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Memo #23-048

MEMORANDUM

To: Agency Addressed

From: Chris Spencer, Director *CMS*
Office of Policy and Budget

Tim Sadberry, Staff Director *an*
Senate Committee on Appropriations

J. Eric Pridgeon, Staff Director *JEP*
House Appropriations Committee

Subject: Legislative Budget Request (LBR) Instructions for Fiscal Year 2024-25; Capital Improvements Program (CIP) Plan Instructions and Long Range Program Plan (LRPP) Instructions for Fiscal Year 2024-25 through 2028-29

Date: June 29, 2023

Instructions and all required forms for the Legislative Budget Request (LBR), Capital Improvements Program Plan (CIP), and Long Range Program Plan (LRPP) will be posted on June 29, 2023, on the Florida Fiscal Portal, in BAPS and the LAS/PBS Web. The LBR instructions must be used to prepare the agency's LBR for Fiscal Year 2024-25. The CIP and LRPP instructions must be used to prepare the agency's CIP and LRPP for Fiscal Years 2024-25 through 2028-29.

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 analyst assigned to your agency.

CS/TS/JEP/lh
Attachments

MAJOR CHANGES
Legislative Budget Requests (LBR)
for Fiscal Year 2024-25

| CHANGES | DESCRIPTION |
|---|---|
| Revision to Annual Calendar of Major Events | Pursuant to section 216.023(1) and (2), Florida Statutes, state agencies and the judicial branch are required to submit their final legislative budget request, including all supporting forms and schedules as required, to the Legislature and to the Governor no later than October 15 of each year unless an alternative date is agreed to be in the best interest of the state by the Governor and the chairs of the legislative appropriations committees. For FY 2024-25, the final LBR is due September 15, 2023. |
| Revision to Annual Calendar of Major Events – Session Start Date | Pursuant to Article III, section 3(b) of the Florida Constitution, a regular session of the Legislature shall convene on the first Tuesday after the first Monday in March of each odd-numbered year, and on the second Tuesday after the first Monday in January of each even-numbered year. The 2024 session will begin on January 9, 2024. |
| 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 2024-27. |
| Update to Appendix E | The amounts provided in the Expense and Human Resource Services Assessments Standard Package have been updated. |
| New LAS/PBS Web Historical Detail (HDD) transaction | <p>The Actual Prior Year Expenditure data (Historical) must now be adjusted using the new LAS/PBS Web Historical Detail (HDD) transaction. The HDDA (Add) and HDDC (Correct) transaction on the mainframe will NOT be available.</p> <p>The data transferred from Departmental FLAIR will be loaded into LAS/PBS with both the Object and Fund on <u>one</u> record. Therefore, adjustments in Column A01 no longer need to be made to an Object record and a separate Fund record, resulting in no audit discrepancies between Object and Fund amounts.</p> <p>A new Object code ‘000000’ (No Object Assigned) will be used for the approved budget for fixed capital outlay</p> |

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| | <p>appropriations (from LAS/PBS Ledger) data only. No changes have been made to the Exhibit D-1 List Request (ED1R) transaction, Exhibit D-1 audit, and Exhibit D-1 report.</p> |
| <p>Clarification of Information Technology (IT) Issue Codes Related to IT Positions</p> | <p>Workload issues (new positions) that pertain to IT personnel must use the letter ‘C’ in the sixth position. Other Salaries and Benefits issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) that pertain to IT personnel must use the letter ‘A’ in the fifth position AND the letter ‘C’ in the sixth position.</p> |
| <p>Submission of the Schedule IV-B – Recurring IT Budget Planning</p> | <p>Similar to FY 2023-24, 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 60GG-1.009 F.A.C., (any information technology project that statutorily meets the criteria for the Florida Digital Service 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.</p> |
| <p>Florida Fiscal Portal Agency Submissions</p> | <p>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.</p> |

**MAJOR CHANGES
CAPITAL IMPROVEMENTS PROGRAM PLAN (CIP)
for Fiscal Years 2024-25 through 2028-29**

| CHANGES | DESCRIPTION |
|-------------------------|--|
| CIP Submission Due Date | CIP submission date is Friday, September 15, 2023. |

MAJOR CHANGES
Long Range Program Plan (LRPP) Instructions
for Fiscal Year 2024-25 through 2028-29 Plans

| CHANGES | DESCRIPTION |
|--------------------------|---|
| LRPP Submission Due Date | Submission date for Fiscal Year 2024-25 LRPP is Friday, September 29, 2023. |