences need to be corrected in Column A01.</b> )	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? ( <b>EXBR, EXBD - Differences need to be corrected in Column A01.</b> )	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the <u>adjustment made to the object data</u> .					
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 2014-15 approved budget. Amounts <u>should be positive</u> .					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)</b>						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
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.					
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A				

		Program or Service (Budget Entity Codes)				
Action		80800100				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.)	N/A				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A	N/A				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #16-00??	N/A				
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)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				
7.16	Do the 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 28 and 90 of the LBR Instructions.)	N/A				
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y				
<b>AUDIT:</b>						
7.20	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")	Y				
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y				
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				

		Program or Service (Budget Entity Codes)				
Action		80800100				
7.24	Have FCO appropriations been entered into the nonrecurring column A04? ( <b>GENR, LBR4 Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L)</b> )	Y				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 65 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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2016-17 data center costs, this can be completed by using the new State Data Center data processing services category (210001).					
TIP	If an appropriation made in the FY 2015-16 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	N/A				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				

		Program or Service (Budget Entity Codes)				
Action		80800100				
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)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, Florida Statutes for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
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?	N/A				
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				
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.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A				
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	N/A				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
<b>AUDITS:</b>						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				

		Program or Service (Budget Entity Codes)				
Action		80800100				
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	N/A				
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. <b>(SC1R, DEPT)</b>	N/A				
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	N/A				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	N/A				
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 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
<b>9. SCHEDULE II (PSCR, SC2)</b>						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? <b>(BRAR, BRAA - Report should print "No Records Selected For This Request")</b> Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 161 of the LBR Instructions.)	N/A				
<b>10. SCHEDULE III (PSCR, SC3)</b>						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	N/A				
<b>11. SCHEDULE IV (EADR, SC4)</b>						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	N/A				
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>						
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>	N/A				
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>						
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 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?	N/A				
<b>15. SCHEDULE VIIIC (EADR, S8C)</b> <b>(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)</b>						
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	N/A				
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	N/A				

		Program or Service (Budget Entity Codes)				
Action		80800100				
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A				
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	N/A				
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A				
<b>AUDIT:</b>						
15.6	Do the issues net to zero at the department level? ( <b>GENR, LBR5</b> )	N/A				
<b>16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)</b>						
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to <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.)	N/A				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	N/A				
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>						
16.3	Does the FY 2014-15 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	N/A				
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	N/A				
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	NA				
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: <b>Audit #3</b> 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.)	N/A				
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	N/A				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
<b>17. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y				
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A				
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: <b>IT@LASPBS.state.fl.us</b>	N/A				
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y				
<b>AUDITS - GENERAL INFORMATION</b>						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) for a list of audits and their descriptions.					

		Program or Service (Budget Entity Codes)				
Action		80800100				
TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.						
<b>18. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>						
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y				
18.5	Are the appropriate counties identified in the narrative?	Y				
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y				
TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.						
<b>19. FLORIDA FISCAL PORTAL</b>						
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				

## Fiscal Year 2016-17 LBR Technical Review Checklist

Department/Budget Entity (Service): Juvenile Justice / Secure Residential Commitment
Agency Budget Officer/OPB Analyst Name: Vickie J. Harris / Lindsey Perkins

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)				
80800200					

### 1. GENERAL

1.1	Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? <b>(CSDI)</b>	Y				
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y				

#### AUDITS:

1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y				
1.4	Has security been set correctly? <b>(CSDR, CSA)</b>	Y				
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. <b>A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading.</b>					

### 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 59 of the LBR Instructions?	Y				
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3	Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? <b>Do they clearly describe the issue?</b>	Y				
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Y				

### 3. EXHIBIT B (EXBR, EXB)

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

#### AUDITS:

3.2	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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					



		Program or Service (Budget Entity Codes)				
Action		80800200				
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.					
<b>4. EXHIBIT D (EADR, EXD)</b>						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
<b>AUDITS:</b>						
5.2	Do the fund totals agree with the object category totals within each appropriation category? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences need to be corrected in Column A01.)</b>	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences need to be corrected in Column A01.)</b>	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the <u>adjustment made to the object data</u> .					
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 2014-15 approved budget. Amounts <u>should be positive</u> .					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)</b>						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
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.					
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A				

		Program or Service (Budget Entity Codes)				
Action		80800200				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.)	N/A				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A	N/A				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #16-00??	N/A				
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. <b>(PLRR, PLMO)</b>	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A				
7.16	Do the 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 28 and 90 of the LBR Instructions.)	N/A				
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y				
<b>AUDIT:</b>						
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. <b>(EADR, FSIA - Report should print "No Records Selected For Reporting")</b>	Y				
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	N/A				
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	N/A				
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>	Y				

		Program or Service (Budget Entity Codes)				
Action		80800200				
7.24	Have FCO appropriations been entered into the nonrecurring column A04? ( <b>GENR, LBR4 Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L)</b> )	Y				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 65 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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2016-17 data center costs, this can be completed by using the new State Data Center data processing services category (210001).					
TIP	If an appropriation made in the FY 2015-16 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	N/A				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				

		Program or Service (Budget Entity Codes)				
Action		80800200				
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)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, Florida Statutes for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
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?	N/A				
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				
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.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A				
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	N/A				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
<b>AUDITS:</b>						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				

		Program or Service (Budget Entity Codes)				
Action		80800200				
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	N/A				
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. <b>(SC1R, DEPT)</b>	N/A				
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I?	N/A				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	N/A				
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 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
<b>9. SCHEDULE II (PSCR, SC2)</b>						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? <b>(BRAR, BRAA - Report should print "No Records Selected For This Request")</b> Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 161 of the LBR Instructions.)	N/A				
<b>10. SCHEDULE III (PSCR, SC3)</b>						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	N/A				
<b>11. SCHEDULE IV (EADR, SC4)</b>						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	N/A				
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>						
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>	N/A				
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>						
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 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?	N/A				
<b>15. SCHEDULE VIIIC (EADR, S8C)</b> <b>(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)</b>						
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	N/A				
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	N/A				

		Program or Service (Budget Entity Codes)				
Action		80800200				
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A				
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	N/A				
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A				
<b>AUDIT:</b>						
15.6	Do the issues net to zero at the department level? ( <b>GENR, LBR5</b> )	N/A				
<b>16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)</b>						
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to <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.)	N/A				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	N/A				
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>						
16.3	Does the FY 2014-15 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	N/A				
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	N/A				
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	NA				
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: <b>Audit #3</b> 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 <u>Schedule XI submitted again.</u> )	N/A				
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	N/A				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
<b>17. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y				
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A				
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: <b>IT@LASPBS.state.fl.us</b>	N/A				
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y				
<b>AUDITS - GENERAL INFORMATION</b>						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) for a list of audits and their descriptions.					

		Program or Service (Budget Entity Codes)				
Action		80800200				
TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.						
<b>18. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>						
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y				
18.5	Are the appropriate counties identified in the narrative?	Y				
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y				
TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.						
<b>19. FLORIDA FISCAL PORTAL</b>						
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				

# Fiscal Year 2016-17 LBR Technical Review Checklist

Department/Budget Entity (Service): Juvenile Justice/Delinquency Prevention and Diversion
Agency Budget Officer/OPB Analyst Name: Vickie J. Harris/Lindsey Perkins

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)				
80900100					

## 1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? <b>(CSDI)</b>	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y				

### AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y				
1.4 Has security been set correctly? <b>(CSDR, CSA)</b>	Y				
<b>TIP</b> 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. <b>A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading.</b>					

## 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 59 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Y				

## 3. EXHIBIT B (EXBR, EXB)

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

### AUDITS:

3.2 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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y				
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y				
<b>TIP</b> Generally look for and be able to fully explain significant differences between A02 and A03.					
<b>TIP</b> 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.					



		Program or Service (Budget Entity Codes)				
Action		80900100				
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.						
<b>4. EXHIBIT D (EADR, EXD)</b>						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.						
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
<b>AUDITS:</b>						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				
TIP If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.						
TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.						
TIP Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2014-15 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.						
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)</b>						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
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.						
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Y				

		Program or Service (Budget Entity Codes)				
Action		80900100				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.)	N/A				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #16-002?	N/A				
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. <b>(PLRR, PLMO)</b>	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A				
7.16	Do the 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 28 and 90 of the LBR Instructions.)	N/A				
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480, or 55C01C0)?	N/A				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y				
<b>AUDIT:</b>						
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. <b>(EADR, FSIA - Report should print "No Records Selected For Reporting")</b>	Y				
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	Y				

Action		Program or Service (Budget Entity Codes)				
		80900100				
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? ( <b>GENR, LBR2</b> )	N/A				
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? ( <b>GENR, LBR3</b> )	N/A				
7.24	Have FCO appropriations been entered into the nonrecurring column A04? ( <b>GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L)</b> )	N/A				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 65 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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2016-17 data center costs, this can be completed by using the new State Data Center data processing services category (210001).					
TIP	If an appropriation made in the FY 2015-16 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	N/A				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				

		Program or Service (Budget Entity Codes)				
Action		80900100				
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?	N/A				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, Florida Statutes for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
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?	N/A				
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				
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.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A				
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	N/A				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				

AUDITS:

		Program or Service (Budget Entity Codes)				
Action		80900100				
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? ( <b>SC1R, SC1A - Report should print "No Discrepancies Exist For This Report"</b> )	N/A				
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. ( <b>SC1R, DEPT</b> )	N/A				
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	N/A				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	N/A				
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 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
<b>9. SCHEDULE II (PSCR, SC2)</b>						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 161 of the LBR Instructions.)	N/A				
<b>10. SCHEDULE III (PSCR, SC3)</b>						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	N/A				
<b>11. SCHEDULE IV (EADR, SC4)</b>						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	N/A				
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>						
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>	N/A				
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>						
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 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?	N/A				

		Program or Service (Budget Entity Codes)			
Action		80900100			
<b>15. SCHEDULE VIIC (EADR, S8C)</b>					
<b>(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)</b>					
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	N/A			
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	N/A			
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A			
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	N/A			
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A			
<b>AUDIT:</b>					
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	N/A			
<b>16. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)</b>					
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to <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.)	N/A			
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	N/A			
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>					
16.3	Does the FY 2014-15 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	N/A			
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	N/A			
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	N/A			
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: <b>Audit #3</b> 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 resubmitted.)	N/A			
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/A			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
<b>17. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>					
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y			
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y			
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A			

		Program or Service (Budget Entity Codes)			
Action		80900100			
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: <b>IT@LASPBS.state.fl.us</b>	N/A			
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	N/A			
<b>AUDITS - GENERAL INFORMATION</b>					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
<b>18. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>					
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
18.5	Are the appropriate counties identified in the narrative?	N/A			
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A			
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.				
<b>19. FLORIDA FISCAL PORTAL</b>					
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y			

# Fiscal Year 2016-17 LBR Technical Review Checklist

Department/Budget Entity (Service): Juvenile Justice
Agency Budget Officer/OPB Analyst Name: Vickie J. Harris/Lindsey Perkins

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)				
	DEPT				

## 1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? <b>(CSDI)</b>					
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>					

### AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>					
1.4 Has security been set correctly? <b>(CSDR, CSA)</b>					
<b>TIP</b> 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. <b>A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading.</b>					

## 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 59 of the LBR Instructions?					
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?					
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?					
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?					

## 3. EXHIBIT B (EXBR, EXB)

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

### AUDITS:

3.2 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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>					
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>					
<b>TIP</b> Generally look for and be able to fully explain significant differences between A02 and A03.					
<b>TIP</b> 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.					



Action		Program or Service (Budget Entity Codes)				
		DEPT				
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.						
<b>4. EXHIBIT D (EADR, EXD)</b>						
4.1 Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?						
4.2 Is the program component code and title used correct?						
TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.						
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>						
5.1 Are all object of expenditures positive amounts? (This is a manual check.)						
<b>AUDITS:</b>						
5.2 Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")						
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 2014-15 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.						
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)</b>						
6.1 Are issues appropriately aligned with appropriation categories?						
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.						
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>						
7.1 Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)						
7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)						

Action		Program or Service (Budget Entity Codes)				
		DEPT				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?					
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?					
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.)					
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.					
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.					
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?					
7.9	Does the issue narrative reference the specific county(ies) where applicable?					
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 #16-002?					
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. <b>(PLRR, PLMO)</b>					
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?					
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?					
7.14	Do the amounts reflect appropriate FSI assignments?					
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.					
7.16	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 28 and 90 of the LBR Instructions.)					
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?					
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?					
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?					
<b>AUDIT:</b>						
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. <b>(EADR, FSIA - Report should print "No Records Selected For Reporting")</b>					
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>					

Action		Program or Service (Budget Entity Codes)				
		DEPT				
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? ( <b>GENR, LBR2</b> )					
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? ( <b>GENR, LBR3</b> )					
7.24	Have FCO appropriations been entered into the nonrecurring column A04? ( <b>GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L) .</b> )					
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 65 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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2016-17 data center costs, this can be completed by using the new State Data Center data processing services category (210001).					
TIP	If an appropriation made in the FY 2015-16 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto					
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				

Action		Program or Service (Budget Entity Codes)				
		DEPT				
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?	N/A				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y				
8.10	Are the statutory authority references correct?	Y				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, Florida Statutes for appropriate general revenue service charge percentage rates.)	Y				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y				
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	Y				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y				
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y				
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/J	The department will update the Schedule I after the certified forward process concludes due to early submission.			
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y				
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	N/A				

Action		Program or Service (Budget Entity Codes)				
		DEPT				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				
<b>AUDITS:</b>						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y				
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? ( <b>SC1R, SC1A - Report should print "No Discrepancies Exist For This Report"</b> )	Y				
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. ( <b>SC1R, DEPT</b> )	Y				
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	Y				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
<b>9. SCHEDULE II (PSCR, SC2)</b>						
<b>AUDIT:</b>						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 161 of the LBR Instructions.)					
<b>10. SCHEDULE III (PSCR, SC3)</b>						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)					
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.					
<b>11. SCHEDULE IV (EADR, SC4)</b>						
11.1	Are the correct Information Technology (IT) issue codes used?					
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	Y				
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>						
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>					
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>						

Action		Program or Service (Budget Entity Codes)				
		DEPT				
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 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?	Y				
<b>15. SCHEDULE VIIC (EADR, S8C)</b>						
<b>(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)</b>						
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	Y				
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? <b>Manual Check.</b>	Y				
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Y				
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	Y				
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Y				
<b>AUDIT:</b>						
15.6	Do the issues net to zero at the department level? <b>(GENR, LBR5)</b>	Y				
<b>16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)</b>						
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to <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.)	Y				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y				
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>						
16.3	Does the FY 2014-15 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? <b>(GENR, ACT1)</b>	Y				
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? <b>(Audit #1 should print "No Activities Found")</b>	Y				
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? <b>(Audit #2 should print "No Operating Categories Found")</b>	Y				
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: <b>Audit #3</b> 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 <u>Schedule XI submitted again.</u> )	Y				
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? <b>(Audit #4 should print "No Discrepancies Found")</b>	Y				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
<b>17. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y				
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				

		Program or Service (Budget Entity Codes)				
Action		DEPT				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: <b>IT@LASPBS.state.fl.us</b>	N/A				
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	N/A				
<b>AUDITS - GENERAL INFORMATION</b>						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
<b>18. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>						
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?					
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?					
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?					
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?					
18.5	Are the appropriate counties identified in the narrative?					
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?					
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
<b>19. FLORIDA FISCAL PORTAL</b>						
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?					