



FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROCEDURE

Title: Fixed Capital Outlay Legislative Budget Requests for New Construction and Maintenance/Repair Projects - Procedures

Related Policy: FDJJ – 1315

I. DEFINITIONS

Buildings – Permanent structures used to house persons and property owned by a governmental unit. This includes all permanent buildings and fixtures attached to and forming a permanent part of such buildings.

Capital Improvement Program Plan (CIPP) – A request to the Legislature and the Office of the Governor, submitted pursuant to s. 216.043, Florida Statutes, submitted for the amounts of money such agency or branch believes will be needed in the performance of the functions that it is authorized, or which it is requesting authorization by law, to perform.

Fixed Capital Outlay (FCO) – The appropriation category used to fund real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.) including additions, replacements, major repairs, and renovations to real property which materially extend its useful life or materially improve or change its functional use, and including furniture and equipment necessary to furnish and operate a new or improved facility, when appropriated by the Legislature in the fixed capital outlay appropriation category.

The construction of any building; improvements to a building that will contribute to increasing the building's value; the addition to a building; the purchase or construction of a permanent modular building; a major renovation in which the remodeling results in an increase to the total market value of the building; and adding a new feature to a building or site that will increase the market value of the building.

This includes: Architectural and Engineering (A&E) costs associated with FCO as defined above; impact fees; permits; furniture and equipment that is included in the FCO appropriation or construction contract; all construction costs; sidewalk additions; and new fences or fence additions.

This does not include: A&E costs associated with repairs and maintenance; replacement roofs, fences, sidewalks and like items; repairs/renovations/maintenance that does not result in an increase to the total market value of the building and does not increase the useful life of the building greater than 1 year.

Furniture and Equipment – Tangible property of a more or less permanent nature, other than land or buildings, or improvements other than buildings. Examples are machinery, tools, trucks, cars, furniture, and furnishings.

Improvements Other than Buildings – Permanent improvements, other than buildings, which add value to land. Examples of such improvements are fences, retaining walls, sidewalks, pavements, gutters, tunnels, and bridges.

Land – The solid ground of the earth whose boundaries, areas, or elevations are marked by a licensed surveyor. Generally referred to as real estate or real property.

FLORIDA DEPARTMENT OF JUVENILE JUSTICE

SUBJECT: Fixed Capital Outlay Legislative Budget Requests for New Construction and Maintenance/Repair Projects - Procedures

SECTION: FDJJ - 1315P

Legislative Appropriations System / Planning and Budgeting Subsystem (LAS/PBS) – The data system used by state agencies, the Governor’s Office, and the Legislature to input and track agency legislative budget requests, Governor’s Recommended Budgets, and Legislative Appropriations.

Repairs and Maintenance – The work performed on a building to repair, replace or renovate any part of the building or site, including, but not limited to repair, renovation or replacement of roofs, structure, walls, floors, fences, sidewalks. This includes heating, ventilating and air-conditioning systems (including equipment, ductwork, and controls), plumbing, electrical, fencing, kitchen equipment, security systems, or any other portion of a building or site which requires repair, replacement or renovations to ensure life safety, code compliance or usability of the building and does not add value to the building.

II. STANDARDS/PROCEDURES

A. Identification of the Need for Capital Improvement Program Plan (CIPP) for Fixed Capital Outlay (FCO) for New Programs and Facilities:

1. The Office of Research & Planning (ORP) 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.
2. The Office of Research & Planning (ORP) shall produce data by July 1 of each fiscal year that identifies the need for new programs and services projected for the next 5 years (with input and technical assistance from the appropriate Assistant Secretaries as necessary).
3. Appropriate Assistant Secretaries shall be responsible for prioritizing needs for new programs and construction of new facilities.
4. The Bureau of General Services, Facility Services Section (herein after referred to as Facility Services) shall provide consulting, technical assistance and support to the appropriate Assistant Secretary as necessary.
5. The Bureau of Budget shall be responsible for transmitting instructions to Facility Services, and other interested entities regarding guidelines for CIPP FCO requests for new facility construction projects. The primary source for these instructions shall be the Governor’s Budget Instructions, and other directives from the Governor’s Office, Legislature, and DJJ management.
6. The Bureau of Budget shall provide technical assistance as necessary to Facility Services regarding CIPP FCO requests for new facility construction projects.
7. Appropriate Assistant Secretaries shall track juveniles awaiting placement in various juvenile justice programs in different areas throughout the state. This information is used by the program areas to compile program and construction needs (i.e., number of residential or detention beds needed).
8. Facility Services shall provide technical assistance and support to the appropriate Assistant Secretaries to assist in the planning process for development of CIPP FCO requests for new

FLORIDA DEPARTMENT OF JUVENILE JUSTICE

SUBJECT: Fixed Capital Outlay Legislative Budget Requests for New Construction and Maintenance/Repair Projects - Procedures

SECTION: FDJJ - 1315P

facility construction projects (i.e., identify potential sites to meet program and facility needs, scope of projects, costs, timeliness for construction completion).

B. Identification of the Need for CIPP Fixed Capital Outlay (FCO) Requests for Maintenance and Repairs of Existing State-owned Facilities:

1. Appropriate Assistant Secretaries shall be responsible for prioritizing needs for maintenance and repairs of existing state owned facilities in consultation with Facility Services.
2. Facility Services shall provide consulting, technical assistance and support to the appropriate Assistant Secretary as necessary.
3. The Bureau of Budget shall be responsible for transmitting instructions to the appropriate program area Assistant Secretaries, Facility Services, and other interested entities regarding guidelines for CIPP FCO budget requests for maintenance and repairs of existing state owned facilities. The primary source for these instructions shall be the Governor's Budget Instructions, and other directives from the Governor's Office, Legislature, and DJJ management.
4. The Bureau of Budget shall provide technical assistance as necessary to the appropriate Assistant Secretaries and Facility Services regarding CIPP FCO requests for maintenance and repairs to existing state owned facilities.
5. Facility Services Section shall provide technical assistance and support to the appropriate Assistant Secretaries to assist in the planning process for development of CIPP FCO requests for maintenance and repairs of existing state owned facilities.
6. Facility Services shall transmit maintenance and repair needs compiled from project manager on-site assessments and work order requests as requested by the appropriate Assistant Secretaries for them to review to help them assess their priorities.
7. Appropriate Assistant Secretaries shall be responsible for prioritizing CIPP FCO budget requests for maintenance and repairs of existing state owned facilities.
8. Appropriate Assistant Secretaries shall solicit feedback from appropriate DJJ field staff (i.e., maintenance staff, program Superintendents, Regional Directors), General Services liaisons, in consultation with Facility Services.
9. Appropriate Assistant Secretaries shall transmit CIPP FCO requests to the Deputy Secretary for approval.

C. Preparation of CIPP Fixed Capital Outlay (FCO) Requests for New Facility Construction Projects:

1. The Bureau of Budget shall be responsible for transmitting instructions to Facility Services, and other interested entities regarding requirements and timelines for preparation of CIPP FCO budget requests for new facility construction projects. The primary source for these instructions shall be the Governor's Budget Instructions, and other directives from the Governor's Office, Legislature, and DJJ management.

FLORIDA DEPARTMENT OF JUVENILE JUSTICE

SUBJECT: Fixed Capital Outlay Legislative Budget Requests for New Construction and Maintenance/Repair Projects - Procedures

SECTION: FDJJ - 1315P

2. The Bureau of Budget shall provide oversight in the development of the FCO CIPP Requests for new facility construction projects with the appropriate Assistant Secretaries and Facility Services.
3. The Bureau of Budget shall provide technical assistance as necessary to Facility Services and appropriate Assistant Secretaries relating to the development of CIPP FCO requests (i.e., sources of funding, and compliance with the Governor's Budget Instructions).
4. Appropriate Assistant Secretaries shall be responsible for prioritizing CIPP FCO budget requests for new facility construction projects based on current needs and projected future 5 year needs for new programs (i.e., youth awaiting placement in programs in particular areas throughout the state).
5. Appropriate Assistant Secretaries shall, as necessary, assist Facility Services in the preparation of the actual CIPP FCO issues for new facility construction projects.
6. Facility Services shall provide technical assistance, project and facility reviews and assessments. These reviews and assessments shall be completed to identify and document Fixed Capital Outlay needs for new facility construction projects (i.e., permitting, site preparation, environmental issues, code violations, project feasibility, costs, and timelines and other project related information as necessary).
7. Facility Services shall prepare CIPP FCO requests for new facility construction projects based on priorities established by the appropriate Assistant Secretaries, and Facility Services facility reviews and assessments.
8. Facility Services shall complete CIPP FCO requests and workpapers for new facility construction projects, consistent with information required by the Governor's Budget Instructions.
9. Facility Services shall forward CIPP FCO requests for new facility construction projects to the appropriate Assistant Secretary for review and approval.
10. Facility Services shall review and maintain the master file of workpapers, which shall include documentation to justify CIPP FCO requests for new facility construction projects (i.e., justification for FCO projects, cost estimates, methodologies and workpapers, bids, etc.)
11. The Bureau of Budget shall be responsible for ensuring that CIPP FCO requests for new facility construction projects are formatted and completed, consistent with the Governor's Budget Instructions.
12. Appropriate Assistant Secretaries shall transmit CIPP FCO requests to the Deputy Secretary for approval.

FLORIDA DEPARTMENT OF JUVENILE JUSTICE

SUBJECT: Fixed Capital Outlay Legislative Budget Requests for New Construction and Maintenance/Repair Projects - Procedures

SECTION: FDJJ - 1315P

13. The Deputy Secretary shall approve CIPP FCO requests for new DJJ facility construction projects that will be submitted by the Bureau of Budget to the Governor's Office and Legislature for consideration.
 14. Once approved by the Deputy Secretary, the Bureau of Budget shall input the CIPP FCO information into LAS/PBS budget system and forward the request to the Governor's Office and Legislature.
- D. Preparation of CIPP Fixed Capital Outlay (FCO) requests for Maintenance and Repairs of Existing State-owned Facilities:
1. The Bureau of Budget shall be responsible for transmitting instructions to Facility Services, and other interested entities regarding requirements and timelines for preparation of CIPP FCO budget requests for maintenance and repairs of existing state owned facilities. The primary source for these instructions shall be the Governor's Budget Instructions, and other directives from the Governor's Office, Legislature, and DJJ management.
 2. The Bureau of Budget shall provide oversight in the development of the CIPP LBR Requests for maintenance and repairs of existing state owned facilities with the appropriate Assistant Secretaries and the Facility Services Section.
 3. The Bureau of Budget shall provide technical assistance as necessary to the Facility Services Section and appropriate Assistant Secretaries relating to the development of CIPP FCO requests (i.e., sources of funding, and compliance with the Governor's Budget Instructions).
 4. Appropriate Assistant Secretaries shall be responsible for prioritizing CIPP FCO budget requests for maintenance and repairs of existing state owned facilities. Feedback and supporting documentation is solicited from appropriate DJJ field staff (i.e., maintenance staff, program Superintendents, Regional Directors), General Services Liaisons, and Facility Services.
 5. Appropriate Assistant Secretaries shall, as necessary, assist Facility Services in the preparation of the actual CIPP issues for maintenance and repairs of existing state owned facilities.
 6. Facility Services shall provide technical assistance, project and facility reviews and assessments. These reviews and assessments are completed to identify and document Fixed Capital Outlay needs for maintenance and repairs of existing state owned facilities (i.e., code violations, project feasibility, costs, and timelines and other project related information as necessary).
 7. Facility Services shall prepare CIPP FCO requests for maintenance and repairs to existing state owned facilities based on priorities established by the appropriate assistant secretaries, and Facility Services facility reviews and assessments.
 8. Facility Services shall complete CIPP FCO requests and workpapers for maintenance and repairs to existing state owned facilities, consistent with the Governor's Budget Instructions.

FLORIDA DEPARTMENT OF JUVENILE JUSTICE

SUBJECT: Fixed Capital Outlay Legislative Budget Requests for New Construction and Maintenance/Repair Projects - Procedures

SECTION: FDJJ - 1315P

9. Facility Services shall forward CIPP FCO requests for maintenance and repairs to existing state owned facilities to the appropriate Assistant Secretary for review and approval.
10. Facility Services shall be responsible for reviewing and maintaining the master file of workpapers that shall include documentation to justify CIPP FCO requests for maintenance and repairs to existing state owned facilities (i.e., justification for FCO projects, cost estimates, methodologies and workpapers, bids, etc.)
11. The Bureau of Budget shall be responsible for ensuring that CIPP FCO requests are formatted and completed consistent with the Governor's Budget Instructions.
12. Appropriate Assistant Secretaries shall transmit CIPP FCO requests to the Deputy Secretary for approval.
13. The Deputy Secretary shall approve CIPP FCO requests for maintenance and repair projects that will be submitted by the Bureau of Budget to the Governor's Office and Legislature for consideration.
14. Once approved by the Deputy Secretary, the Bureau of Budget shall input the CIPP FCO information into LAS/PBS budget system and forward the request to the Governor's Office and Legislature.

III. RESPONSIBILITY AND DUTIES

A. Bureau of General Services, Facility Services Section

1. Facility Services shall be responsible for providing consulting and technical assistance services relating to the acquisition and management of land for new construction and maintenance and repairs to other offices within the Department and to private providers when requested.
2. Facility Services shall be responsible for assessing conditions of DJJ facilities to identify needs for agency CIPP and assessing the values of DJJ facilities for insurance purposes.

B. Bureau of Budget

1. The Bureau of Budget shall be responsible for revenue and budget management, which includes oversight and preparation of Legislative Budget Requests for submission to the Governor's Office and Legislature, tracking Legislative Appropriations, budget allocations, budget transfers, and ensuring that funds are allocated by the Department, consistent with legislative intent.

C. Office of Research and Planning

1. The Office of Research and Planning shall work with the various program areas within the Department to project the need for program services, and to evaluate the performance of existing juvenile justice programs operated by the Department and other entities when appropriate.

FLORIDA DEPARTMENT OF JUVENILE JUSTICE

SUBJECT: Fixed Capital Outlay Legislative Budget Requests for New Construction and Maintenance/Repair Projects - Procedures

SECTION: FDJJ - 1315P

D. Appropriate Assistant Secretaries and Deputy Secretary

1. The appropriate Assistant Secretaries for program areas that have facility services needs shall be responsible for prioritizing requests for new construction and maintenance and repairs (i.e. Assistant Secretary for Residential Services, Assistant Secretary for Detention Services, Assistant Secretary for Probation and Community Intervention, and the Assistant Secretary for Prevention and Victim Services).
2. The Deputy Secretary shall approve Legislative Budget Request funding priorities.

IV. ATTACHMENTS N/A