Miami-Dade County

Resourcing for Results Online v2.0 (RFRO) Training Manual FY 2020-21



Contents

RFRO v2.0 Big Picture	3
Activity 1: Web Brower system requirements, settings and accessing the RFRO application.	4
Activity 2: Identifying RFRO Dashboard Items	6
Section 2A: Opening the home page and side-bar menu in RFRO	6
Section 2B: Selecting an Input Screen in RFRO	7
Section 2C: How to Select and Run Reports	8
Activity 3: Entering Data Into The Activity Form1	1
Section 3A: Navagating through the Input Activity Screens1	1
Section 3B: Adding Revenues/Expenses in the Operating Budget For an Activity1	6
Section 3C: Editing Revenues/Expenses in the Operating Budget For This Activity1	9
Section 3D: Adding and Editing Positions in the Positions For This Activity Form2	0
Section 3E: Adding Performance Measures in the Performance Information For This Activity (At Base Level) Form2	2
Section 3F: Adding/Deleting Departmental enhancement or Reduction2	5
Activity 4: Completing Proposed New or Increased Fees2	8
Section 4A: Navigating to the Proposed New or Increased Fees Form2	8
Section 4B: Editing Proposed New or Increased Fees Form	9
Section 4C: Creating a Proposed New or Increased Fees Form	0
Activity 5: Updating Operating Unmet or Deferred Needs3	2
Section 5A: Navigating to Operating Unmet or Deferred Needs	2
Section 5B: Editing Operating Unmet or Deferred Needs	4
Section 5C: Creating a new Operating Unmet or Deferred Needs	6
Activity 6: Completing Grant Funding Summary Form3	8
Section 6B: Editing The Grant Funding Summary Form4	1
Activity 7: Completing Payments To and From Other Departments4	3
Section 7B: Editing the Payment To and From Other Departments Form4	5
Activity 8: Completing Selected Line Item Highlights Form4	7
Section 8B: Editing The Line Item Highlights Form4	9



RFRO v2.0 Big Picture

• Add language for changes from prior RFRO and explain interaction with new ERP systems including Hyperion



Activity 1: Web Brower system requirements, settings and accessing the RFRO application

In this activity you will log into the **RFRO** workspace directly from your machine.

Step	Action	Notes
1.	On your local desktop, open Chrome	Application it is not supported by Internet Explorer, Edge or Firefox
2.	In the URL bar, type: https://rfroprd.miamidade.gov/login ← → C ☆ ■ rfroprd.miamidade.gov/login	
3.	Add this URL to your Favorites. Click the start button on the right side of the browser bar in Chrome ← → C ☆ ● rfroprd.miamidade.gov/login	This step is a one-time process. Once complete, you will access the RFRO – Resourcing for Results Online application by clicking the Favorites option
	Veloceting the origination of the wine the tree body in page. Veloceting for Results Online Dade County- Resourcing For Results Online (RFRO) The RFRO is the web-based system that Miami-Dade County will be using to submit and present budget information. The BC (BAT).	analyst to request access to RFRO. Your analyst will provide you with a user ID and password



Step	Action
5.	Upon entering RFRO, you will see the Home Page
	shown below. Note that this page will contain What is
	Welcome to RFR0 2.0

--End of Activity--



Activity 2: Identifying RFRO Dashboard Items

Section 2A: Opening the home page and side-bar menu in RFRO

In this activity you will open the application and identify the different areas in the RFRO dashboard.

In this activity you will:

- View the RFRO Home page
- Select the drop-down to open the side bar

Step	Action	Notes
1.	From the RFRO Home Page , to find the drop-down box click on to the Side-Bar menu.	
	Resourcing for Results Online	
2.	After clicking on the Side-Bar menu button, the Side-Bar will list various forms available to the users	Forms available will vary depending on your user security access



Section 2B: Selecting an Input Screen in RFRO

In this section of the activity you will be shown how to select the different RFRO input screens.

Step	Action	Notes	
1.	Click on the down arro Bar pane found on the	w sign next to Input on the Side left	
	≕ Resourcing for Resu	lts Online	
	Main Board	~	
	Input	~	
	Reports	~	
	Production	~	
	Administration	~	
	Workflow	~	
	Version	~	
2	After clicking on the de	we arrow sign all the locut	Most used leput screeps will be
Ζ.	screens will become vi	sible to you	discussed in later activities in this manual
	Input	^	
	Activities		
	Proposed New or Increased	Fees	
	Unmet Needs		
	Line Item Highlight		
	Department Issue		
	Grant Funding Summary		
	Payments To & From Other I	Departments	
	You will now be able to like to work on by click	o select the input form you would ing on it	



Section 2C: How to Select and Run Reports

In this section of the activity you will:

- Open the Reports drop-down menu from the Main Board
- Select a report
- Run a report

Step	Action	Notes
1.	Click on the down arrow sign next to Reports on the	
	Main Board pane found on the left.	
	Resourcing for Results Online	
	Main Board 🗸	
	Input 🗸	
	Reports ~	
	Production 🗸	
	Administration 🗸	
	Workflow 🗸	
	Version 🗸	
0	After sticking on the down or out of the Donorto will	
Ζ.	become visible to vou.	
	Ş	
	Main Board 🗸	
	Input ~	
	Reports ^	
	General Departmental Summary	
	Departmental Summary By Funds	
	Departmental Summary By Sub Activity	
	Department Performance Information	
	Department Proposed Fee	
	Payments To And From Other Departments	
	Operating Unmet or Deferred Needs	
	Selected Line Item Highlights	
	Grant Funding Summaries	



Step	Action		Notes
3.	From the Reports drop-dov	wn list, click on General	
	Departmental Summary		
		ne	
	Main Board	~	
	Input	~	
	Reports	^	
	General Departmental Summary By Fund	IS	
	Departmental Summary By Funds		
	Departmental Summary By Sub Activity		
	Production	~	
	Administration	~	
	Workflow	~	
	Version	~	
4.	A pop-up window will appe the department for which y report	ear to prompt you to select you which to run the selected	As you start typing the desire department, the application will automatically populate the current existing name in the system
	Select Department Regulatory and Economic Resources		
	Type in your department n	cancel Select	



Step	Action							Notes		
5.	A Depart screen fo	ment Sur	mmary R ected de	eport wil partmen	l appea t	r in th	ie			
			REPORT: GENER	AL DEPARTMENTAL SUMMARY			Q: Q:			
	A) OPERATING BUDGET - REVENUES	S AND EXPENDITURES FY 2014-15 FY 20 Articl	015-16 FY 2016-17	(3 = 000) FY 2017-18 FY 201 Actual Actual	8-19 FY 2019-20	FY 2019-20	FY 2020-21			
	PEVENUE CW General Fund UMSA General Fund PROP BOND Auto Tao Fees	Actual Ac	a Actual 33 \$1,710 7 \$537 91 \$1,884	\$1,734 \$1,947 \$105 \$254 \$1960 \$1361	\$2,747 \$313 \$1.900	\$2,688 \$300 \$1,951	\$3,727 \$329 \$1 90			
	PROP_BOND Bond Proceed PROP_BOND Building Admi Fees PROP_BOND Carryover PROP_BOND Certification F	s 90 80 Inistrative 8626 \$1.2 579,814 5117 'ees 90 90	\$0 24 \$1,714 7,184 \$133,669 \$0	\$0 \$0 \$1,771 \$1,823 \$143,665 \$164,7 \$0 \$0	97 \$171,552 90	\$0 \$829 \$192,249 \$0	\$0 \$742 \$178,077 \$0			
	PROP_BOND Code Compile PROP_BOND Code Fires / L Collections PROP_BOND Construction , PROP_BOND Construction , PROP_BOND Construct Moni PROP_BOND Construct of L	Ince Pees \$3,735 \$4,64 Uen \$9,846 \$7,81 (Plat Fees \$2,751 \$3,11 itoring Fees \$0 \$0 (sensing \$1,459 \$1,8	82 \$4,717 04 \$8,867 78 \$4,127 50 17 \$1,471	\$4,217 \$5,152 \$10,847 \$9,589 \$5,074 \$5,223 \$0 \$0 \$1,981 \$1,669	\$4,316 \$8,113 \$4,551 \$0 \$1,883	\$4,770 \$9,579 \$4,833 \$0 \$1,669	\$4,532 \$9,071 \$4,591 \$0 \$1,586			
	PROP_BOND Environmenta Endangered L	ent Fees By \$601 \$603 and Fees	\$689	\$861 \$935	\$844	\$960	\$927			
6.	From the	e report, y	ou can c	hoose to	export	to eit	her			
	Microsof	t Excel or	Word by	y using th	ne icons	on th	ne top			
	right corr	her of the	report							
							Logout			
	REPORT: GENER	RAL DEPARTMENTAL SUN	MMARY							
		(\$ in 000s)								
	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2 Bud	2020-21 get			
	\$1,710 \$537	\$1,734 \$105	\$1,947 \$254	\$2,747 \$313	\$2,688 \$300	\$3,7 \$32	9			
	\$0 \$1,714	\$0 \$1,771	\$0 \$1,823	\$0 \$1,250	\$0 \$829	\$0 \$742	2			
	\$133,669 \$0 \$4,717	\$143,665 \$0 \$4,217	\$164,797 \$0 \$5,152	\$171,552 \$0 \$4,316	\$192,249 \$0 \$4,770	\$178 \$0 \$4,5	8,077			
	\$8,867 \$4,127	\$10,847	\$9,589	\$8,113 \$4,551	\$9,579	\$9,0	91			
	\$0	\$0	\$0	\$0	\$0	\$0				
6	Vou con		enort in		orte dr	on da				
0.	menu hv	following	steps 3	through	6	op-do	VVI I			
			, 5.550 0		-					

--End of Activity--



Activity 3: Entering Data Into The Activity Form

In this form you will be entering revenues, expenses, positions and performance information.

Section 3A: Navigating through the Input Activity Screens

In this activity, you will:

- Adding/selecting a Primary Activity for your department
- Add/edit revenues and expenses
- Add/edit position information
- Add/edit performance information



Step	Actio	n	Notes	
3.	Once within	you type in your department the department will show f urcing for Results Online	To create a new Primary Activity, please contact your budget analyst	
	Primary Activiti	es		
	Create	Clear Filter		
	Search Primary	Activities		
	🗆 Hidden	Department Regulatory and Economic Resources		
	iD	Dept. 🛧	Name	
	60	Regulatory and Economic Resources	 Board and Code Administration	
	64	Regulatory and Economic Resources	 Business Affairs	
	78	Regulatory and Economic Resources	 Code Compliance	
	1	Regulatory and Economic Resources	 Construction, Permitting and Building Code	
	2	Regulatory and Economic Resources	 Construction, Permitting, and Building Code	
	3	Regulatory and Economic Resources	 Consumer Protection	
	18	Regulatory and Economic Resources	Development Services	
	24	Regulatory and Economic Resources	Director's Office	
	45	Regulatory and Economic Resources	 Administration	
	205	Regulatory and Economic Resources	Office of Resilience	



Step	Action	Notes
4.	 Action Once you select a Primary Activity to work on you will notice the below bottoms will appear, which provide all the options available for this activity Create – this option will only appear for administrators Edit – this option will allow the user to add/delete/modify existing Primary Activity information such as title, description and department Goals – this option will allow the user to add/delete/modify any departmental goals Measures – this option will allow the user to add/delete/modify any departmental goals Measures – this option will allow the user to add/delete/modify any performance measures for each Primary Activity Sub Activities – this option will take the user to the lower level activities within the selected Primary Activity Clear Filter – this option will clear the department selection made 	
5.	<page-header></page-header>	Notice that some of the options mentioned on step 4 show in this screen and the user can directly click on them to go to those options within the selected Primary Activity



Ston	Action	Notes
Step	Once all changes have been made click on the Save	Notes
	button and the system will save the changes and return to the prior screen	
6.	After selecting the Goals option, the below screen will appear and the user will be able to add/delete/modify any information within that Primary Activity	New Feature Alert! You can click on any existing goal and drag it up and down across all existing goal and the system will automatically re-sort
	Primary Activities > Edit Primary Activity > Goals Measures Sub Activities Activity Goal	the order of priority for them
	Activity Goal Description //	
	1) Participate in the Florida Building Commission process to ensure that the provisions of the High Velocity Hurricane Zone are not weskend, and that code modifications are submitted through the Florida Building Commission process to address any identified building code deficiencies through motivations assessing and analyzing construction system performance	
	2) Provides administrative and clerical support for the Board of Rules and Appeals, the Construction Trades Qualifying Boards, and the Unsafe Structures Board 3) Provides local licensing for contractors and facilitates required examinations	
	4) Provides technical information, training and assistance to 34 municipal building departments to ensure uniformity in the enforcement and interpretation of the Florida Building Code	
	5) Reviews and makes recommendations on construction products and components to be used throughout Mami- Dade County	
	New goals can be added under the Activity Goal Description line and once all the information has been populated the user must click Save and the new goal will appear as part of the already existing list of goals	
	If changes need to be made to an existing goal, click on the pencil next to that goal and the system will prompt you to make the necessary changes	
	If a goal needs to be deleted, click on the trash bin next to the goal and the system will automatically delete that goal	



Step	Action	Notes
7.	After selecting the Measures option, the below screen will appear and the user will be able to add/delete/modify any information within that Primary Activity	
8.	Click the pencil button on the image below in order to edit any current existing measure. A window will pop-up displaying all editable field within the measure selected	
9.	After changes have been made click Save button at the top right corner to ensure all changes are successfully saved	



Section 3B: Adding Revenues/Expenses in the Operating Budget For an Activity

In this section of the activity you will add a revenue or expense to the Operating Budget For This Activity

Step	Actio	n		Notes	
1.	Once Activi	a Primary Activity is se i ties button that will appe	lected click on the Sub ar on the top of the screen		
	Create	Edit Goals Measures Sub Activities Cle	ar Filter		
	Search Prima	ry Activities			
	🗌 Hidden	Department Regulatory and Economic Resources			
	D	Dept. 个	Name		
	60	Regulatory and Economic Resources	Board and Code Administration		
	displa From appea Reven the de	yed here the user will be able ars at the top of the scree nue and Expenses cate epartment's Operating B urging for Results Online es > Edit Primary Activity > Sub Activities Edit Todget Positions Enhancements Reductions	e to select the Budget button n and begin working on the gory for that Sub Activity wit udget	that	
	Departm Primary	ent: Regulatory and Economic Resou Activity: Board and Code Administration	rces		
	Search Sub Act	ivities			
	🗌 Include Hida	len			
	ID	Name	Strategic Area	Fund	
	20943	Board and Code Administration	Neighborhood and infrastructure (NI)	No Fund 1	



3. The Revenue and Expense Operating Budget form will appear for the specific Sub activity selected Two new options will appear at the top of this form to Add Revenues and Add Expenses The currently existing Revenues and Expenses can also be edited by simply clicking on the row and column that needs to be changed Deleting an existing Revenue or Expense can be done by clicking the trash bin located to the right corner of each Revenue/Expense line After all changes have been made, user must click the Save button on the top right corner before exiting the form	New Feature Alert! If a Revenue or Expense account is entered with the incorrect normal balance, the system will automatically flag that number in red, so the user is aware that something needs to be corrected
Primary Activities > Edit Primary Activities > Sub-Activities > Sub-Activi	
Department: Regulatory and Economic Resources Primary Activity: Board and Code Administration Sub-Activity: Board and Code Administration Strategic Area: Neighborhood and Infrastructure Fund: No Fund 1	
Revenue	
Operating ^	
FY 2014-15 FY 2015-16 FY 2016-17 FY 2016-18 FY 2019-20 FY 2019	
Hopeletary ree and bonc Code Computation rees 3 / 35 4 / biz 4 / 17 2 / 35 3 / 409 2 / 35 2 / 55 2 / 76 I Proprietary Fee and Bonc Contractor's Licensing an 1.459 1.817 1.471 1.961 1.869 1.586 ii	
Proprietary Fee and Bonc Miscellaneous Revenues 13 19 48 151 248 239 248 236 2 Proprietary Fee and Bonc Other Revenues 0 0 -4801 0 </th <th></th>	
Proprietary Fee and Bonc Product Control Certificati 2,889 2,451 1,961 2,861 2,169 2,303 2,333 2,217 iii	
Total 18,574 22,165 23,967 5,406 26,792 6,360 27,768 6,781	
4. To add a new Revenue Source , click on Add Revenue and	Note that you will need to
Selected from the dron down options for both Povonuo Source	source/category in order for
and Revenue Category and then click on Select to create the	the dron-down menu to
new revenue line	appear
	аррса
Revenue Source	
Revenue Category	
L] Non-Operating	
Cancel Select	



	1/10 0 0 0 0								
Revenue/E	zxpense i	ine							
Once the r	new lines	have	been a	dded,	click (on the	top rig	ght bu	tton to
Save cha	naec			,				5	
Save cha	nges								
Revenue									
Operating									
		FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
Revenue Source	Revenue Description	Actual	Actual	Actual	Actual	Actual	Budget	Forecast	Budget
Proprietary Fee and Bond F	Carryover	10,478	13,179	16,254	-2,124	19,297	-601	20,563	-25 🔳
Proprietary Fee and Bond F	Code Compliance Fees	3,735	4,682	4,717	2,537	3,409	2,536	2,955	2,767
Proprietary Fee and Bond F	Contractor's Licensing and I	1,459	1,817	1,471	1,981	1,669	1,883	1,669	1,586 🔳
Proprietary Fee and Bond F	Miscellaneous Revenues	13	19	48	151	248	239	248	236 🔳
Proprietary Fee and Bond F	Other Revenues	0	0	-601	0	0	0	0	0 🔳
Proprietary Fee and Bond F	Product Control Certification	2,889	2,451	1,961	2,861	2,169	2,303	2,333	2,217
Interagency Transfers	Interagency Transfers	0	17	117	0	0	0	0	0
Proprietary Fee and Bond F	Other	18.574	22.165	23.967	5 406	26,792	6.360	27.768	6.781
	- Colum	10,074	22,100	20,707	0,400	20,772	0,000	21,700	0,701
When creating	ating a ne	w Rev eck bo	venue ex in th	line th ne ima	at sho age be	uld be low w	e class <i>vould l</i>	ified a need	s Non- to be
When creating Operating on and the Revenue	ating a ne l, <i>the che</i> e applicat section	w Rev eck bo ion wil	venue ox in th I add it	line th ne ima t in the	at sho age be e corre	ould be clow w ect No	e class vould i n-Ope	ified a need rating	is Non- to be J
When creating Operating on and the Revenue source Interagency Tr	ating a ne (, <i>the che</i> e applicat section ransfers	ew Rev eck bo ion wil	venue ox in th I add it	line th ne ima t in the	at sho age be e corre	ould be elow w ect No	e class vould i n-Ope	ified a need rating	s Non- to be J
When creating Operating on and the Revenue source Interagency Tr Revenue Category	ating a ne l, the che e applicat section	w Rev eck bo ion wil	venue ox in th I add if	line th ne ima t in the	at sho age be e corre	ect No	e class <i>vould i</i> n-Ope	ified a need rating	s Non- to be J
When creating Operating on and the Revenue source Interagency Tr Revenue Category Interfund Tran	ating a ne (, the che applicat section ransfers sfers	w Rev eck bo ion wil	venue ox in th I add it	line th ne ima t in the	at sho age be e corre	uld be low u ect No	e class vould i n-Ope	ified a need prating	s Non- to be J
When creating Operating on and the Revenue Source Interagency Tr Revenue Category Interfund Tran	ating a ne l, the che e applicat section ransfers	w Rev eck bo ion wil	venue x in th I add it	line th ne ima t in the	at sho age be e corre	euld be low w ect No	e class vould n-Ope	ified a need rating	s Non- to be J
When creating Operating on and the Revenue source Interagency Tr Revenue Category Interfund Tran	ating a ne l, the che e applicat section ^{ransfers}	w Rev eck bo ion wil	renue ix in th I add it	line th ne ima t in the	at sho age be e corre	euld be low w ect No	e class <i>vould l</i> n-Ope	ified a need rating	s Non- to be J
When creating Operating on and the Revenue Source Interagency Tr Revenue Category Interfund Tran	ating a ne , the che applicat section ransfers sfers ating	w Rev eck bo ion wil	renue ix in th I add it	line th ne ima t in the	at sho age be e corre	ed be	e class <i>vould l</i> n-Ope	ified a need prating	s Non- to be I
When creating Operating on and the Revenue Source Interagency Tr Revenue Category Interfund Tran	ating a ne , the che applicat section ransfers sfers ating	w Rev eck bo ion wil	renue ix in th I add it	line th ne ima t in the	at sho age be e corre	et No	e class <i>vould l</i> n-Ope	ified a need prating	s Non- to be J
When creating Operating on and the Revenue Source Interagency Tr Revenue Category Interfund Tran	ating a ne , the che applicat section ransfers sfers ating	w Rev eck bo ion wil	renue ix in th I add it	line th ne ima t in the Cance	at sho age be e corre	elect	e class <i>vould l</i> n-Ope	ified a need prating	s Non- to be J
When creating Operating on and the Revenue Source Interagency Tr Revenue Category Interfund Tran	ating a ne , <i>the che</i> applicat section ransfers sfers ating	w Rev eck bo ion wil	renue ix in th I add it	line th pe ima t in the Cance	at sho age be e corre	elect	e class <i>vould l</i> n-Ope	ified a need prating	is Non- to be J
When creating Operating on and the Revenue Source Interagency Tr Revenue Category Interfund Tran Non-Operation When creation	ating a ne , the che applicat section ransfers sfers ating ating a ne	w Rev eck bo ion wil	venue ox in th I add it	line th ne ima t in the Cance line th	at sho age be e corre	elect	e class vould i n-Ope	ified a need trating	s Non- to be g s Non-
 When creating Operating on and the Revenue source Interagency Tr Revenue Category Interfund Tran Non-Operating Operating	ating a ne , <i>the che</i> applicat section ransfers sfers ating ating a ne	w Rev eck bo ion wil	venue ox in th I add it add it	line th ne ima t in the Cance line th	at sho age be e corre	elect	e class vould i n-Ope	ified a need rating ified a	s Non- to be g s Non- sct Non-
 When creating on and the Revenue Source Interagency Tr Revenue Category Interfund Tran	ating a ne , <i>the che</i> applicat section ransfers sfers ating ating a ne , the app	w Rev eck bo ion wil	venue ox in th I add it add it n will a	line th pe ima t in the Cance line th outoma	at sho age be e corre	elect	e class /ould n-Ope e class t in the	ified a rating ified a corre	s Non- to be g s Non- ect Non-



Section 3C: Editing Revenues/Expenses in the Operating Budget For This Activity

In this section of the activity you will edit a revenue or expense to the Operating Budget For This Activity

)	Action									
	To edit a the cell th <i>automat</i>	n existir nat need <i>ically a</i>	ng Re ds to l llow a	be up the up	ie/Ex odateo ser to	pens d anc o typ	e line I <i>the</i> e in i	e item appli the n	, sim catio ew va	ply cli on wil alue
	Edits car as well ir	i be don i the sar	e dire ne m	ectly i anne	undei r as i	r the n ste	Non- p 1	Oper	ating	l sect
	<u></u>			I IIE .	20166		ensu	ie all	Ullan	yes n
	on the to been sav Activitie Resourcing for Res Primary Activities 2 Edit Primary	red and s screet utsonine	then n	click	Close	e to g	o ba	ck to 1	he S	ub
	on the to been sav Activitie	ved and s screen Activity > Sub Activities > S Reductions Activities > S	ub-Activity Budget	click	Close	e to g	o bao	ck to t	he S	ub ^{Close}
	On the to been sav Activitie	red and s screet screet Active > 546 Active > 5 Regulatory and Board and Code Neighborhood > No Fund 1	uo-Activity Budget Md Expense Add Expense	click sources ion ture	Close	e to g	o bad	ck to 1	he S	ub ^{Close}
	On the to been sav Activitie	red and s screen s screen dute Online Activity > Sab Activities > S fectors Activity > S fe	then n vo Activity Budget vo Addininistrati Administrati Administrati	click sources on on ture	Close	e to g	o ba	ck to t	he S	ub _{Cor}
	Con the to been sav Activitie	red and s screen s screen det Online Activity > Sub Activities > 5 fections Activities + 5 fections Ac	us-Activy Budget us-Activy Budget and Infrastruc	sources ion ture	Close	e to g	o bad	ck to t	he S	ub _{Ces} s
	Con the to been sav Activitie Resurcing for Res Prinary Activity: Strategic Area: Fund: Revenue Coperating	red and s screen s screen red online activity > 5th Activities > 5 features Activity > 5th Activities > 5 features features Activity > 5th Activities > 5 features features Activity > 5th Activities > 5 features features features No Fund 1	us-Activy Busger us-Activy Busger us-Activy Busger us-Activy Busger Market Administrati Administrati Administrati Administrati	sources on on ture	Close	e to g	o bac	ck to 1	ry 2019-20	UD Core 6 FY 2020-21
	On the to been sav Activitie	red and s screen screen construction s screen construction s scree	US-Activity Budget US-Activity Budget US-Activity Budget US-Activity Budget Machinestratic Addiministrati Addiministrati Addiministrati PY 201415 Actual	sources on or ture PY 201516 Actual	Close PY 2016-17 Actual	e to g	O bac FY 2018-19 Actual	FY 2019-20 Budget	PY 2019-20 Forecast	UD Core a FY 2020-21 Budget
	On the to been sav Activitie	red and s screen s screen cate online cate online social and code No Fund 1	wo-Activity Budget wo-Activity Budget wo Addressing Economic Re Addressing PY 201415 Actual 10.478 4.78	sources on on PY 2015-16 Actual 13, 179	Close PY 2016-17 Actual 16.254	PY 2017-18 Actual -2.124	O bac PY 2018-19 Actual 19.297	PY 2015-20 Budget 	PY 2019-20 Forecast 20:552	Corr FY 2000-21 Budget -25
	On the to been sav Activitie	red and s screen s screen att onine Attivity 5 to Activities 5 to for a start and Code Board Boa	US-Activity Budget and US-Activity Budget and Addiministrati Addiministrati Addiministrati addiministrati addiministrati addiministrati addiministrati addiministrati addiministrati addiministrati addiministrati	Click sources sources iture PY 2015-16 Actual 13,179 4,682	Close PV 2016-17 Actual 16.254 4.777	E to g FY 2017-18 Actual -2.124 2.537	PY 2018-19 Actual 19.297 3.499	PY 2019-20 Budget - 401 2,556	FY 2019-20 Forecast 20.553 2.555	Core 6 FY 2020-21 Budget -25 1 2.777 1
	On the to been sav Activitie	red and s screen screen active online active > 5ab Activities > 5 features Active > 5ab Active > 5 features Active > 5ab Active > 5 features Active > 5ab Active > 5 features Active >	Us-Activity Budget Us-Activity Budget Markowski (Construction) Economic Re- Administrature Administrature FY 2014-15 Actual 10,478 3,778 1,459 1,	Click click	FY 2016-17 Actual 16,254 4,777 1,471	PY 2017-18 Actual 2.537 1.981	PY 2016-19 PY 2016-19 Actual 18.207 3.409 1.609	PY 2019-20 Budget 1.2536 1.883	Pr 2019-20 Force.ss 2.955 1.955	UD Core 5 FY 2020-21 Budget 2,767 1 1,556 1
	On the to been sav Activitie	red and s screen s screen the online carbon sources and the screen carbon sources contractors Learning and contractors Learning and contractors contractors contractors contractors contractors contractors contractors contractors contractors contractors contractors contractors contractors contractors contractors contractors contractors contractors contractors con	the activity Budget us-Activity Budget us-Activity Budget Market Market Economic Re Administrati Administrati 10.478 3.735 1.459 13 33	Click sources on ture Pr 2015-16 Actual 13,179 4,652 1,817 19	Close FY 2016-17 Actual 16.254 4.771 1.471 48	PY 2017-18 Actual -2.124 2.537 1.981 191	PY 2018-19 Actual 192.297 3.499 2.489 2.48	FY 2019-20 Budget 	PY 2019-20 For cast 20.553 2.9555 2.9555 2.9555 2.9555 2.9555 2.9555 2.9555 2.95555 2.95555 2.95555 2.955555 2.95555 2.95555555 2.95555555555	Cox FY 2020-21 Budget -25 -2.767 1.586 -26 -2.67
	On the to been sav Activitie	red and s screen s screen s screen to the stand s screen to the screen s	Ub-Activity Budget an Ub-Activity Budget and Add Equant Addiministrati Addiministrati Addiministrati Addiministrati 10.4788 10.4788 10.4788	Click	Close Pr 2016-17 Actual 16.254 4.717 1.471 40 601	PY 2017-18 Actual -2,124 -2,124 -1,181 -1,194 -1,19	FY 2018-19 Actual 19.287 3.499 1.648 0 2.266	FY 2019-20 Budget 2.556 1.639 2.339 0 0	PY 2019-20 Forecast 20.653 2.6555 2.6555 2.6555 2.6555 2.6555 2.6555 2.6555 2.65555 2.65555 2.65555 2.6555555 2.65555555555	Core PY 2020-21 Budget -25 2.767 1.536 0 0
	On the to been sav Activitie	In try in the second se	Ub-Activity Budget an Ub-Activity Budget and Model Actual Pry 2014-15 Actual 10,478 3,735 1,459 10,478 3,735 1,459 10,478 3,735 1,459 10,478	ry 2015-16 Actual 13,179 4,682 1,8477 9 0 2,4545 13,179 0 0 1,4575	FY 2016-17 Actual 16.254 4.717 1.471 4.681 1.991 1.991	FY 2017-18 Actual -2,124 2,537 1,581 0 2,261	PY 2018-19 Actual 1.649 2.649	FY 2019-20 Budget 2.536 1.889 2.99 0 2.395 2.395 0 2.395 2 2.395 2 2.395 2.395 2 2 2.395 2 2.395 2 2 2 2 2 2 2 2 2 2 2	ry 2019-20 Fy 2019-20 Forecast 2.0545 2.0555 2.0555 2.0555 2.05555 2.05555 2.055555 2.05555555555	Cive PY 2020-21 Budget -25 2.787 1.586 0 0 2.217 0 0 1.217 0 0 0 1.217 0 0 0 0 0 0 0 0 0 0 0 0 0
	Con the to been sav Activitie	red and s screen	thenn the determine the second secon	Click	PY2016-17 Actual 16254 4.271 1.471 4.601 1.981 1.981	FY 2017-18 Actual 2.537 1.981 151 0 2.2681 0	C bac FY 2016-19 Actual 19:297 3:3499 1:699 2:169 0 2:169 0 2:169 0 0 2:169 0 0 0 0 0	FY 2019-20 Budget 4.691 2.536 1.683 2.299 0 2.2300 0 0	ry 2019-20 Forecast 2.0595 1.656 2.655 1.656 2.055 1.656 2.055 1.656 2.055 1.656 2.055 1.656 2.055 1.656 2.0555 2.0555 2.0555 2.0555 2.0555 2.0555 2.0555 2.	Core (PY 2020-21 Budget -25 -25 -25 -25 -25 -25 -25 -25



Section 3D: Adding and Editing Positions in the Positions For This Activity Form

In this section of the activity you will add/edit/delete a position to the Positions For This Activity form.

Step	Action	Notes
1.	From the Primary Activity page, click on the Positions option	
	to add/edit/delete position changes to that activity	
	E Resourcing for Results Online Logost	
	Primary Activities > Edit Primary Activities > Edit Primary Activities > Edit Primary Activities > Edit Primary Activities > Enhancements Reductions	
	Primary Activity: Board and Code Administration	
	Search Sub Activities	
	include Hidden	
	0 Name BitategicArea Fund	
	20943 Board and Code Administration Neighborhood and Infrastructure (NI) No Fund 1	
	hemoperpape <u>10 −</u> 1+1µ11 << >	
2	Once in the Positions screen any changes to the currently	
Z.	displayed counts can be undated by clicking on that cell and	
	the application will allow the user to make those changes	
	E Resourcing for Results Online Logout	
	Primary Activities > Edit Primary Activity > Sub Activities > Sub-Activity Positions	
	Enhancements Bedget Add Position Category Close Save	
	Department: Regulatory and Economic Resources Primary Activity: Board and Code Administration	
	Sub-Activity: Board and Code Administration Strategic Area: Neighborhood and Infrastructure End of the End of	
	Fund: No Fund 1	
	FY 2014-15 FY 2015-16 FY 2016-17 FY 2017-18 FY 2018-19 FY 2019-20 FY 2019-20 FY 2020-21	
	Position Category Actual Actual Actual Actual Actual Budget Forecast Budget Full-Time Positions Filled 35 41 43 34	
	Full-Time Positions Budgeted 41 48 48 38 37 <	
3.	If a new category needs to be added to a Sub Activity for the	
	first time, click the option in the below image	
	Resourcing for Results Online Logour	
	Esharcements Reductions Dudget Add Position Category Close Save	
	Primary Activity: Board and Code Administration Sub-Activity: Board and Code Administration	
	Strategic Area: Neighborhood and Infrastructure Fund: No Fund 1	
	FY 2014-15 FY 2015-16 FY 2015-17 FY 2017-18 FY 2019-20 FY 2029-21 Braining Distance Annual Annual Annual Burden Burden	
	Full-Time Positions Filled 35 41 43 34	
	Full-Time Positions Budgeted 41 48 48 38 38 37 37 iii	



4.	A pop-up window will appear for the user to add a new category. Once the category is selected click Select and the new line will appear in the Positions screen for that Sub Activity	
	Position Category	
	Cancel Select	
5.	After the new line category is created, the user can manually add the position count for each fiscal year displayed	
	Primary Activities > Edit Primary Activity > Sub Activities > Sub-Activity Positions Etherwankets Reductions Nodert Add Position Cangery Clear General Department: Regulatory and Economic Resources Primary Activity: Board and Code Administration Sub-Activity: Board and Code Administration Strategic Area: Neighborhood and Infrastructure Fund: No Fund 1 Keighborhood Keighborhood Keighborhood	
	FY 2014-15 FY 2015-16 FY 2015-17 FY 2017-18 FY 2019-20 FY 2019-20 FY 2020-21 Position Cetegopy Actual Actual Actual Actual Actual Budget Forecast Budget Budget	
	Once all changes have been applied, click Save on the top right corner and the application will save and go back to the Sub Activity screen	
	Department: Regulatory and Economic Resources Primary Activity: Board and Code Administration Sub-Activity: Board and Code Administration Strategic Area: Neighborhood and Infrastructure Fund: No Fund 1	
	FV 201415 FV 201516 FV 201718 FV 201919 FV 201920 FV 2020-21 Position Category Actual Actual Actual Actual Actual Control Budget Budget Budget Full-Time Positions Budgeted 41 43 34 S 5	



Section 3E: Adding Performance Measures in the Performance Information For This Activity (At Base Level) Form

In this section of the activity you will add a measure to the Performance Information For This Activity (At Base Level) form.

Step	Action	Notes
1.	From the Primary Activity page, click on the Measures option	
	to add/edit/delete position changes to that activity	
	Decoursing for Deculte Online	
	Primary Activities	
	Create Edit Goals Measures Sub Activities Clear Filter	
	Search Primary Activities	
	Hidden Department Regulatory and Economic Resources	
	ID Dept. 🕈 Name	
	60 Regulatory and Economic Resources Board and Code Administration	
2.	Once in the Measures screen any changes to the currently displayed counts can be updated by clicking on that cell and the application will allow the user to make those changes	
	application will allow the user to make those changes	
	Primary Activities > Edit Primary Activity > Measures	
	Goals Sub Activities Add Measure Close Save	
	Department: Regulatory and Economic Resources Primary Activity:Board and Code Administration	
	FY 2014- FY 2015- FY 2016- FY 2017- FY 2018- FY 2018- FY 2019- FY 2019- FY 2020-	
	Actual Actual Actual Budget Actual Budget Forecast Budget SO RD	
	Percentage of Contractor License Applications EF Image: Normal Science Scienc	



2	If a new actor on unade to be added to a Cub Activity for the	
3.	If a new category needs to be added to a Sub Activity for the	
	Primary Activities ≻ Edit Primary Activity ≻ Measures	
	Goals Sub Activities Add Measure Close Save	
	Department: Regulatory and Economic Resources Primary Activity:Board and Code Administration	
	FY 2014- FY 2015- FY 2016- FY 2017- FY 2018- FY 2019- FY 2019- FY 2020- 15 16 17 18 19 19 20 20 21 Actual Actual Actual Actual Rudget Actual Rudget Econoct Rudget S0 RD	
	Percentage of Contractor License Applications reviewed within 10 days	
4.	A pop-up window will appear for the user to add a new category. Once the category is selected click Add and the new line will appear in the Measures screen for that Sub Activity	
	In the measures screen for that Sub Activity	
	Name	
	Туре	
	Good Direction	
	Strategic Objective	
	Resilience Driver	
	Print	
	Justification	
	Cancel Add	
5.	After the new line category is created, the user can manually add the statistical results for each fiscal year displayed	Please note that the statistical information needs
		to be added with is proper
	E Resourcing for Results Online	sign (e.g. %, comma
	Primary Activities > Edit Primary Activity > Measures	separator) as the
	Goals Sub Activities Add Measure Close Save	application for these cells
	Department: Regulatory and Economic Resources Primary Activity:Board and Code Administration	are in free form text
	FY 2014- FY 2015- FY 2016- FY 2017- FY 2018- FY 2018- FY 2019- FY 2020- 15 16 17 18 19 19 20 20 21	
	Actual Actual Actual Actual Budget Actual Budget Forecast Budget SO RD	
	License Applications EF ~ 100% 100% 100% 100% 100% 100% 100% 10	
	Testing IN 🗡	



louinity oon													
	Results	s Online										Log	out
Primary Activities > Edit Pri	mary Act	ivity > Me	asures										
Goals Sub Activities	Add	Measure								ſ	Close	Save	
Primary Activity:	Board	and Co	de Admi	nistratio	n								
Primary Activity:	Board	FY 2 15 Act	de Admin 2014- FY 201 16 ual Actual	5- FY 2016 17 Actual	PN - FY 2017- 18 Actual	FY 2018-1 19 Budget A	FY 2018-1 19	FY 2019- I 20 : udget For	FY 2019- 20 ecast Bu	FY 2020- 21 dget SC) RD		
Primary Activity:E	Board	and Co FY : 15 Act	de Admin 2014- FY 201 16 ual Actual 100%	5- FY 2016 17 Actual	DN - FY 2017- 18 Actual 100%	FY 2018- 19 Budget A 100%	FY 2018- 19 Actual Bi 100%	FY 2019- 1 20 : udget For 100%	FY 2019- 20 ecast Bu 100%	FY 2020- 21 dget SC 100% 2) RD NI1- HW- 2	1	•
Percentage of Contractor License Applications reviewed within 10 days	Board	And Co FY: 15 Act	de Admin 2014- FY 201 16 ual Actual 100%	5- FY 2016 17 Actual 100%	DN - FY 2017- 18 Actual 100%	FY 2018- 19 Budget A 100%	FY 2018- 19 Actual Bu 100%	FY 2019- I 20 : udget For 100%	FY 2019- 20 ecast Bu 100%	FY 2020- 21 dget SC 100% 2) RD NI1- HW- 2	1	•



Section 3F: Adding/Deleting Departmental Enhancement or Reduction

This activity describes how to add/edit any departmental enhancements or reductions in **RFRO**

Step	Action			Notes
1.	From the Sub Activity	page, click on the		
	Enhancements or Rec	luctions option to		
	add/edit/delete enhance	ements/reductions	changes to	
	that sub activity			
	Primary Activities > Edit Primary Activity > Sub Activities			
	Create Edit Budget Positions Enhan	cements Reductions		
	Department: Regulatory and Econo Primary Activity:Board and Code Adm	mic Resources inistration		
	Search Sub Activities			
	🗌 Include Hidden			
	ID Name	Strategic Area	Fund	
	20943 Board and Code Administration	Neighborhood and Infrastructure (NI)	No Fund 1	
2	Once one of the two on	tions is selected th	e application	
۷.	will take the user to the	screen to add a ne	w	
	enhancement/reduction			
	■ Resourcing for Results Online		Logout	
	Primary Activities > Edit Primary Activity > Sub Activities > Su	o-Activity Proposed Enhancements		
	Positions Reductions Budget Add Enhancement		Close Save	
	Department: Regulatory and Economic	c Resources		
	Sub-Activity: Board and Code Adminis	tration		
	Fund: No Fund 1	liuciule		
			Logout	
	Primary Activities > Edit Primary Activity > Sub Activities > Su	b-Activity Proposed Reductions	Class	
	Postions Ennancements Budget Add Reduction		Close	
	Department: Regulatory and Economi	- D		
	Primary Activity Board and Code Adminis	c Resources tration		
	Primary Activity: Board and Code Adminis Sub-Activity: Board and Code Adminis Strategia Area: Najabbarbard and Infra	c Resources tration tration		



3.	Once the Add Enhancement/Reduction option is selected a pop-up window will appear. The user will fill out the three required items and click Apply to create new enhancement/reduction	
	Description	
	Strategic Objective	
	Justification	
	Cancel Apply	
4.	Once the new enhancement/reduction has been created the line will appear as show in the image below and user will fill out all requirements that populate for	
	Image: Instruction of the source of the s	
	Process Regulatory and Economic Resources Department: Regulatory and Code Administration Sub-Activity: Board and Code Administration Sub-Activity: Board and Code Administration Strategic Area: Neighborhood and Infrastructure Fund Neighborhood and Infrastructure	
	Description CW Cost UMSA Cost Other Cost Salary Fringe Other Capital Approved OV Approved Observation Strategic Just Actions Enhancement 1	
	Ensourcing for Results Online Lopus Primary Activities > Edit Primary Activities > Sub Activities > Sub Activity Proposed Reductions Provines Enhancements Budget Add Reduction Close Bore	
	Department: Regulatory and Economic Resources Primary Activity: Board and Code Administration Sub-Activity: Board and Code Administration Strategic Area: Nelghborhood and Infrastructure Fund: No Fund 1	
	Description CW Cost UMSA Cost Other Cost Salary Fringe Other Operating Capital Approved Profile Printinge Salary Operatinge Reduction 1	
5.	Once the required information is completed for the new enhancement/reduction, click the Save button to ensure all changes are properly saved	
	Resourcing for Results Online topse Finnery Activities > Est Finnery Activity > Sub Activities > Sub Ac	
	Department: Regulatory and Economic Resources Primary Activity: Board and Code Administration Sub-Activity: Board and Code Administration Strategic Area: Neighborhood and Infrastructure Fund: No Fund 1	
	Description CW Cost UMSA-Cost Other Cost Other Cost Capital Approved Cost Cyl Approved Reastion Contregic Output	



= Resourcing for Res	sults Online		Looset
Primary Activities > Edit Primary	y Activity > Sub Activities > Sub-Activity Proposed Rec	eductions	
Positions Enhancements	Budget Add Reduction		Close Save
Department: Primary Activity: Sub-Activity: Strategic Area: Fund:	Regulatory and Economic Resourc Board and Code Administration Board and Code Administration Neighborhood and Infrastructure No Fund 1	rces	Daublee Doublee
Description	CW Cost UMSA Cost Other Cost	t Salary Fringe Other Capital	Approved Position Strategic Just Actions
Reduction 1	10,000 5,000	8,000 1,000 1,000	PS1-1 P / P

--End of Activity--



Activity 4: Completing Proposed New or Increased Fees

This activity describes how to complete the **Proposed New or Increased Fees** form in **RFRO**

In this activity, you will:

- Add a new fee to the form
- Edit an existing fee

Section 4A: Navigating to the Proposed New or Increased Fees Form

Step	Action	Notes
1.	From the applications main screen open the Side-Bar	
	\equiv Resourcing for Results Online	
	Main Board 🗸	
	Input 🗸	
	Reports v	
	Production v	
	Administration 🗸	
	Workflow 🗸	
	Version 🗸	
	Resourcing for Results Online Main Board Input Activities Proposed New or Increased Fees Unmet Needs Line Item Highlight Department Issue Grant Funding Summary Payments To & From Other Departments	
	Grant Funding Summary Payments To & From Other Departments	



Section 4B: Editing Proposed New or Increased Fees Form

In this section you will edit an already existing fee in the Proposed New or Increased Fees

Step	Action	Notes
1.	From the Proposed New Or Increased Fees form , the user can edit any information in the current listed fees by clicking on each row and adding/changing current data	
	Proposed New or Increased Fees Revenue Description Prior Year Fee Outrent Year Fee Prior See Fee Prior S	
2.	When updating the Description or Justification within an already existing fee, select the Pencil option on the right side of the fee line that needs to be updated Image: Resourcing for Results Online Lagret Image: Results Online Lagret Image: Resourcing for Results Online Lagret Image: Resourcing for Results Online Lagret Image: Resourcing for Results Online Lagret Regulatory and Economic Resources Resourcing Proposed New or Increased Fees Resourcing Image: Resourcing for Results Fee Proposed New Privative: Resourcing Next Veer Web Next Veer Web Next Veer Web Image: Resourcing for Resources Resources Image: Resources R	Please note that the statistical information needs to be added with is proper sign (e.g. %, comma separator) as the application for these cells are in free form text
3.	The application will open a pop-up window where the user can update the Description and/or Justification and click Apply once updated	



Section 4C: Creating a Proposed New or Increased Fees Form

In this section you will create a new fee in the Proposed New or Increased Fees

Step	Action	Notes
1.	From the Proposed New Or Increased Fees form , click on	
	the Create option in the top left corner of the form	
	= Resourcing for Results Online Loost	
	Create Save	
	Department Revulatory and Economic Resources	
	Pronosed New or Increased Fees	
	Revenue	
	Description Prior Year Fee Current Year Fee Proposed New Next Year with Just. Action Fee FY 2018-19 FY 2018-19 FY 2018-20 Current Fee FY Proposed Fee FY 2018-19 FY 2018-20 Current Fee FY Proposed Fee FY 2018-20 Current Fee FY Proposed Fee FY 2018-20 Current Fee FY Proposed Fee FY 2018-20 Current F	
	Film & Entertainment Permit Fee \$100 \$100 \$125 60,700 0 65,000 0 189,000 🖽 🌶 🔒	
2	The application will populate a pop-up window where the user	
2.	can enter the new fee Description and Justification and then	
	click Apply to create the new fee line	
	Description	
	bechpron	
	Justification	
	Consta	
	Cancer Apply	
3.	The new line will appear in the New or Increased Fees form	
	Create Save	
	Department Regulatory and Economic Resources	
	Proposed New or Increased Fees	
	• Revenue	
	Description Prior Year Fee Ourrent Year Fee Proposed New Next Year with Next Year with Just. Action Fee FY 2017-18 FY 2018-19 FY 2019-20 Current Fee FY Proposed Fee FY 2020-21 2020-2020-	
	Film & Entertainment Permit Fee \$100 \$100 \$125 60,700 0 65,000 0 189,000 P 2 2	
4.	The user can add the new fee information by clicking on each	
	cell for the newly created category	



Once all the o	data ha	is bee	en ado	ded c	lick th	e Sa	ve bi	utton a	at t	he	
top right corner to ensure the application saves all changes											
made								-			
Resourcing for Results Onl	ine									Logout	
Create										Save	•
Department Regulatory and Economic Resources		_									
Proposed New or Inc	reased Fees	5									
						Revenue					
Description	Prior Year Fee	Current Year Fee	Proposed New Fee	FY 2017-18	FY 2018-19	FY 2019-20	Next Year with Current Fee FY 2020-21	Next Year with Proposed Fee FY 2020-21	Just. /	Action	
Film & Entertainment Permit Fee	\$100	\$100	\$125	60,700	0	65,000		189,000		/ 1	
					74.000	70.000	70.00				

--End of Activity--



Activity 5: Updating Operating Unmet or Deferred Needs

This activity describes how to add/edit any unmet/deferred needs in RFRO

In this activity, you will:

- Add an unmet/deferred need
- Edit an unmet/deferred need

Section 5A: Navigating to Operating Unmet or Deferred Needs

Step	Action		Notes
1.	From the applications main screer and click on Input	open the Side-Bar	
	\equiv Resourcing for Results Online	e	
	Main Board	~	
	Input	~	
	Reports	×	
	Production	~	
	Administration	*	
	Workflow	*	
	Version	×	
2.	Then click on Unmet Needs optio	n	
	Activities		
	Proposed New or Increased Fees Unmet Needs		
	Line Item Highlight Department Issue		
	Grant Funding Summary Payments To & From Other Departments		



The application w Needs form	vill take you to the	e Unmet or De	eferred
Resourcing for Results Online			Logout
Create			Save
Department Regulatory and Economic Resources			
Unmet Needs			
Description of Need Strategic Objective	Performance Impact (If the Estimated Funding Required Need is Funded)	d Positions Related Enhance applicable)	ement (If Action
One Film Permit Coordinator ED1-1 Description of initial cost: Salary, fringe and start up costs. Description of recurring cost, Salary and fringe. Activity: Economic Development	Initial: 0 Recurring: 0		× =



Section 5B: Editing Operating Unmet or Deferred Needs

In this section you will edit an already existing Unmet or Deferred Needs

Step	Action	Notes
1.	From the Operating Unmet or Deferred Needs form, click on the Pencil button to the right side of current unmet need	
	E Resourcing for Results Online Logost	
	Create	
	Department Regulatory and Economic Resources	
	Unmet Needs	
	Description of Need Strategic Objective Performance Impact (if the Need is Funded) Estimated Funding Required Positions Related Enhancement (if applicable) Action One Film Permit Coordinator EDI-1 Initial: 0 applicable) Initial: 0 Description of Initial cost Salary, fringe and start up costs. Recurring: 0 Implicable Implicable	
2.	The application will open a pop-up window which contains all fields that can be updated within the selected unmet need	



ED1-1: Promote and support a dive	erse mix of industries vital to a grow	ving economy		
Sub-Activity Economic Development		ing conony	-	
Proposed Enhancement				
Sort Order 1				
*Regulied Print Book				
Cost				
Initial				
Personnel				
Other Operating				
Capital				
Recurring				
Personnel				
Other Operating				
Capital				



Section 5C: Creating a new Operating Unmet or Deferred Needs

Step	Action	Notes
1.	From the Operating Unmet or Deferred Needs form, click on the Create button to the top left side of current unmet need	
	Resourcing for Results Online Logost Creats Sare Explored Regulatory and Economic Resources	
	Unmet Needs Description of Need Strategic Objective Performance Impact (If the Estimated Funding Required Positions Related Enhancement (If Action applicable One Film Permit Coordinator ED1-1 Initial: 0 Permitting the Initial: 0 Permitting the Initial Permitting P	
	Description of recurring cost: Salary and Finge Activity: Economic Development	
2.	The application will open a pop-up window for the user to fill out all the fields required in order to add a new unmet need	
	Head Cast Description Amount Cast Description Amount Cast Description Paration Description Temps Digetive	
	Propose Envoyment And Over And Over And Over Cost Indial	
	Prestoval Otker Operating Capital Capital	
3.	Once all information has been added, click Apply and the new created unmet need will show under the current department's list	New Feature Alert! There is a new feature called Sort Order where the user can decide what
	PSI-1: Reduce crimes throughout Mamid ade County	level of priority for each unmet need
	Triane Teacher ■ Print Book Cost Initial	
	Personnel <u>1 e</u> Other Operating	
	Capital	
	Recurring	
	Personnel	
	Capital	
	Cancel	



-									
Once al under th all chan	the inform e departm ges are sa	ation is e ent's list, o ved	ntere click \$	d an Save	d the ne at the t	w line appe op right to	ear: en:	s sure	
\equiv Resourcing fo	Results Online						Loj	gout	
Create							5	Save	
Regulatory and Economic R	esources								
Unineliteeus									
Description of Need	Strategic Objective	Performance Impact (If the Need is Funded)	Estimated Fund	ting Required	Positions	Related Enhancement (If	Action	n	
Description of Need One Film Permit Coordinat Description of initial cost:	Strategic Objective F ED1-1 Salary, fringe and start up costs.	Performance Impact (if the Need is Funded)	Estimated Fund Initial: Recurring:	ding Required	Positions	Related Enhancement (If applicable)	Action	n	
Description of Need One Film Permit Coordinat Description of initial cost: Description of recurring co	Strategic Objective # ED1-1 Salary, fringe and start up costs. t: Salary and fringe.	Performance Impact (if the Need is Funded)	Estimated Fun Initial: Recurring:	ding Required 0 0	Positions	Related Enhancement (if applicable)	Action	n	
Description of Need One Film Permit Coordinat Description of initial cost: Description of recurring co Activity: New Unmet Need	Strategic Objective x ED1-1 Salary, fringe and start up costs. It: Salary and fringe. Economic Development PS1-1	Performance Impact (If the Need is Funded) New one	Estimated Fun Initial: Recurring: Initial: Recurring;	ding Required	Positions	Related Enhancement (if applicable) Proposed	Action	n T	
Description of Need One Film Permit Coordinat Description of initial cost: Description of recurring co Activity: New Unmet Need Description of initial cost: Description of initial cost:	Strategic Objective x ED1-1 Salary and fringe Economic Development PS1-1 Initial t. Recurring	Performance Impact (If the Need Is Funded) New one	Estimated Fun Initial: Recurring: Initial: Recurring:	ding Required 0 0 1	Positions	Related Enhancement (if applicable) Propossed	Action	n T	

--End Activity--



Activity 6: Completing Grant Funding Summary Form

This activity describes how to add a new grant to the **Grant Funding Summary** form in **RFRO**.

In this activity, you will:

- Add a grant
- Edit a grant

Action								Notes		
Once you hav Input Screens	ve selecte and click	d you c on (ur dej Grant	partn t Fur	nent, nding	oper I Sur	n the nmary .			
\equiv Resourcing for Results Online							Logout			
Input ^	•						Save			
Activities										
Proposed New or Increased Fees										
Unmet Needs										
Line Item Highlight	Description			FY 2019-20		FY 2020-21				
Grant Funding Summary	th DHS Air Monitoring Project	7/1/06	9/30/19	386		386	0 🖍 👅			
Payments To & From Other Departments	EPA Section 103 Air Monitoring Program Water & Sediment Quality	4/1/15		90		90	0 / 1			
Percete	Sampling Abstement of Air Quality Deterioration	10/1/14	9/30/19	523	395	523	395 / 1			
Production	Monitoring of Storm Sewer Systems in Miami Dade County Petroleum Contamination Site	8/14/17	9/30/21	377		377	0 🖌 🖀			
				1.250		1.183	0 🖌 🖥			
	Action Once you hav Input Screens	Action Once you have selecte Input Screens and click	Action Once you have selected you Input Screens and click on C	Action Once you have selected your de Input Screens and click on Gran	Action Once you have selected your departn Input Screens and click on Grant Fur	Action Once you have selected your department, Input Screens and click on Grant Funding	Action Once you have selected your department, oper Input Screens and click on Grant Funding Sur	Action Once you have selected your department, open the Input Screens and click on Grant Funding Summary.	Action Notes Once you have selected your department, open the Input Screens and click on Grant Funding Summary. Image: selected your department, open the Input Screens and click on Grant Funding Summary. Image: selected your department, open the Input Screens and click on Grant Funding Summary. Image: selected your department, open the Input Screens and click on Grant Funding Summary. Image: selected your department, open the Input Screens and click on Grant Funding Summary. Image: selected your department, open the Input Screens and click on Grant Funding Summary. Image: selected your department, open the Input Screens and the Inpu	Action Notes



2.	To add a line item, type into the text boxes shown below.	Note: Make sure that Start and End Dates are selected from the drop-down calendar box. Failure to do so could result in an error.
	Start Funding Summaries The start of the start	
	Tatesdant Colo Devict Uses danie biogramatic danie biogr	



3.	When you ha Save to upda	ave completed ate RFRO.	d your o	data ent	ry, click c	on			
	■ Resourcing for Results Online					Logout			
	Create					Save			
	Department Regulatory and Economic Resources								
	Grant Funding Summari	es							
4.	Fund Source Name STATEGRANT FIO TO NOCES Agreement STATEGRANT FID DIP GOES Professor STATEGRANT FID Directory STATEGRANT FID Directory	Description Start Mentioning of Storem Server Personal Contrast Server Description Server Storega Task System Compliance 6/30/17 all Removal of Deniet' Vessels in Removal of Deniet' Vessels in Removal of Deniet' Vessels in Description Server We appears in poottoom of the	Date End Date 9/29/21 6/29/21 8/29/20 8/29/20 the Gra form).	Budget Required 1 377 1230 405 45	Attch Budget Required 100 377 - 0 1,1183 - 4000 400 -	Match			
	STATEGRANT FDEP Ambient Monit. TITLE	Air Pollution Control Permitting & 6/30/17	6/29/19	221	221	11			
	FEDGRANT FEMA-Flood Risk Project MA	S To update flood insurance Rate 9/30/15 Maps	9/29/19	65	83	1.1			
	FEDGRANT FWC MDC Artificial Reef Construction	Construction of Artificial Reefs 11/27/17	7 8/30/18	60	60	2.1			
	STATEGRANT Co-Permittees in NPDES Per	nit Identification and control of 9/30/17 pollutant discharges in shared municipal separate storm sewer	9/29/22	354	354	< 1			
	STATEGRANT South Miami-Dade Salt Intrus Barrier Project	ple barriers in the Card Sound Road Canal	6/29/20	261	261	1.1			
	STATEGRANT Florida City Canal Outfall and Equalizer Improvements	Design and Construct 9 flood 6/30/17 control gates and equalizers	6/29/20	221	221	1.1			
	OTHERGRANT City Energy Project	To identify innovative solutions that improve the energy and water efficiency of private and public	12/1/18	141	130 81	0 🔨 📱			
	STATEGRANT Mooring Buoy	To restore mooring buoy fields in a 6/4/18 variety of aquatic habitats offshore of Miami-Dade County, including natural and artificial reade	6/29/24	23	0	× 1			
	STATEGRANT Bakers Haulover IMP Study	Feasibility study for Bakers 6/30/17 Haulover Inlet in Miami-Dade	9/30/20	75	75	1.1			
	FEDGRANT Testing	County Testing 9/30/20	8/31/21			2.1			
	Note: All fina	ncial figures	should	be in the	ousands.				



Section 6B: Editing The Grant Funding Summary Form

In this section you will edit an already existing item in the Grant Funding Summary form.

Step	Actio	n								Notes
1.	From adjust	the Grant F ment and cl	Note: Selecting the pen icon option will allow you to edit a line							
	Grant Fu	nding Summaries	item as described in Activity 6 Selecting							
						FY 2019-20	FY 2019-20	FY 2020-21	FY 2020-21	the garbage icon
	Fund Source	Name	Description	Start Date	End Date	Budget	Required Match	Budget	Required Match	option will delete the
	STATEGRANT	FDOT NPDES Agreement	Monitoring of Storm Sewer Systems in Miami Dade County	8/13/17	9/29/21	377	100	377	100 🧪 🤋	selected line item.
	STATEGRANT	FDEP GC891 Petroleum Contamination Clean-Up	Petroleum Contamination Site Clean-Up Related Services	9/30/16	6/29/21	1,250	0	1,183	0 🗡 📋	
	STATEGRANT	FDEP GC911 Storage Tanks	Storage Tank System Compliance Verification Program	6/30/17	6/29/27	405		405	/ 1	
	STATEGRANT	FIND Derelict Vessel Removal	Removal of Derelict Vessels in Miami-Dade County	11/29/18	9/29/20	45		45	/ 1	
	STATEGRANT	FDEP Ambient Monit. TITLE V	Air Pollution Control Permitting & Compliance	6/30/17	6/29/19	221		221	/ 1	
	FEDODANT	CEMA Flood Dial: Drainat MAC	Ta undata flaad inauranaa Data	0/00/45	0/00/10		1 1			
2.	The li	ne item will	now become	e avai	lable to	o upda	ate any	/ cells	that	
	requir	e adjustmer	11.							
	Department Regulatory and Econo	mic Resources	-							
	Grant Fund	ling Summaries								
	Fund Source OTHERGRANT FO STATEGRANT FO STATEGRANT FO STATEGRANT FO STATEGRANT FO FEDGRANT FO FEDGRANT FO STATEGRANT FO	Name In Additional Section 11 (1997) In Additional Section 12 (1997) In Additional Section 12 (1997) In Additional International	And balls Of HERSENIT Version Clip of Hilden Waler & Sedment Quality Sam Water & Sedment Quality Sampling Water & Sedment Quality Sampling Mark & Sedment Quality Sampling Water & Sedment Quality Sampling Water & Sedment Quality Sampling Waler & Sedment Quality Sam	plng Cascel	2010 - 2019 	20 PY20021 Attrib SUdget 0 222 0 3777 0 4055 1405	PY 2020-21 Request Match			



3.	When all required changes are made, click on Apply and Save to update RFRO. The line item will now reflect any changes made in the prior step.
	E Resourcing for Results Online
	Department Regulatory and Economic Resources
	Grant Funding Summaries
	FY 2019-20 FY 2019-20 FY 2020-21 FY 2020-21
	Fund Source Name Description Start Date End Date Budget Required Match Budget Required Match
	SIAILESIAAI PUUI INVES Agreement Simmer Si Mani dae County 3/27/21/21 377 100 377 100 2 1
	STATEGRANT PDEP CG391 Petroleum Petroleum Contamination Site 9/30/16 6/29/21 1.250 0 1,183 0 🖍 🖥
	STATEGRANT FDEP GC911 Storage Tanks Vstorage Compliance 6/30/17 6/29/27 405 405 🖍 🔋
	STATEGRANT FIND Detelict Vessel Removal Removal Detelict Vessels in 11/29/18 9/29/20 45 45
4.	From the Grant Funding Summary form, select a line item that needs to be deleted and click on the delete button. A prompt note will be displayed to confirm this selection Regulatory and Economic Resources Grant Funding Summaries Fred Source Name For Notes Agreement For Notes Agreeme
	Containmaine Clean Lip Clean Lip Britis Ves No 0 1.183 0 7 STATEGRANT FDEP GC911 Storage Tanks Verfication Origination 1000 405 405 1000 STATEGRANT FND Devicit Vessel Removal Removal of Devicit Vessels in Mame Date County 11/29/18 9/29/20 45 45 1000

--End Activity--



Activity 7: Completing Payments To and From Other Departments

This activity describes how to complete the **Payment To and From Other Departments** form in **RFRO**.

In this activity, you will:

- Identify the different sections of the **Payment To and From Other Departments** form
- Add a payment
- Edit a payment

Step	Action	Notes
1.	Once you have selected your department, open the Input Screens and click on Payment To and From Other Departments .	
	E Resourcing for Results Online	
	Man Board	
	Activities Proposed New or Increased Faces	
	United Needs information of the second secon	
	Department Issue Grant Funding Summary	
	Payments To & From Other Departments	•



2.	Click Create to add a payment from a department.	
3.	Select the department that will receive the payment from the Department (to) drop-down box and enter the reason for the payment in the Reason and Source text box shown below and click Apply	New Feature Alert! Note: the status of the payment will remain pending until is confirmed by both departments
4.	Enter the amount into the appropriate columns and click on Save when your entry is complete	New Feature Alert! Note: the payments To be made from other Departments get generated automatically on the other departments side and will remain pending until is confirmed by both departments.
5.	Payments To and From Other Departments Payments To Be Made To Other Departments Department To Reason and Source Status Actual Actual Actual Actual Budget Projection Biodget Payments To Be Made From Other Departments Payments To Be Made To Other Departments Payments To Be Made To Other Departments Payments To Be Made From Other Departments Payment Promoter Payment Prom Reson and Source Sta	



Section 7B: Editing the Payment To and From Other Departments Form

In this section you will edit a payment in the **Payment To and From Other Departments** form.

Action													Notes	
From the Payment and From Other Departments form, in the Payments To Be Made From Other Departments section, click on the Edit button on any line item you would like to adjust.												ı	Note: Selecting t pen icon option v allow you to upda line item as	ne vill ite a
Deputitient Regulatory and Economic Resources													described in Acti 7. Selecting the	/ity
Pourmente Te Be M	ada Ta Othar Danar	- Dopulai											Delete option wil	
Payments to be w	ade 10 Other Depar	unents											delete the select	ed
			FY 2014-15	FY 2015-16	FY 2016-17	7 FY 2017-1	8 FY 2018-	19 FY 2019	9-20 FY 20	19-20 FY 2	020-21		line item.	
Department To Police	Reason and Source Security Services	Status Pending	Actual	Actual	Actual	Actual	Actual	Budg 500	et Proje 450	ction Bu	dget	-		
Payments To Be M	ade From Other Dep	partments												
			FY 2014-15	FY 2015-16	FY 2016-17	7 FY 2017-1	8 FY 2018-	19 FY 2019	9-20 FY 20	19-20 FY 2	020-21			
Department From	Reason and Source	Status	Actual	Actual	Actual	Actual	Actual	Budg	et Proje	ction Bu	dget			
	Coourity Convious	Donding							500	450	500			
The line it require ac	em will no	w bec Wher	come	avail equire	able [•]	to up	∾ odate es ar	any e ma	cells ade, (s tha click	t on]•		
The line it require ac Save to u	em will no ljustment. pdate RFI	w bec Wher RO.	come n all re	avail equire	able able	to up nange	odate es ar	any e ma	cells ade, (s tha click	t on]		
Police The line it require ac Save to u	eem will no ijustment. pdate RFI	w bec Wher RO.	come n all re	avail equire	able able	to up	odate es ar	any e ma	cells ade, o	s that	t on			
Police The line if require ac Save to u	eem will no ljustment. pdate RFI	w bec Wher RO.	come n all re	avail equire	able ed ch	to up	odate es ar	e ma	cells ade, o	s tha click	t on			
Police The line it require ac Save to u	security servers rem will no ljustment. pdate RFI sources and From Other ade To Other Departu	Departmenents	come n all re	avail equire	able ed ch	to up	odate es ar	e ma	cells ade, o	s that	t on			
The line if require ac Save to u	eem will no ljustment. pdate RFI	Departments	come n all re ents	avail equire	able ed ch	60 40 to up nange	odate es ar	e ma	cells ade, o	s tha click	t on]		
Police The line if require ac Save to u	security serves	Departmenents	ents	avail equire	able ed ch	to up hange	podate es ar	e ma e ma	Cells ade, o FY 2019-20 Projecton	s tha click	t on			
Police The line if require ac Save to u	security services	Departmenents	ents	avail equire	able sed ch	FY 2017-18 Actual	FY 2018-19 Actual 5	FY 2019-20 Budget 00	FY 2019-20 Projection 450	FY 2020-21 Budget 500	t on			
Police The line if require ac Save to u	sources	Departments	ents	avail equire	able ed ch	FY 2017-18 Actual	podate es ar	FY 2019-20 Budget	FY 2019-20 Projection	s that click	t on			
Police The line if require ac Save to u	sources	Departments	ents FY 2014-15 FY 2014-15 FY 2014-15	PY 2015-16	0 350 able Float ed char FY 2016-17 F Actual F	FY 2017-18 Actual	FY 2018-19 Actual 5 FY 2018-19	FY 2019-20 FY 2019-20 FY 2019-20 FY 2019-20	FY 2019-20 Projection 450	FY 2020-21 Budget 500	t on			
Police The line if require ac Save to u	security services	Departments	ents FY 2014-15 Actual FY 2014-15 Actual	PY 2015-16 I Actual	0 350 able 1 ed chua FY 2016-17 F Actual 1 FY 2016-17 F Actual 1	60 41 to up 1 to up 1 ange 1 kctual 1 FY 2017-18 1 Actual 1 Actual 1	FY 2018-19 Actual FY 2018-19	FY 2019-20 Budget FY 2019-20 FY 2019-20 Budget FY 2019-20	FY 2019-20 Projection FY 2019-20 Projection	FY 2020-21 Budget FY 2020-21 Budget Budget	t on			
Police The line if require ac Save to u	security services	Departments Status Pending Pen	ents FY 2014-15 Actual FY 2014-15 Actual 300	avail equire FY 2015-16 Actual FY 2015-16 FY 2015-16 Actual Statual 350	0 350 able 1 ed chua FY 2016-17 F Actual 1 Actual 1 350 350	50 41 to up to up	FY 2018-19 Actual 5 FY 2018-19 Actual 5 FY 2018-19	FY 2019-20 Budget FY 2019-20 Budget FY 2019-20 Budget FY 2019-20	FY 2019-20 Projection 450 Projection 450	FY 2020-21 Budget FY 2020-21 Budget 500	t on			



3. The line item will now reflect any changes made in the prior step.

 Image: state item will now reflect any changes made in the prior step.

 Image: state item will now reflect any changes made in the prior step.

 Image: state item will now reflect any changes made in the prior step.

 Image: state item will now reflect any changes made in the prior step.

 Image: state item will now reflect any changes made in the prior step.

 Image: state item will now reflect any changes made in the prior step.

 Image: state item will now reflect any changes made in the prior step.

 Payments To and From Other Departments

 Image: state item state and source state and actual actual

--End Activity--



Activity 8: Completing Selected Line Item Highlights Form

This activity describes how to complete the Line Item Highlights form in RFRO.

In this activity, you will:

- Add a line item highlight
- Edit a line item highlight

ер	Action											N	otes	S
	Once yo Input Sc	u have s reens an	elect d typ	ed L e yo	ine l ur d	tem epar	High tmer	nligh [:] nt na	ts, o ime.	pen	the			
		esults Online									Logout			
	Main Board Input Activities Proposed New or Increased	^ JFees									Save			
	Unmet Needs Line Item Highlight Department Issue Grant Funding Summary Payments To & From Other	20 Departments	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	Action			
	Resourcing for Re	esults Online									Logout Save			
	Regulatory and Economic Re Line Rem Highl	esources ights	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21				
	Description Advertising Fuel Overtime Rent Security Services	Accounts 314 26060, 26070, 41020 00160 25511 26020, 22310	Actual	Actual	Actual	Actual	Actual	Budget	Forecast	Budget	Action			
				1	0		1	1	1	1				



2.	To add a line item, click on the Edit button on any line item you would like to adjust and type into the text boxes shown below.			
	File EV 2014-15 EV 2015-16 EV 2016-17 EV 2017-16 EV 2016-18 EV 2019-20 EV 2019-20 <td></td>			
	 Under the Account, enter the number of the account(s) (formerly named subobject) that make up the dollars amounts. Click on Apply to update the Line Item Highlights selected . 			
3.	After the line item is created, enter the appropriate dollar amounts in the respective years and click on Save to update RFRO.			
	Resourcing for Results Online Count Description Regulatory and Economic Resources Image: Count of Co			
4.	The Line Item Highlight now appears in the form (in alphabetical order).			
	Pr2014-15 Pr2015-16 Pr2015-16 <th <="" colspan="2" td="" th<=""><td></td></th>	<td></td>		



Section 8B: Editing The Line Item Highlights Form

In this section you will edit an already existing Line Item Highlight.

Step	Action	Notes
1.	From the Line Item Highlights form, select the column of the	
	vear and the line item that needs adjustment to enter the new	
	amount	
	Resourcing for Results Online Logout	
	See	
	Bortmed	
	egulatory and Economic Resources	
	.ine Item Highlights	
	FY 2014-15 FY 2015-16 FY 2016-17 FY 2017-18 FY 2018-19 FY 2019-20 FY 2019-20 FY 2020-21	
	Description Accounts Actual Actual Actual Actual Actual Budget Forecast Budget Actual Advertising 314 350 380 400 410 400 500 H50 550 Image: Actual i	
	Fuel 26060,26070,41020	
	Rent 25511	
	When all required changes are made, click on Save to	
	update RFRO	
2	The line item will now reflect any changes made in the prior	
	sten	
	See .	
	Desinheri Regulatory and Economic Resources	
	Description Accounts Actual Actual Actual Actual Actual Budget Forecast Budget Action	
	Advertising 314 350 360 400 410 400 500 450 550 Foot 26000,26070,41020	
	Dvertime 00160	

--End Activity--