

# Legislator University

## Appropriations Projects

December 7, 2022





# What is an Appropriations Project?

## **An Appropriations Project is any appropriation or proviso that is for...**

- a specifically named local government, private entity, or privately operated program;
- a transportation facility that is not in the DOT's 5-Year Work Program;
- an education fixed capital outlay project that was not recommended by the Board of Governors or the State Board of Education;
- a local water project; or
- a specified program, research initiative, institute, center or similar entity at a specific state college or state university, that was not recommended by the Board of Governors or the State Board of Education.

## **An Appropriations Project does not include an appropriation that...**

- is specifically authorized by statute;
- is part of a statewide distribution to local governments; or
- was recommended by a commission, council, or other similar entity created in statute to make annual funding recommendations, not to exceed the amount recommended by the entity.

**House Rule 5.14**  
**Joint Rules 2.2 & 2.3**



# Are there exemptions from the Appropriations Project rule?

- **Recurring Base Appropriations Projects**
  - Projects funded in the FY 2022-23 General Appropriations Act that have recurring appropriations are not required to submit an Appropriations Project Request unless additional nonrecurring funds are requested.
- **Certain Public Education Capital Outlay Projects**
  - Projects included in the Department of Education's Legislative Budget Request.
  - Projects included on any year of the 3-year priority list submitted to the Legislature by the State Board of Education or the Board of Governors.
  - Projects that received funding in a prior General Appropriations Act.
  - Projects included on a list of Special Facilities projects recommended by the Special Facilities Committee.



## Doubts?

- When in doubt over whether a funding request meets the definition of an Appropriations Project, always err on the side of submitting a form by the deadline established by the Speaker. Failure to do so would make an item meeting the definition of a project ineligible for inclusion in the House budget.

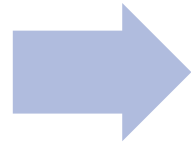


# A Modified Process for 2023

Appropriations Project Bills are no longer required; however, all other Appropriations Project Request (APR) requirements remain in place to keep the process *transparent* and *accountable*.

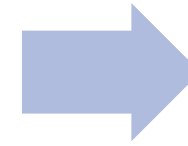
## 1. Submit Appropriations Project Request Form

- The Member must submit an Appropriations Project Request Form through the APR System.
- Forms must be submitted by 5PM (EST) on February 13, 2023.
- Appropriations Committee staff will review and make or recommend changes to the form.
- A final draft form will be sent to the Member to review and publish.



## 2. Publish Appropriations Project Request Form

- The Member must publish an Appropriations Project Request form on the House website through the APR System.
- Forms must be published by 5PM (EST) on March 1, 2023.
- Forms will receive an official House Form # when they are published.



## 3. Submit Attestation Form

- An attestation from the organization requesting funds must be submitted to the sponsoring Member's e-mail address.
- The Member must submit the attestation through the APR System by 5PM (EST) on March 6, 2023.
- The attestation will be reviewed by the Appropriations Committee staff and published on the House website.



# Appropriations Project Request Information

- A PDF version of the APR form is publicly available on the House website.
- The House website also includes guidance on how to complete the form as well as a list of frequently asked questions.
- An appropriations project request may only be submitted by a Member through the APR System (accessed in Leagis).

<https://www.myfloridahouse.gov/Sections/Appropriations/projects.aspx>

The screenshot displays the Florida House of Representatives website. At the top, there is a navigation bar with search options for Bills, Statutes, and Site. Below this, the main header includes the Florida House of Representatives logo and a navigation menu with links for Home, Bills, Representatives, Committees, Leadership, House Schedule, Publications, and Tracking. A search bar is prominently featured with the text "Find Your Representative".

The "House Resources" section is visible, containing a grid of links. The link for "Appropriation Projects" is circled in red. Other links in the grid include "Administration", "Visiting The House", "Student Resources", "Multimedia", "Reference Materials", "Helpful Websites", "Other Key Resources", "Public Records", "Important Legislative Dates", "2022 Appropriations Documents", "2021 Appropriation's Documents", "Economic and Tourism Development Reports", "Find Your Elected Officials In Florida", and "Local Support Grants 2022".

The "Appropriations Projects" section is highlighted with a blue header. Below it, a paragraph states: "The Florida House Rules provide a transparent process for Members to request funding for Appropriations Projects. Follow the links below for more information and to view a fillable version of the form with information that Members must submit through the Appropriations Project Request System:"

Below this paragraph, there is a list of links:

- [Download Appropriations Project Request Fillable Form \(Fiscal Year 2023-2024\)](#)
- [Appropriations Project Request Form Guidance](#)
- [Attestation Form](#)
- [House Rule 5-14](#)
- [Joint Rule 2-2 and 2-3](#)

There are two blue header sections below the links:

- Appropriations Project Requests**
  - [2023 Appropriations Project Requests](#)
- Historical Project Bills**
  - [Appropriations Project Bills 2022](#)
  - [Appropriations Project Bills 2021](#)
  - [Appropriations Project Bills 2020](#)
  - [Appropriations Project Bills 2019](#)
  - [Appropriations Project Bills 2018](#)
  - [Appropriations Project Bills 2017](#)

At the bottom of the page, there is a blue header for "FAQs".

## Appropriations Project Request Key Elements

- Water Project / Non-Water Project
- Project Title
- Appropriate State Agency
- Amount of Funding Requested
- Prior State Funding Received
- Matching Funds Available
- Purpose of the Request
- Target Population
- Expected Outcomes



## The Florida House of Representatives Appropriations Project Request - Fiscal Year 2023-24 For projects meeting the definition of House Rule 5.14

*Only Members of the Florida House of Representatives can officially submit an Appropriations Project Request*

Your request will not be officially submitted unless all questions and applicable sub parts are answered. The information provided in the request will be posted on the House website and available for public review if an Appropriations Project Request is published by a Representative.

1. Title of Project:

2. Date of Submission:

3. House Member Sponsor:

4. Details of Amount Requested:

a. Has funding been provided in a previous State budget for this activity?  Yes  No

b. What is the most recent fiscal year the project was funded?

c. Were the funds provided in the most recent fiscal year subsequently vetoed?  Yes  No

If vetoed, check if recurring and/or nonrecurring funds:  Recurring  Nonrecurring

d. Complete the following Project Request Worksheet to develop your request.

FY:	Input Prior Year Appropriation for this project for FY 2022-23 <i>(If appropriated in FY 2022-23 enter the appropriated amount, even if vetoed.)</i>			Develop New Funds Request for FY 2023-24 <i>(Requests for additional RECURRING funds in Column E are prohibited.)</i>		
Column:	A	B	C	D	E	F
Funds Description	Prior Year Recurring Funds	Prior Year Nonrecurring Funds	Total Funds Appropriated	Recurring Base Budget	Additional Nonrecurring Request	TOTAL Recurring Base Budget + Additional Nonrecurring
Input Amounts			0	0		0





# Appropriations Project Request (APR) System

- Access the APR System through Leagis by selecting “Create / Manage Appropriation Project Request Form(s)” on the Member Legislation screen.
- Click on “New Project” to start a request.
- Select “Non-water” or “Water” and click “Create Project.”

FLORIDA HOUSE OF REPRESENTATIVES

Home Members Office Member Legislation

Session: 2023

Create/Manage Appropriation Project Request Form(s) Create New Request

Released for Approval/Released to Member: No requests awaiting approval.

View Request Type	Submission Date	Subject	PCB Name
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Holding for Sponsors: No requests holding for Sponsors.

View Request Type	Submission Date	Subject	PCB Name
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The Florida House of Representatives  
Appropriations Project Request Dashboard 2023-24  
For Projects meeting the Definition of House Rule 5.14

Fiscal Year: 2023-24 Status: All County: All

New Project

Del	Tracking #	APR #	Form #	Project Title
	26960	0002	0002	TEST: Satellite Beach: Roosevelt Battle Box Project
	26963	0003		TEST: Family first - All Pro Dad Adoption & Foster Care Promotion Services
	26964	0004	0003	TEST: Pincrest Stormwater Improvements
	26965	0005	0005	TEST: Osceola County North Lake Tohopekaliga Restoration and Water Quality Study

Select Project Type for the new project:

Project Type: Non-water project

Non-water project  
Water project pursuant to s. 403.885, F.S.

Create Project Cancel





# Submitting an APR Form

Submit forms as early as possible!

- Input the project information in the APR System.
- Click “Print” to create a PDF version of the form for review.
- **Check the form for completeness and accuracy.**
- Click “Review/Submit” when finished.
- Click “Submit” to officially submit the form.
- APR forms must be submitted by 5PM (EST) on **February 13, 2023.**

The Florida House of Representatives  
Appropriations Project Request 2023-24  
For Projects meeting the Definition of House Rule 5.14

APR #: 2 | Fiscal Year: 2023-24 | District #: 32 | Status: Published | Submission Deadline: 2/14/2023  
Once input is complete on all questions, click "Review/Submit" to determine if any questions are incomplete. If there are no errors, options will appear to further review and/or submit the request.

1. Title of Project: TEST: Satellite Beach: Roosevelt Baffle Box Project

2. Date of Submission: 11/04/2022

3. House Member Sponsor:

4. Details of Amount Requested:

a. Has funding been provided in a previous state budget for this activity?  Yes  No

b. What is the most recent fiscal year the project was funded? [Dropdown]

c. Were the funds provided in the most recent fiscal year subsequently vetoed?  Yes  No

d. Complete the following Project Request Worksheet to develop your request.

FY:	Input Prior FY Appropriation for this project for FY 2022-23 (If appropriated in FY 2022-23 enter the appropriated amount, even if vetoed.)	Develop New Funds Request for FY 2023-24 (Requests for additional RECURRING funds are prohibited.)

The Florida House of Representatives  
Appropriations Project Request 2023-24  
For Projects meeting the Definition of House Rule 5.14

• Delete  
• **Submit**  
• Previous  
• Print

You have successfully provided the information necessary to submit the member's request for an Appropriations Project Request titled **title** for **\$10** in Nonrecurring funds.

If the information provided is correct, you may submit your request for this project by clicking the Submit button. If any information needs to be revised prior to submitting, click the Previous button and revise information as necessary.



# Publishing an APR Form

- Appropriations Committee staff will review submitted forms and make technical corrections.
- Substantive changes recommended by staff will be e-mailed to the sponsoring Member's House e-mail address for approval.
- After the review process, a final draft form will be returned to the sponsoring Member for review.
- Click "Publish" to publish the form on the House website.
- The form will receive its official House Form # when it is published.
- APR forms must be published by 5PM (EST) on **March 1, 2023**.

The Florida House of Representatives  
Appropriations Project Request 2023-24  
For Projects meeting the Definition of House Rule 5.14

APR #: 2 | Fiscal Year: 2023-24 | District #: 32 | Status: Published | Submission Deadline: 2/14/2023

Once input is complete on all questions, click "Review/Submit" to determine if any questions are incomplete. If there are no errors, options will appear to further review and/or submit the request.

1. Title of Project: TEST: Satellite Beach: Roosevelt Baffle Box Project

2. Date of Submission: 11/04/2022

3. House Member Sponsor:

4. Details of Amount Requested:

a. Has funding been provided in a previous state budget for this activity?  Yes  No

b. What is the most recent fiscal year the project was funded?

c. Were the funds provided in the most recent fiscal year subsequently vetoed?  Yes  No

d. Complete the following Project Request Worksheet to develop your request.

FY:	Input Prior FY Appropriation for this project for FY 2022-23 (If appropriated in FY 2022-23 enter the appropriated amount, even if unused.)	Develop New Funds Request for FY 2023-24 (Requests for additional RECURRING funds are prohibited.)

Search Term		Search Term	Reset	Total Results: 6
HSE Form #	Request Form Title	Sponsor	Committee Name	Funds
1	Fort Meade Area Multi-Use Emergency Shelter and Equestrian Center		Infrastructure & Tourism Appropriations Subcommittee	250,000
2	TEST: Satellite Beach: Roosevelt Baffle Box Project - Attestation Form - (Withdrawn)		Agriculture & Natural Resources Appropriations Subcommittee	150,000
3	TEST: Pincrest Stormwater Improvements		Agriculture & Natural Resources Appropriations Subcommittee	500,000
4	TEST: Baptist Hospital Behavioral Health Unit - Geriatric Unit		Health Care Appropriations Subcommittee	1,450,202
5	TEST: Osceola County North Lake Tohopekaliga Restoration and Water Quality Study - Attestation Form		Agriculture & Natural Resources Appropriations Subcommittee	400,000
6	TEST: Clara White Mission Hot Meals and Snacks on the Go		Agriculture & Natural Resources Appropriations Subcommittee	200,000



# Submitting an Attestation Form



- After an APR form is published on the House website, the principal officer of the organization for which funding is requested should complete the attestation; sign it electronically; and send it to the sponsoring Member’s e-mail address.
- The sponsoring Member should review the attestation form for accuracy and completeness.
- The sponsoring Member must submit the attestation form through the APR System.
- If corrections or changes are needed to the published APR form, a correction letter should be drafted listing the necessary changes. The correction letter should be submitted along with the attestation form through the APR System.



## Attestation

### Appropriations Project Request

THE ATTESTATION SHOULD BE COMPLETED AND SIGNED BY THE PRINCIPAL OFFICER OF THE ORGANIZATION OR ENTITY FOR WHICH AN APPROPRIATIONS PROJECT REQUEST FORM WAS SUBMITTED. THE PRINCIPAL OFFICER IS THE INDIVIDUAL RESPONSIBLE FOR IMPLEMENTING THE DECISIONS OF THE GOVERNING BODY OF THE ORGANIZATION OR ENTITY OR FOR SUPERVISING THE MANAGEMENT, ADMINISTRATION, OR OPERATION OF THE ORGANIZATION OR ENTITY.

I am the \_\_\_\_\_ (title of principal officer) of \_\_\_\_\_ (organization or entity) for which an Appropriations Project Request Form was submitted. I have read such Form # \_\_\_\_\_ as published on the Florida House of Representatives website, and I verify that I am fully informed as to the information therein. I declare that all such information is true and accurate OR  (check if correction attached) is true and accurate as corrected in the attached statement. I am authorized on behalf of the organization or entity listed above to and do consent to investigation of such information and any matter relevant thereto. I agree to provide all documents and other information requested by the House of Representatives as part of such investigation, including information that may be requested on the organization, ownership, and any beneficiary of the organization or entity on whose behalf project funding has been requested.

If any inaccuracies in the information contained in the Appropriations Project Request Form come to my attention, I agree to promptly contact the House Appropriations Committee.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Print name: \_\_\_\_\_ Entity name: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

*The completed and signed attestation, as well as any subsequent letters of correction, should be e-mailed to the House Sponsor.*



# Upload Attestation Forms in the APR System

- In the APR System, open the project request and click “Attachment.”
- Click “Choose File” – select the correct file, and then click “Upload.”
- Appropriations Committee staff will review submitted attestations, and correction letters, and they will be published on the House website.
- Attestation forms must be submitted by 5PM (EST) on **March 6, 2023**.

2023 Appropriation Project Requests

Search Term: osceola Total Results: 10 Visible: 1

HSE Form #	Request Form Title	Sponsor	Committee Name	Funds
5	TEST: Osceola County North Lake Tohopekaliga Restoratio and Water Quality Study - Attestation Form	a	Agriculture & Natural Resources Appropriations Subcommittee	400,000

The Florida House of Representatives  
Appropriations Project Request 2023-24  
For Projects meeting the Definition of House Rule 5.14

APR #: 2 | Fiscal Year: 2023-24 | District #: 32 | Status: Published | Submission Deadline: 2/14/2023

Once input is complete on all questions, click "Review/Submit" to determine if any questions are incomplete. If there are no errors, options will appear.

1. Title of Project: TEST: Satellite Beach: Roosevelt Baffle Box Project

2. Date of Submission: 11/04/2022

3. House Member Sponsor:

4. Details of Amount Requested:

Attachment

1 attachment(s) found

Delete	Title	Document Type	Submitted By	Submitted On
<input type="checkbox"/>	Attestation-Form0002-new	pdf	Betsy Straughn	11/30/2022 10:42:36 AM

File attachment:

Choose File | No file chosen

Alternative Title

Upload



# Track an APR on the Appropriation Project Request Dashboard

The Florida House of Representatives  
Appropriations Project Request Dashboard 2023-24  
For Projects meeting the Definition of House Rule 5.14

Fiscal Year: 2023-24 Status: All County: All [New Project](#)

Del	Tracking #	APR #	Form #	Project Title	Date Created	Date Submitted	County	Status
	26960	0002	0002	TEST: Satellite Beach: Roosevelt Baffle Box Project	11/4/2022 5:13:12 PM	11/4/2022 12:00:00 AM	Brevard	Published
	26963	0003		TEST: Family first - All Pro Dad Adoption & Foster Care Promotion Services	11/7/2022 12:38:25 PM	11/7/2022 12:00:00 AM	Statewide	Inactive
	26964	0004	0003	TEST: Pincrest Stormwater Improvements	11/7/2022 12:38:29 PM	11/7/2022 12:00:00 AM	Miami-Dade	Published
	26965	0005	0005	TEST: Osceola County North Lake Tohopekaliga Restoration and Water Quality Study	11/7/2022 12:38:33 PM	11/7/2022 12:00:00 AM	Osceola	Published

**Form # - Assigned when the APR form is published. This is the Form # that will be referenced in the budget if the project is funded.**

## **Status Types**

- Project Created/Not Submitted – the project has been created in the APR System but not yet submitted.
- Submitted – the project has been submitted.
- Processing – the project has been assigned to an Appropriations Subcommittee for review.
- Not an AP – the project does not meet the definition of an appropriations project.
- Ready to Publish – the project has been through the review process and is ready to publish.
- Published – the project has been published on the House website.



# Appropriations Projects Funding Eligibility Requirements



- An Appropriations Project may be funded in the House General Appropriations Act (GAA) only if an APR form and attestation form are submitted and published on the House website in the manner and by the dates established by the Speaker.
- An Appropriations Project must receive only nonrecurring funds.
- An Appropriations Project must be funded in the House GAA at an amount equal to 50 percent or more of the amount requested in the published APR form.
- Because Appropriations Project bills are no longer required, Appropriations Project Requests do not need to be heard in a committee.
- Local matching funds are not required for an Appropriations Project to be eligible for funding; however, the availability of matching funds is a consideration during the funding process.
- **An Appropriations Project must be included in either the House or Senate budget in order to be eligible for funding in the Conference Report on the GAA.**



Where  
To Go  
For Help



## **Appropriations Committee**

**(850) 717-4810**

**221 The Capitol**

### **Staff**

J. Eric Pridgeon, Staff Director

Alicia Trexler, Deputy Staff Director

Kheva Stenson, Legislative Research Assistant

Cheryl Randolph, Administrative Lead

### **Helpful Links**

<https://myfloridahouse.gov/budget/2022>

<https://myfloridahouse.gov/Sections/Appropriations/projects.aspx>