



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Frank Peterman, Jr.

Date: 6/24/09

Subject: Fixed Capital Outlay Legislative Budget Requests for New Construction and Maintenance/Repair Projects

Section: FDJJ – 1315

Originating Office: Administrative Services

Authority: Chapters 20, 216, and 985 Florida Statutes

Related References: Governor's Budget Instructions
FDJJ Policy 1390 (Financial Management of Fixed Capital Outlay Projects)

Purpose: Establishes methodology for identification of the need for new programs and facilities and/or the maintenance and repairs of existing state-owned facilities utilizing Legislative Budget Requests (LBR) for Fixed Capital Outlay (FCO).

Offices Affected by the Policy: All offices within the Department of Juvenile Justice.

POLICY STATEMENT:

- The Department shall maintain adequate records to identify and substantiate the need for Fixed Capital Outlay (FCO) for new construction and maintenance and repair projects for existing state-owned facilities.
- The Bureau of Data and Research shall work with the appropriate Assistant Secretaries to project and evaluate the current need, and future 3 to 5 year projected needs for new programs and services.
- Assistant Secretaries shall prioritize the need for new programs and the construction of new facilities as well as the maintenance and repair of existing state-owned facilities, in consultation with the Bureau of General Services, Facility Services Section.
- The Bureau of General Services, Facility Services Section, shall provide technical assistance and support to the appropriate Assistant Secretaries to assist in the planning process for development of

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LBR FCO requests for new facility construction projects and the maintenance and repair of existing state-owned facilities.

- The Bureau of Budget shall provide technical assistance as necessary to the appropriate Assistant Secretaries and Facility Services Section regarding LBR FCO requests for new programs and the construction of new facilities as well as the maintenance and repair of existing state-owned facilities.
- The Facility Services Section shall prepare LBR FCO requests for new facility construction projects as well as the maintenance and repair of existing state-owned facilities based on priorities established by the appropriate Assistant Secretaries, and Facility Services facility reviews and assessments.
- The Bureau of Budget shall be responsible for ensuring that LBR FCO requests for new facility construction or maintenance and repair projects are formatted and completed, consistent with the Governor's Budget Instructions.
- Assistant Secretaries shall transmit all LBR FCO requests to the Deputy Secretary for approval.
- The Deputy Secretary shall approve LBR FCO requests for new facility construction or maintenance and repair projects that will then be submitted by the Bureau of Budget to the Governor's Office and Legislature for consideration.
- Facility Services shall be responsible for reviewing and maintaining the master file of workpapers which shall include documentation to justify LBR FCO requests for new facility construction or maintenance and repairs to existing state owned facilities (i.e., justification for FCO projects, cost estimates, methodologies and workpapers, bids, etc.)

PROCEDURES/MANUALS:

Procedures for this policy are accessible at the Department Policies internet page.