



RON DESANTIS  
GOVERNOR

STATE OF FLORIDA  
**Office of the Governor**

THE CAPITOL  
TALLAHASSEE, FLORIDA 32399-0001

www.flgov.com  
850-717-9418

Memo #24-038

**MEMORANDUM**

**To:** Agency Addressed

**From:** Brandi Gunder, Deputy Director of Budget *BG*  
Office of Policy and Budget

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

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

**Subject:** Legislative Budget Request (LBR) Instructions for Fiscal Year 2025-26: Capital Improvements Program (CIP) Plan Instructions and Long-Range Program Plan (LRPP) Instructions for Fiscal Year 2025-26 through 2029-30

**Date:** June 28, 2024

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 28, 2024, 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 2025-26. The CIP and LRPP instructions must be used to prepare the agency's CIP and LRPP for Fiscal Years 2025-26 through 2029-30.

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. The LBR Technical Review Checklist is attached to this memo.

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

BG/TS/JEP/lh  
Attachments

**MAJOR CHANGES**  
**Legislative Budget Requests (LBR)**  
**for Fiscal Year 2025-26**

CHANGES	DESCRIPTION
Revision to Annual Calendar of Major Events	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 Tuesday, October 15, 2024.  Pro Forma Schedule I and Analysis of Trust Fund Creation Forms will be due by Tuesday, November 12, 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 2025-28.
Schedule I – Trust Fund Submission Level	The Department of Health will no longer be required to enter Schedule I data at the budget entity level.
D-3A Issue Narrative	Agencies will be required to provide a detailed description of expected outcomes, and how they will be measured, for any new programs or services. Please refer to pages 65 and 66.
Update to Appendix E	The amounts provided in the Expense and Human Resource Services Assessments Standard Package, the Modified Expense Package for Specific Justice Administration entities and the Trial Courts, and the Trial Courts Modified Expense Package have been updated.
Submission of the Schedule IV-B – Recurring IT Budget Planning	Similar to FY 2024-25, 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.
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 2025-26 through 2029-30 Plans**

<b>CHANGES</b>	<b>DESCRIPTION</b>
Uploading LRPP to Florida Fiscal Portal	<p>Chapter 2024-228, Laws of Florida, Section 106, specifies that state agencies and the judicial branch are not required to develop or post a Long-Range Program Plan (LRPP) for Fiscal Year (FY) 2025-26, except in certain circumstances, including:</p> <ul style="list-style-type: none"> <li>• Major reorganization(s) within the agency; and</li> <li>• A critical need to update Performance Measures and Standards</li> </ul> <p>The LRPP for FY 2024-25 will remain in effect for FY 2025-26 if not submitting. OPB will repost the FY 2024-25 LRPP for each agency in the Florida Fiscal Portal.</p> <p>If an agency is not submitting a revised LRPP for FY 2025-26, no action is necessary.</p>
LRPP Submission Due Date	If submitting, submission due date for the Fiscal Year 2025-26 LRPP is Monday, September 30, 2024.

**MAJOR CHANGES  
CAPITAL IMPROVEMENTS PROGRAM PLAN (CIP)  
for Fiscal Years 2025-26 through 2029-30**

<b>CHANGES</b>	<b>DESCRIPTION</b>
CIP Submission Due Date	CIP submission due date is Tuesday, October 15, 2024.