



RICK SCOTT  
GOVERNOR

STATE OF FLORIDA  
**Office of the Governor**

THE CAPITOL  
TALLAHASSEE, FLORIDA 32399-0001

www.flgov.com  
850-717-9418

**Memo #18-030**

**MEMORANDUM**

**To:** Agency Addressed

**From:** Cynthia Kelly, Director *ck*  
Office of Policy and Budget

Mike Hansen, Staff Director *mph*  
Senate Committee on Appropriations

JoAnne Leznoff, Staff Director *jal*  
House Appropriations Committee

**Subject:** Legislative Budget Request (LBR) Instructions for Fiscal Year 2019-20; Capital Improvements Program (CIP) Plan Instructions and Long Range Program Plan (LRPP) Instructions for Fiscal Year 2019-20 through 2023-24

**Date:** June 15, 2018

Instructions and all required forms for the Legislative Budget Request, Capital Improvements Program Plan, and Long Range Program Plan will be posted on the internet, June 15, 2018 on the Florida Fiscal Portal, in BAPS and the LAS/PBS Web. The Legislative Budget Request (LBR) instructions must be used to prepare the agency's LBR for Fiscal Year 2019-20. The Capital Improvements Program (CIP) Plan and Long Range Program Plan (LRPP) instructions must be used to prepare the agency's CIP and LRPP for Fiscal Years 2019-20 through 2023-24.

A brief description of the major changes to the LBR, LRPP and CIP instructions are attached to this memo and will be included in the instructions.

Agencies are required to complete a technical review checklist to include in their LBR submittal. Detailed instructions for the technical review will be sent in the near future.

If you have any questions relating to these instructions, please contact the budget analysts assigned to your agency.

CK/MH/JL/kb  
Attachments

## ATTACHMENT

### MAJOR CHANGES Legislative Budget Requests (LBR) for Fiscal Year 2019-20

CHANGES	DESCRIPTION
Revision to Annual Calendar of Major Events	<ul style="list-style-type: none"> <li>• Agencies will be required to submit their final LBR, including all supporting forms and schedules as required, to the Legislature and to the Governor by Monday, October 15, 2018.</li> <li>• Pro Forma Schedule I and Analysis of Trust Fund Creation Forms will be due by November 9, 2018.</li> </ul>
Annual Trust Fund Review Process – Revised Schedule of Agency Trust Fund Review	The four-year schedule for agencies subject to annual legislative trust fund review is provided for legislative sessions 2019-22.
Issue Code 160FXX0 - Reapproval of 5-Day Program Flexibility and 5 percent or \$250,000 Transfer Authority	Example has been provided to clarify use of issue code 160FXX0.
Submission of the Schedule IV-B – Recurring Information Technology (IT) Budget Planning	Similar to FY 2018-19, agencies are required to submit the Schedule IV-B for all IT projects with a total cost (all years) of \$1 million or more. Agencies are not required to submit a Schedule IV-B for requests to: (1) continue existing hardware and software maintenance agreements, (2) renew existing software licensing agreements that are similar to the service level agreements currently in use, (3) replace/refresh desktop units with new technology that is similar to the technology currently in use, or (4) contract only for the completion of a business case or feasibility study for the replacement or remediation of an existing IT system or the development of a new IT system. If Independent Verification and Validation (IV&V) is required pursuant to Rule 74-1.009 F.A.C., (any information technology project that statutorily meets the criteria for the Agency for State Technology to provide oversight) or otherwise anticipated to be necessary for the IT project, the cost to acquire the IV&V services must be included in the appropriate Cost Benefit Analysis (CBA) form of the Schedule IV-B.
Schedule VIIIIC: Priority Listing of Agency Budget Issues for Possible Reprioritization	The Schedule VIIIIC will be optional for FY 2019-20.
Update to Appendix F - Submittal	A new LBR Column Security Request has been created on the LAS/PBS web to better assist in the process of setting the proper column security for the agencies. Agencies now have an option to update their LBR columns all at once.

Florida Fiscal Portal Agency  
Submissions

Agencies are reminded not to publish PDF files to the Florida Fiscal Portal until management controls to columns have been relinquished and the final version has been uploaded.

**MAJOR CHANGES**  
**Long Range Program Plan (LRPP) Instructions**  
**for Fiscal Year 2019-20 through 2023-24 Plans**

<b>CHANGES</b>	<b>DESCRIPTION</b>
LRPP Submission Due Date	LRPP submission revised for an October 1, 2018 due date.

**MAJOR CHANGES  
CAPITAL IMPROVEMENTS PROGRAM PLAN (CIP)  
for Fiscal Years 2019-20 through 2023-24**

<b>CHANGES</b>	<b>DESCRIPTION</b>
CIP Submission Due Date	CIP submission revised for an October 15, 2018 due date.