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Memo #23-002

MEMORANDUM

To: Agency Addressed

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

John Shettle, Interim Staff Director *JS*
Senate Committee on Appropriations

Eric Pridgeon, Staff Director *EP*
House Appropriations Committee

Subject: Legislative Budget Request (LBR) Instructions for Fiscal Year 2023-24; Capital Improvements Program (CIP) Plan Instructions and Long Range Program Plan (LRPP) Instructions for Fiscal Year 2023-24 through 2027-28

Date: July 1, 2022

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 July 1, 2022, 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 2023-24. The CIP and LRPP instructions must be used to prepare the agency's CIP and LRPP for Fiscal Years 2023-24 through 2027-28.

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/JS/EP/lh
Attachments

MAJOR CHANGES
Legislative Budget Requests (LBR)
for Fiscal Year 2023-24

CHANGES	DESCRIPTION
Revision to Annual Calendar of Major Events	<p>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 Friday, October 14, 2022.</p> <p>Pro Forma Schedule I and Analysis of Trust Fund Creation Forms will be due by Thursday, November 10, 2022.</p>
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 2023-26.
Update to Appendix E	The amounts provided in the Expense and Human Resource Services Assessments Standard Package have been updated.
Submission of the Schedule IV-B – Recurring Information Technology (IT) Budget Planning	Similar to FY 2022-23, 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 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.
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
CAPITAL IMPROVEMENTS PROGRAM PLAN (CIP)
for Fiscal Years 2023-24 through 2027-28**

CHANGES	DESCRIPTION
CIP Submission Due Date	CIP submission date for Fiscal Years 2023-24 through 2027-28 is Friday, October 14, 2022.

MAJOR CHANGES
Long Range Program Plan (LRPP) Instructions
for Fiscal Year 2023-24 through 2027-28 Plans

CHANGES	DESCRIPTION
LRPP Submission Due Date	Submission date for Fiscal Year 2023-24 LRPP is Friday, September 30, 2022.
Linkage to Governor's Priorities	The Governor's Priorities have been updated.