

Miami-Dade County

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

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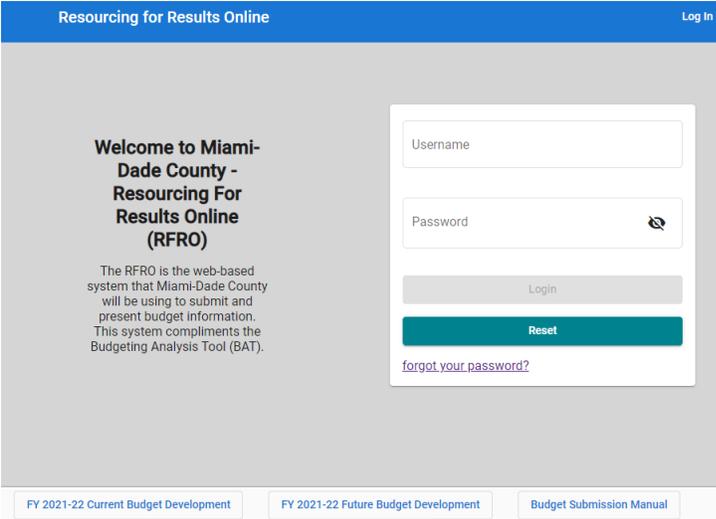
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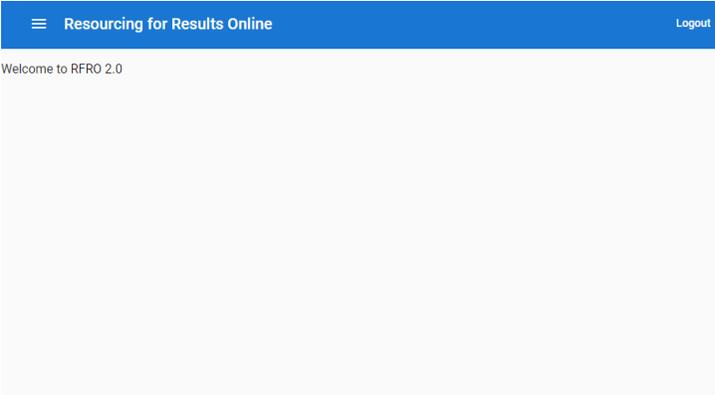
RFRO v2.0 Big Picture

- 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 	
3.	Add this URL to your Favorites. Click the start button on the right side of the browser bar in Chrome 	This step is a one-time process. Once complete, you will access the RFRO – Resourcing for Results Online application by clicking the Favorites option
4.	Selecting the URL will take to the RFRO Log In page.  <p>To log in to RFRO, enter your username (eKey) into the cell marked Username. Then enter your password into the cell marked Password.</p>	Please contact your budget analyst to request access to RFRO. Your analyst will provide you with a user ID and password

Step	Action	Notes
5.	<p>Upon entering RFRO, you will see the Home Page shown below. Note that this page will contain What is New!</p> 	

--End of Activity--

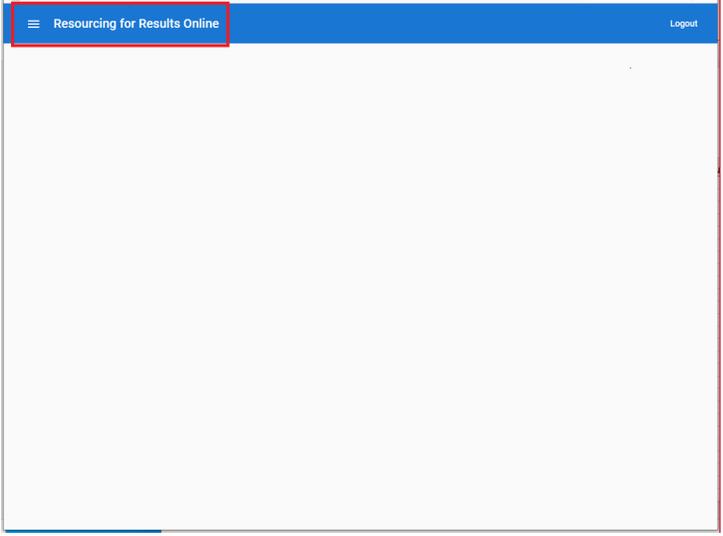
Activity 2: Identifying RFRO Dashboard Items

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.

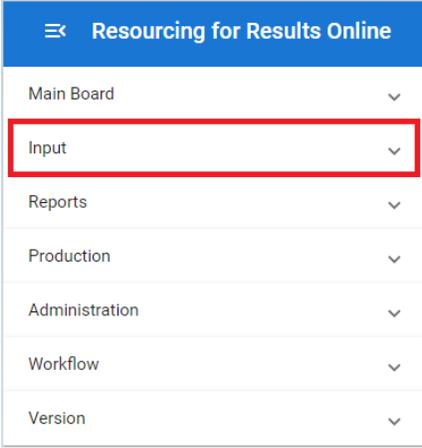
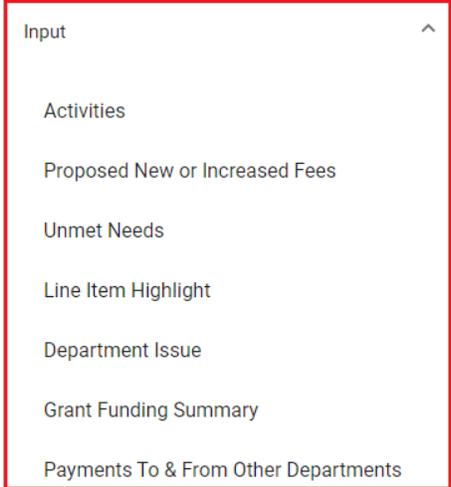
In this activity you will:

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

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

Section 2B: Selecting an Input Screen in RFRO

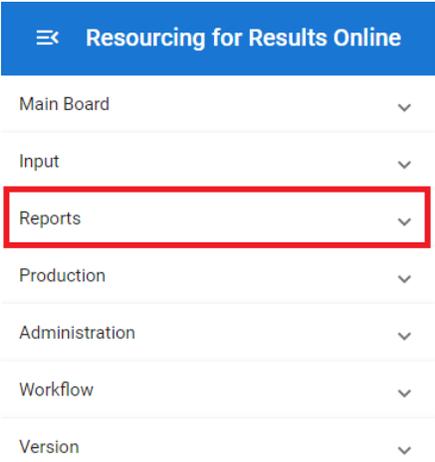
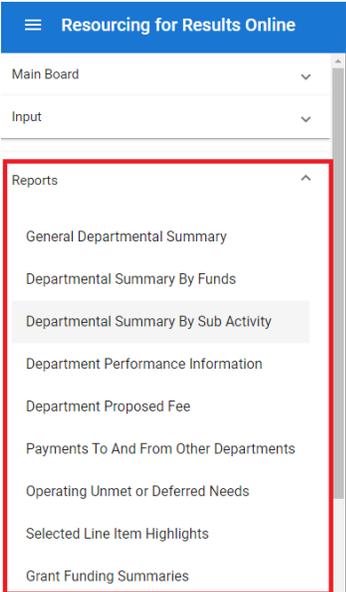
In this section of the activity you will be shown how to select the different RFRO input screens.

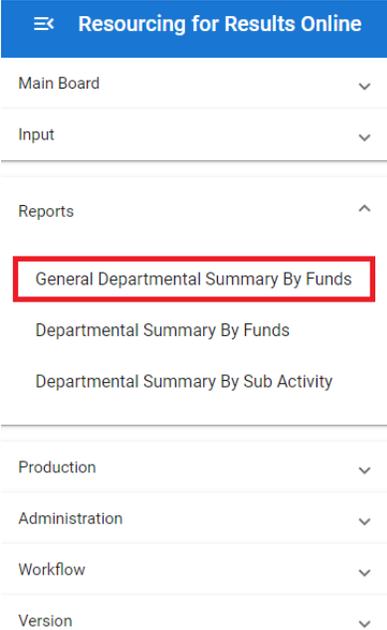
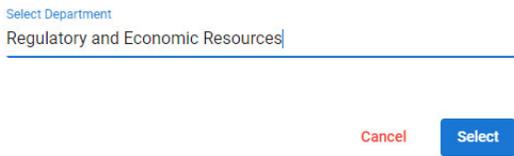
Step	Action	Notes
1.	<p>Click on the down arrow sign next to Input on the Side Bar pane found on the left</p> 	
2.	<p>After clicking on the down arrow sign, all the Input screens will become visible to you</p>  <p>You will now be able to select the input form you would like to work on by clicking on it</p>	<p>Most used Input screens will be discussed in later activities in this manual</p>

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.	<p>Click on the down arrow sign next to Reports on the Main Board pane found on the left.</p> 	
2.	<p>After clicking on the down arrow, all the Reports will become visible to you.</p> 	

Step	Action	Notes
3.	<p>From the Reports drop-down list, click on General Departmental Summary</p> 	
4.	<p>A pop-up window will appear to prompt you to select the department for which you which to run the selected report</p>  <p>Type in your department name and click Select</p>	<p>As you start typing the desire department, the application will automatically populate the current existing name in the system</p>

Step	Action	Notes																																																																																				
5.	<p>A Department Summary Report will appear in the screen for the selected department</p>																																																																																					
6.	<p>From the report, you can choose to export to either Microsoft Excel or Word by using the icons on the top right corner of the report</p> <table border="1" data-bbox="386 1056 1101 1270"> <thead> <tr> <th></th> <th>FY 2016-17 Actual</th> <th>FY 2017-18 Actual</th> <th>FY 2018-19 Actual</th> <th>FY 2019-20 Budget</th> <th>FY 2020-21 Forecast</th> <th>FY 2020-21 Budget</th> </tr> </thead> <tbody> <tr><td>\$1,710</td><td>\$1,734</td><td>\$1,947</td><td>\$2,747</td><td>\$2,688</td><td>\$3,727</td><td></td></tr> <tr><td>\$537</td><td>\$105</td><td>\$254</td><td>\$313</td><td>\$300</td><td>\$329</td><td></td></tr> <tr><td>\$1,884</td><td>\$1,968</td><td>\$1,951</td><td>\$1,900</td><td>\$1,951</td><td>\$1,920</td><td></td></tr> <tr><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td></td></tr> <tr><td>\$1,714</td><td>\$1,771</td><td>\$1,823</td><td>\$1,250</td><td>\$829</td><td>\$742</td><td></td></tr> <tr><td>\$133,669</td><td>\$143,665</td><td>\$164,797</td><td>\$171,552</td><td>\$192,249</td><td>\$178,077</td><td></td></tr> <tr><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td></td></tr> <tr><td>\$4,717</td><td>\$4,217</td><td>\$5,152</td><td>\$4,316</td><td>\$4,770</td><td>\$4,532</td><td></td></tr> <tr><td>\$8,867</td><td>\$10,847</td><td>\$9,589</td><td>\$8,113</td><td>\$9,579</td><td>\$9,071</td><td></td></tr> <tr><td>\$4,127</td><td>\$5,074</td><td>\$5,223</td><td>\$4,551</td><td>\$4,833</td><td>\$4,591</td><td></td></tr> <tr><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td></td></tr> </tbody> </table>		FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Forecast	FY 2020-21 Budget	\$1,710	\$1,734	\$1,947	\$2,747	\$2,688	\$3,727		\$537	\$105	\$254	\$313	\$300	\$329		\$1,884	\$1,968	\$1,951	\$1,900	\$1,951	\$1,920		\$0	\$0	\$0	\$0	\$0	\$0		\$1,714	\$1,771	\$1,823	\$1,250	\$829	\$742		\$133,669	\$143,665	\$164,797	\$171,552	\$192,249	\$178,077		\$0	\$0	\$0	\$0	\$0	\$0		\$4,717	\$4,217	\$5,152	\$4,316	\$4,770	\$4,532		\$8,867	\$10,847	\$9,589	\$8,113	\$9,579	\$9,071		\$4,127	\$5,074	\$5,223	\$4,551	\$4,833	\$4,591		\$0	\$0	\$0	\$0	\$0	\$0		
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6.	<p>You can run any report in your Reports drop-down menu by following steps 3 through 6</p>																																																																																					

--End of Activity--

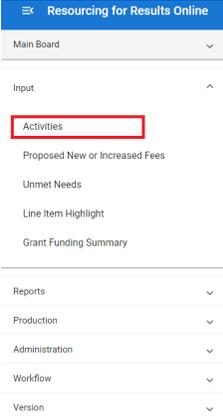
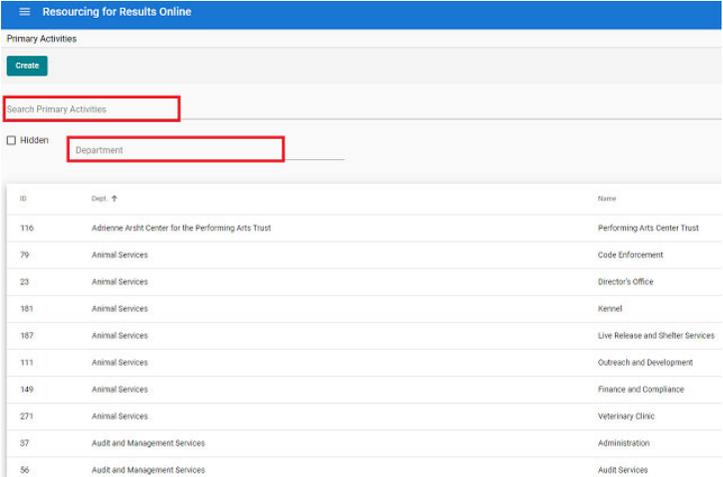
Activity 3: Entering Data Into The Activity Form

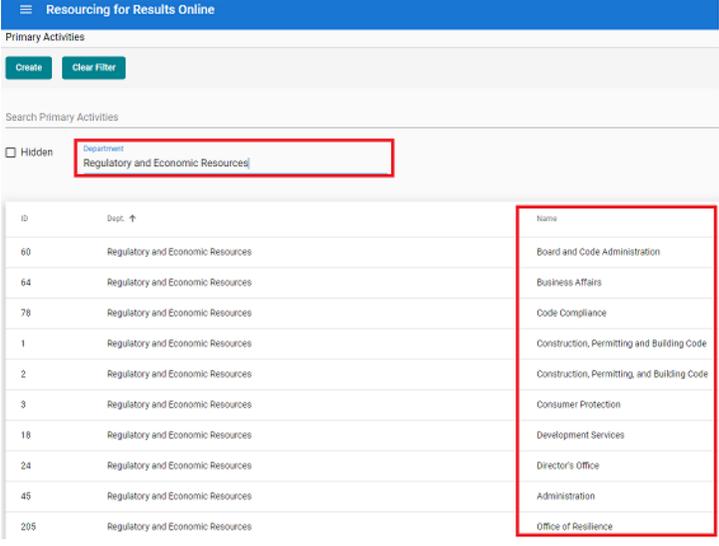
In this form you will be entering revenues, expenses, positions and performance information.

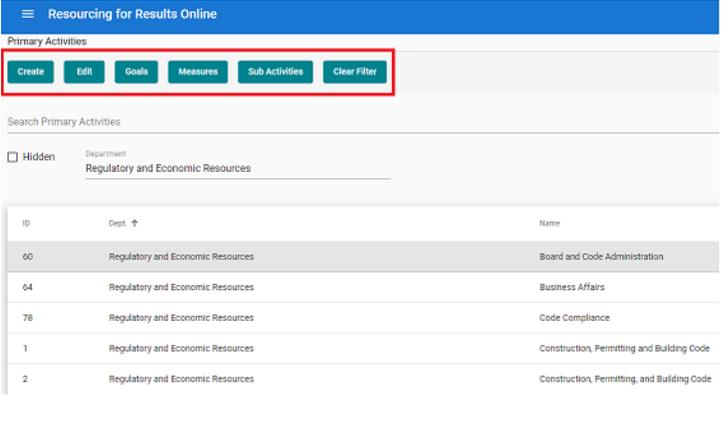
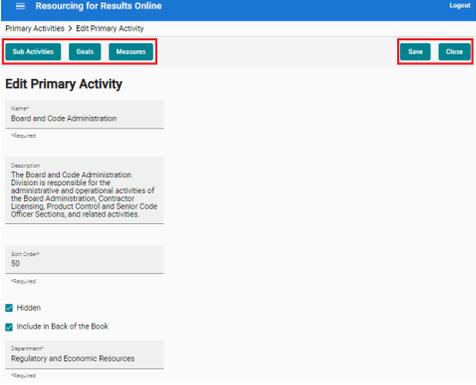
Section 3A: Navigating through the Input Activity Screens

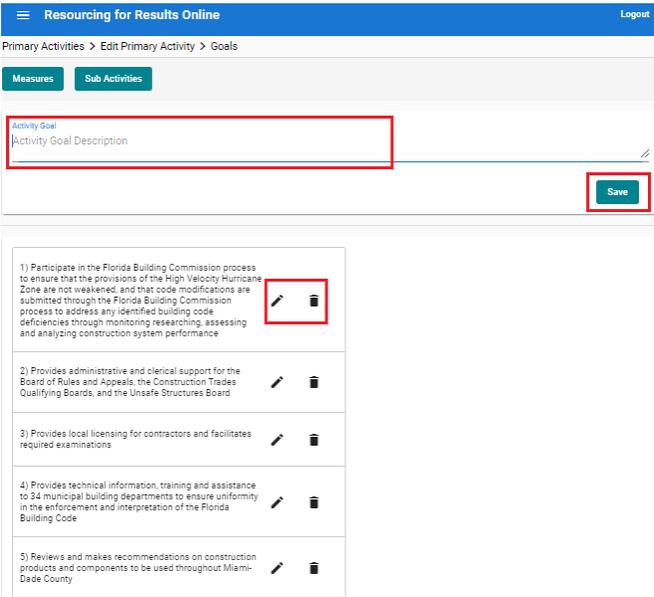
In this activity, you will:

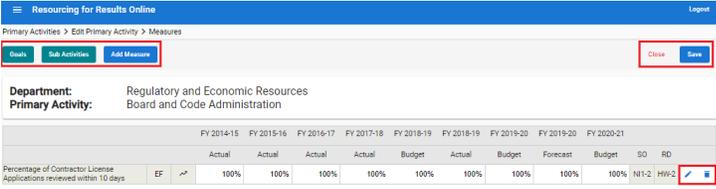
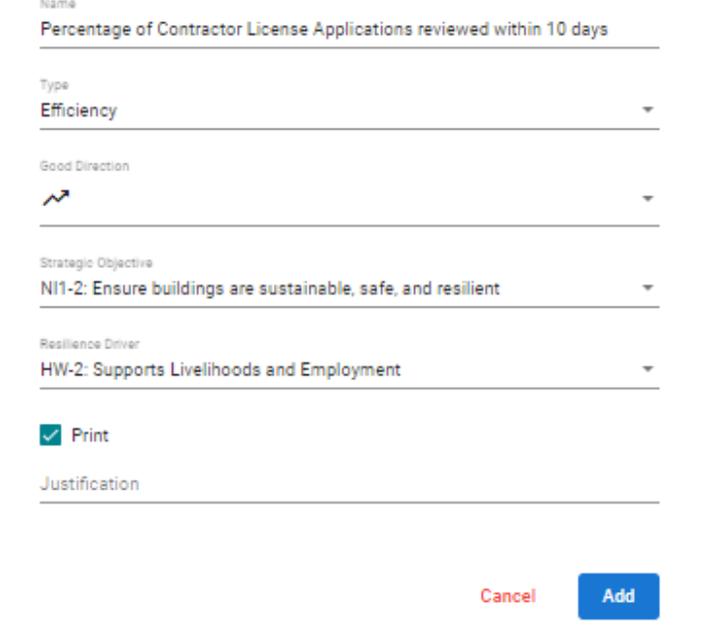
- Adding/selecting a Primary Activity for your department
- Add/edit revenues and expenses
- Add/edit position information
- Add/edit performance information

Step	Action	Notes
1.	<p>Expand the Input drop down menu on the Side-Bar and click on Activities</p> 	
2.	<p>This will prompt you to the below screen where you can directly type in your department's Primary Activity to work on or simply type in the Department you need to work on</p> 	

Step	Action	Notes
3.	<p>Once you type in your department name, all activities within the department will show for the user to select</p>  <p>The screenshot shows the 'Resourcing for Results Online' interface. At the top, there is a blue header with a menu icon and the text 'Resourcing for Results Online'. Below this is a section for 'Primary Activities' with 'Create' and 'Clear Filter' buttons. A search bar is present with the text 'Search Primary Activities'. Below the search bar, there is a 'Hidden' checkbox and a search input field containing 'Regulatory and Economic Resources'. Below the search results, there is a table with columns 'ID', 'Dept.', and 'Name'. The 'Dept.' column contains 'Regulatory and Economic Resources' for all rows. The 'Name' column lists various activities: 'Board and Code Administration', 'Business Affairs', 'Code Compliance', 'Construction, Permitting, and Building Code', 'Consumer Protection', 'Development Services', 'Director's Office', 'Administration', and 'Office of Resilience'. Red boxes highlight the search input field and the 'Name' column of the table.</p>	<p>To create a new Primary Activity, please contact your budget analyst</p>

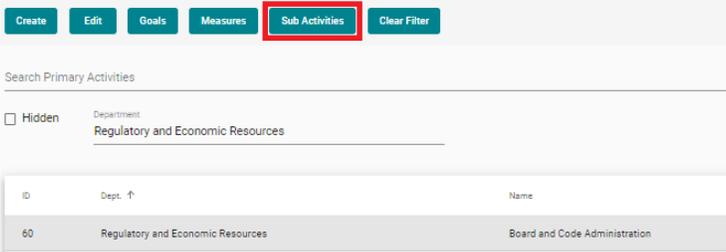
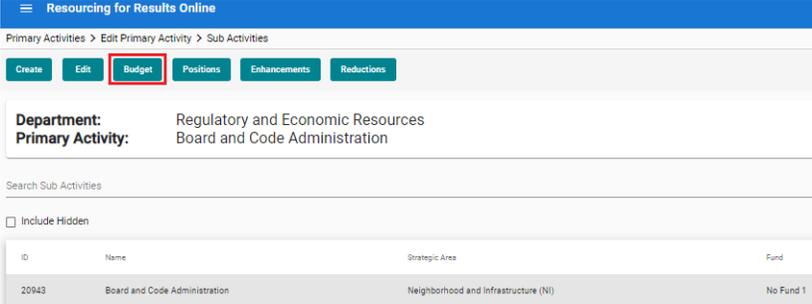
Step	Action	Notes
4.	<p>Once you select a Primary Activity to work on you will notice the below bottoms will appear, which provide all the options available for this activity</p> <ul style="list-style-type: none"> • Create – this option will only appear for administrators • Edit – this option will allow 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 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.	<p>After selecting the Edit option, the below screen will appear and the user will be able to add/delete/modify any information within that Primary Activity</p> 	<p>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</p>

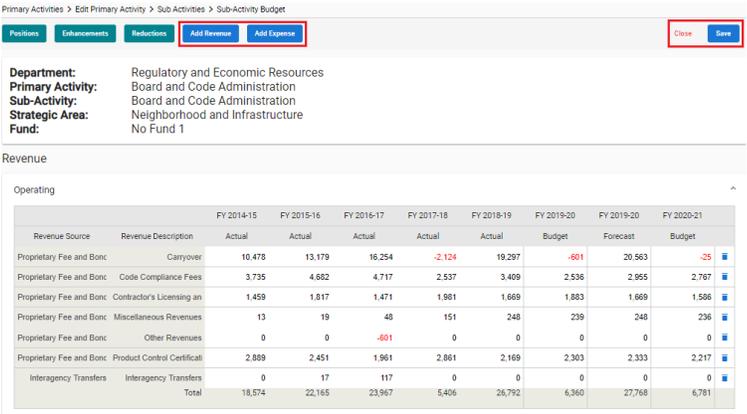
Step	Action	Notes
	<p>Once all changes have been made click on the Save button and the system will save the changes and return to the prior screen</p>	
<p>6.</p>	<p>After selecting the Goals option, the below screen will appear and the user will be able to add/delete/modify any information within that Primary Activity</p>  <p>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</p> <p>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</p> <p>If a goal needs to be deleted, click on the trash bin next to the goal and the system will automatically delete that goal</p>	<p>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 the order of priority for them</p>

Step	Action	Notes
7.	<p>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</p> 	
8.	<p>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</p> 	
9.	<p>After changes have been made click Save button at the top right corner to ensure all changes are successfully saved</p>	

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

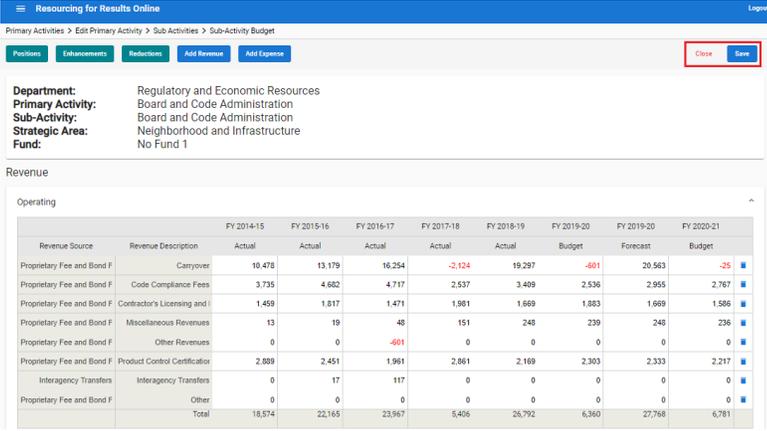
Step	Action	Notes
1.	<p>Once a Primary Activity is selected click on the Sub Activities button that will appear on the top of the screen</p> 	
2.	<p>Sub Activities button will take you to another page where all the Sub Activities within the Primary Activity selected will be displayed</p> <p>From here the user will be able to select the Budget button that appears at the top of the screen and begin working on the Revenue and Expenses category for that Sub Activity within the department's Operating Budget</p> 	

<p>3.</p>	<p>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</p> 	<p>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</p>
<p>4.</p>	<p>To add a new Revenue Source, click on Add Revenue and the below pop-up window will appear Selected from the drop-down options for both Revenue Source and Revenue Category and then click on Select to create the new revenue line</p> 	<p>Note that you will need to start typing a revenue source/category in order for the drop-down menu to appear</p>
<p>5.</p>	<p>Follow the same prompts from step 5 to Add Expense</p>	

<p>6.</p>	<p>Financial data will then be able to be entered for the new created Revenue/Expense line Once the new lines have been added, click on the top right button to Save changes</p> <p>Revenue</p> <p>Operating</p> <table border="1"> <thead> <tr> <th rowspan="2">Revenue Source</th> <th rowspan="2">Revenue Description</th> <th>FY 2014-15</th> <th>FY 2015-16</th> <th>FY 2016-17</th> <th>FY 2017-18</th> <th>FY 2018-19</th> <th>FY 2019-20</th> <th>FY 2019-20</th> <th>FY 2020-21</th> </tr> <tr> <th>Actual</th> <th>Actual</th> <th>Actual</th> <th>Actual</th> <th>Budget</th> <th>Forecast</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>Proprietary Fee and Bond F</td> <td>Carryover</td> <td>10,478</td> <td>13,179</td> <td>16,254</td> <td>-2,124</td> <td>19,297</td> <td>-601</td> <td>20,563</td> <td>-25</td> </tr> <tr> <td>Proprietary Fee and Bond F</td> <td>Code Compliance Fees</td> <td>3,735</td> <td>4,682</td> <td>4,717</td> <td>2,537</td> <td>3,409</td> <td>2,536</td> <td>2,955</td> <td>2,767</td> </tr> <tr> <td>Proprietary Fee and Bond F</td> <td>Contractor's Licensing and I</td> <td>1,459</td> <td>1,817</td> <td>1,471</td> <td>1,981</td> <td>1,669</td> <td>1,883</td> <td>1,669</td> <td>1,586</td> </tr> <tr> <td>Proprietary Fee and Bond F</td> <td>Miscellaneous Revenues</td> <td>13</td> <td>19</td> <td>48</td> <td>151</td> <td>248</td> <td>239</td> <td>248</td> <td>236</td> </tr> <tr> <td>Proprietary Fee and Bond F</td> <td>Other Revenues</td> <td>0</td> <td>0</td> <td>-601</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Proprietary Fee and Bond F</td> <td>Product Control Certification</td> <td>2,889</td> <td>2,451</td> <td>1,961</td> <td>2,861</td> <td>2,169</td> <td>2,303</td> <td>2,333</td> <td>2,217</td> </tr> <tr> <td>Interagency Transfers</td> <td>Interagency Transfers</td> <td>0</td> <td>17</td> <td>117</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Proprietary Fee and Bond F</td> <td>Other</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td></td> <td>Total</td> <td>18,574</td> <td>22,165</td> <td>23,967</td> <td>5,406</td> <td>26,792</td> <td>6,360</td> <td>27,768</td> <td>6,781</td> </tr> </tbody> </table>	Revenue Source	Revenue Description	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	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	0	0	0	0	0	0	0	0		Total	18,574	22,165	23,967	5,406	26,792	6,360	27,768	6,781	
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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	0	0	0	0	0	0	0	0																																																																																																				
	Total	18,574	22,165	23,967	5,406	26,792	6,360	27,768	6,781																																																																																																				
<p>7.</p>	<p>When creating a new Revenue line that should be classified as Non-Operating, <i>the check box in the image below would need to be on</i> and the application will add it in the correct Non-Operating Revenue section</p> <p>Revenue Source Interagency Transfers</p> <p>Revenue Category Interfund Transfers</p> <p><input checked="" type="checkbox"/> Non-Operating</p> <p>Cancel Select</p>																																																																																																												
<p>8.</p>	<p>When creating a new Expense line that should be classified as Non-Operating, the application will automatically add it in the correct Non-Operating Expense section</p>																																																																																																												

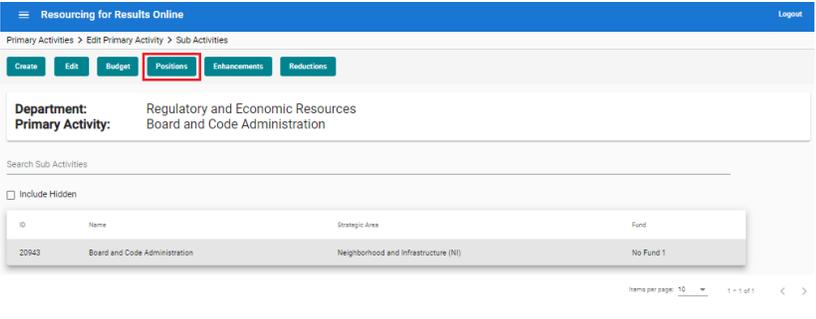
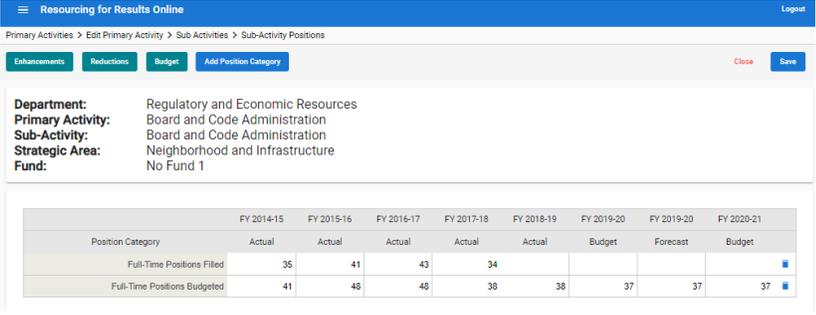
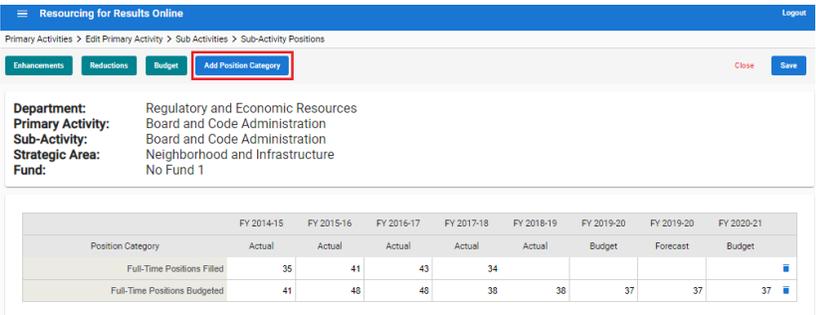
Section 3C: Editing Revenues/Expenses in the Operating Budget For This Activity

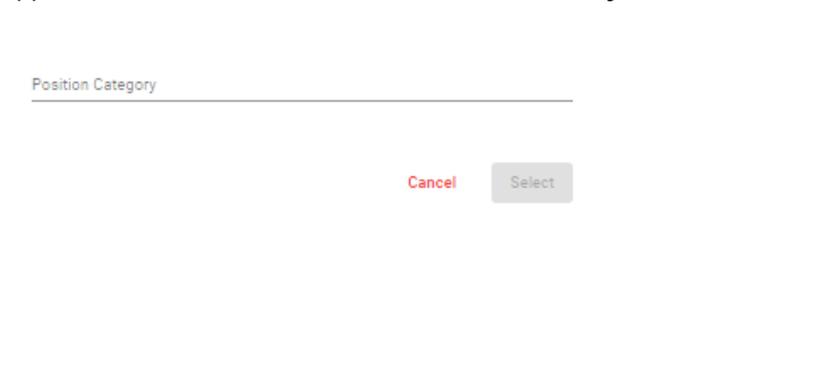
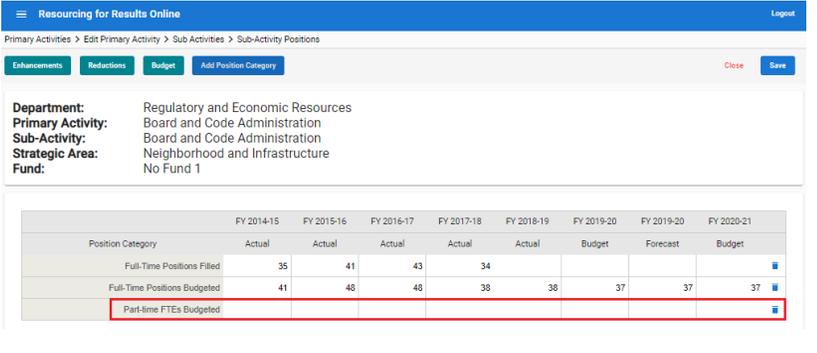
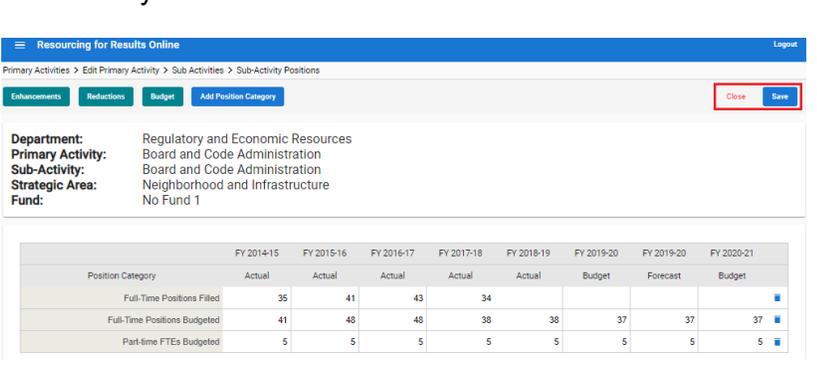
In this section of the activity you will edit a revenue or expense to the Operating Budget For This Activity

Step	Action	Notes
1.	To edit an existing Revenue/Expense line item, simply click on the cell that needs to be updated and <i>the application will automatically allow the user to type in the new value</i>	
2.	Edits can be done directly under the Non-Operating sections as well in the same manner as in step 1	
3.	<p>After all changes have been completed, click the Save button on the top right side of the screen to ensure all changes have been saved and then click Close to go back to the Sub Activities screen</p> 	

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

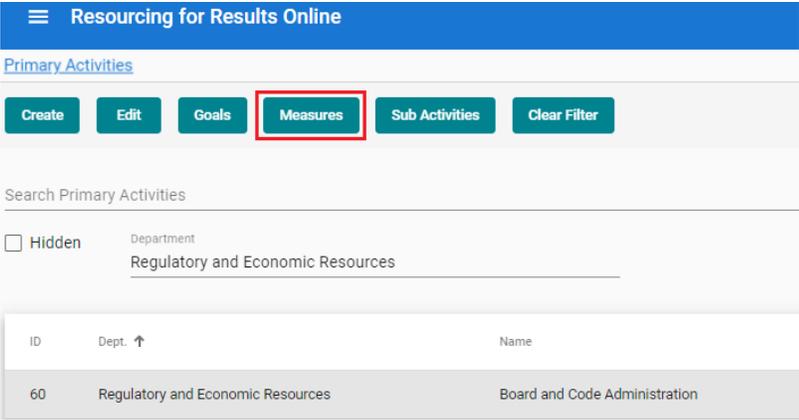
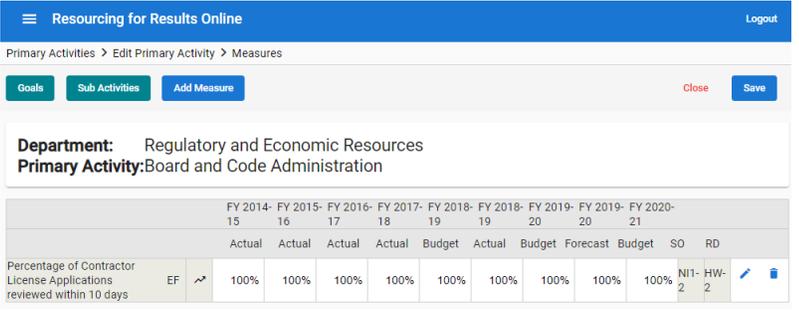
In this section of the activity you will add/edit/delete a position to the Positions For This Activity form.

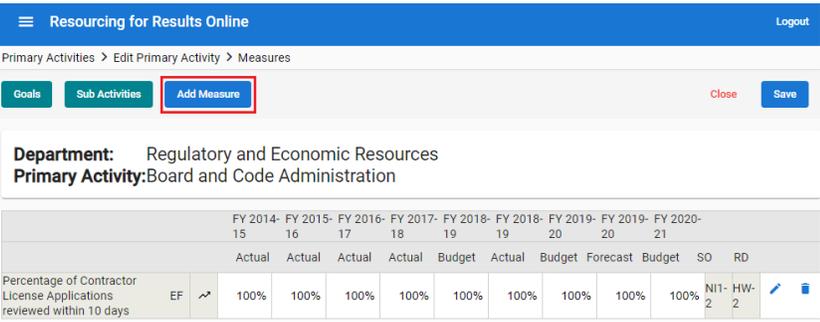
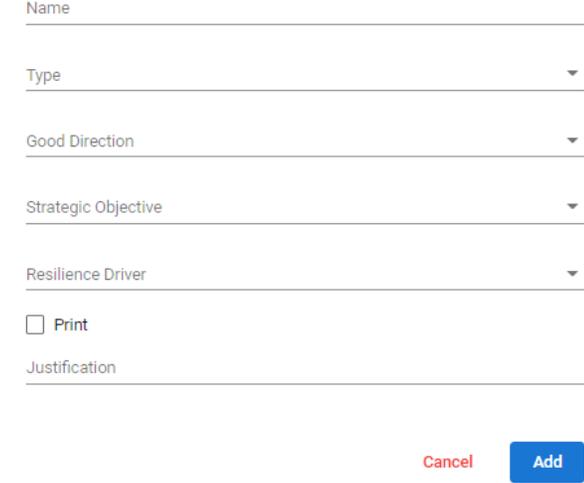
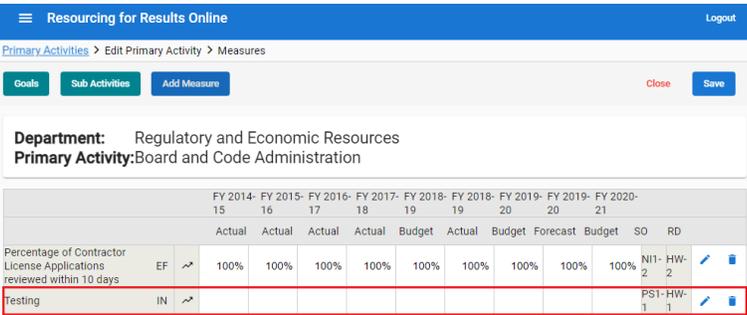
Step	Action	Notes
1.	<p>From the Primary Activity page, click on the Positions option to add/edit/delete position changes to that activity</p> 	
2.	<p>Once in the Positions screen any changes to the currently displayed counts can be updated by clicking on that cell and the application will allow the user to make those changes</p> 	
3.	<p>If a new category needs to be added to a Sub Activity for the first time, click the option in the below image</p> 	

<p>4.</p>	<p>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</p> 	
<p>5.</p>	<p>After the new line category is created, the user can manually add the position count for each fiscal year displayed</p> 	
<p>6.</p>	<p>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</p> 	

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.	<p>From the Primary Activity page, click on the Measures option to add/edit/delete position changes to that activity</p> 	
2.	<p>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</p> 	

<p>3.</p>	<p>If a new category needs to be added to a Sub Activity for the first time, click the option in the below image</p> 	
<p>4.</p>	<p>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</p> 	
<p>5.</p>	<p>After the new line category is created, the user can manually add the statistical results for each fiscal year displayed</p> 	<p>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</p>

6. 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

☰ Resourcing for Results Online
Logout

Primary Activities > Edit Primary Activity > Measures

Goals
Sub Activities
Add Measure

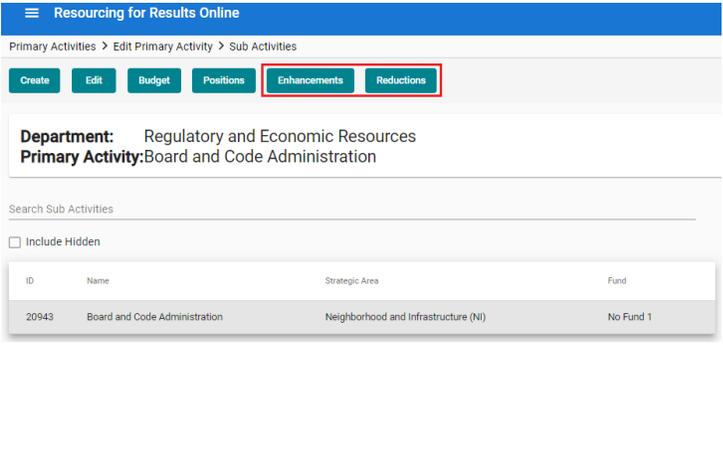
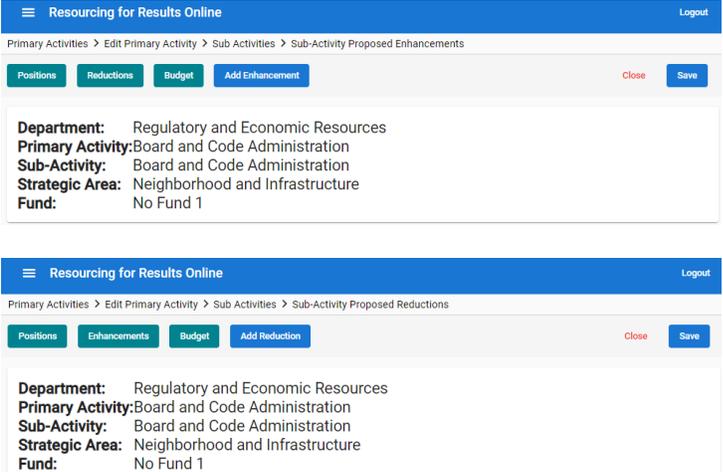
Close
Save

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-		
		15	16	17	18	19	19	20	20	21	SO	RD
		Actual	Actual	Actual	Actual	Budget	Actual	Budget	Forecast	Budget		
Percentage of Contractor License Applications reviewed within 10 days	EF ↕	100%	100%	100%	100%	100%	100%	100%	100%	100%	N11-HW-2	HW-2
Testing	IN ↕	100%	100%	100%	100%	100%	100%	100%	10%	100%	PS1-HW-1	HW-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.	<p>From the Sub Activity page, click on the Enhancements or Reductions option to add/edit/delete enhancements/reductions changes to that sub activity</p> 	
2.	<p>Once one of the two options is selected, the application will take the user to the screen to add a new enhancement/reduction</p> 	

<p>3.</p>	<p>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</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Description <input type="text"/></p> <p>Strategic Objective <input type="text"/></p> <p>Justification <input type="text"/></p> <p style="text-align: right;"> Cancel Apply </p> </div>																																																								
<p>4.</p>	<p>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 that new enhancement/reduction</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Resourcing for Results Online Logout</p> <p>Primary Activities > Edit Primary Activity > Sub-Activities > Sub-Activity Proposed Enhancements</p> <p>Positions Reductions Budget Add Enhancement Close Save</p> <p> 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 </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>CW Cost</th> <th>UMSA Cost</th> <th>Other Cost</th> <th>Salary</th> <th>Fringe</th> <th>Other Operating</th> <th>Capital</th> <th>Approved</th> <th>CY Approved Position Overage</th> <th>Position Change</th> <th>Strategic Objective</th> <th>Just.</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Enhancement 1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>PS1-1</td> <td></td> <td>✎ ✕</td> </tr> </tbody> </table> </div> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Resourcing for Results Online Logout</p> <p>Primary Activities > Edit Primary Activity > Sub-Activities > Sub-Activity Proposed Reductions</p> <p>Positions Enhancements Budget Add Reduction Close Save</p> <p> 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 </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>CW Cost</th> <th>UMSA Cost</th> <th>Other Cost</th> <th>Salary</th> <th>Fringe</th> <th>Other Operating</th> <th>Capital</th> <th>Approved</th> <th>Position Change</th> <th>Strategic Objective</th> <th>Just.</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Reduction 1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> <td></td> <td>PS1-1</td> <td></td> <td>✎ ✕</td> </tr> </tbody> </table> </div>	Description	CW Cost	UMSA Cost	Other Cost	Salary	Fringe	Other Operating	Capital	Approved	CY Approved Position Overage	Position Change	Strategic Objective	Just.	Actions	Enhancement 1								<input type="checkbox"/>	<input type="checkbox"/>		PS1-1		✎ ✕	Description	CW Cost	UMSA Cost	Other Cost	Salary	Fringe	Other Operating	Capital	Approved	Position Change	Strategic Objective	Just.	Actions	Reduction 1								<input type="checkbox"/>			PS1-1		✎ ✕	
Description	CW Cost	UMSA Cost	Other Cost	Salary	Fringe	Other Operating	Capital	Approved	CY Approved Position Overage	Position Change	Strategic Objective	Just.	Actions																																												
Enhancement 1								<input type="checkbox"/>	<input type="checkbox"/>		PS1-1		✎ ✕																																												
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Reduction 1								<input type="checkbox"/>			PS1-1		✎ ✕																																												
<p>5.</p>	<p>Once the required information is completed for the new enhancement/reduction, click the Save button to ensure all changes are properly saved</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Resourcing for Results Online Logout</p> <p>Primary Activities > Edit Primary Activity > Sub-Activities > Sub-Activity Proposed Enhancements</p> <p>Positions Reductions Budget Add Enhancement Close Save</p> <p> 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 </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>CW Cost</th> <th>UMSA Cost</th> <th>Other Cost</th> <th>Salary</th> <th>Fringe</th> <th>Other Operating</th> <th>Capital</th> <th>Approved</th> <th>CY Approved Position Overage</th> <th>Position Change</th> <th>Strategic Objective</th> <th>Just.</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Enhancement 1</td> <td>10,000</td> <td>5,000</td> <td></td> <td>8,000</td> <td>1,000</td> <td>1,000</td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>PS1-1</td> <td></td> <td>✎ ✕</td> </tr> </tbody> </table> </div>	Description	CW Cost	UMSA Cost	Other Cost	Salary	Fringe	Other Operating	Capital	Approved	CY Approved Position Overage	Position Change	Strategic Objective	Just.	Actions	Enhancement 1	10,000	5,000		8,000	1,000	1,000		<input checked="" type="checkbox"/>	<input type="checkbox"/>		PS1-1		✎ ✕																												
Description	CW Cost	UMSA Cost	Other Cost	Salary	Fringe	Other Operating	Capital	Approved	CY Approved Position Overage	Position Change	Strategic Objective	Just.	Actions																																												
Enhancement 1	10,000	5,000		8,000	1,000	1,000		<input checked="" type="checkbox"/>	<input type="checkbox"/>		PS1-1		✎ ✕																																												

Resourcing for Results Online Logout

Primary Activities > Edit Primary Activity > Sub-Activities > Sub-Activity Proposed Reductions

[Positions](#) [Enhancements](#) [Budget](#) [Add Reduction](#) [Close](#) [Save](#)

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	Salary	Fringe	Other Operating	Capital	Approved	Position Change	Strategic Objective	Just.	Actions
Reduction 1	10,000	5,000		8,000	1,000	1,000		<input checked="" type="checkbox"/>		PS1-1		+ -

--End of Activity--

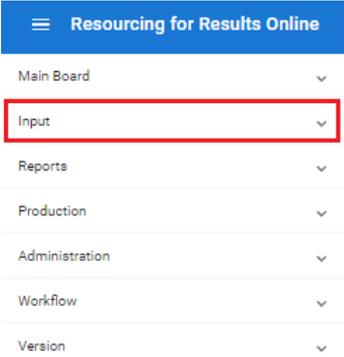
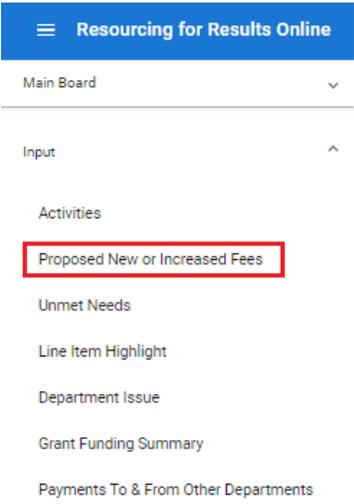
Activity 4: Completing Proposed New or Increased Fees

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

In this activity, you will:

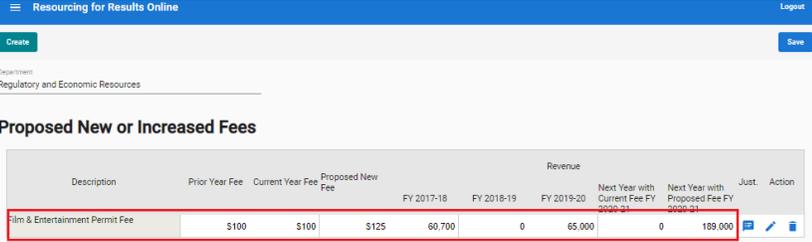
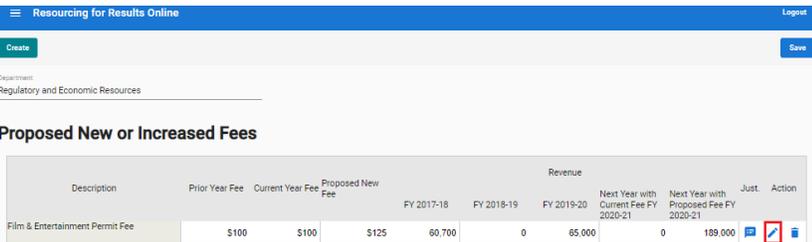
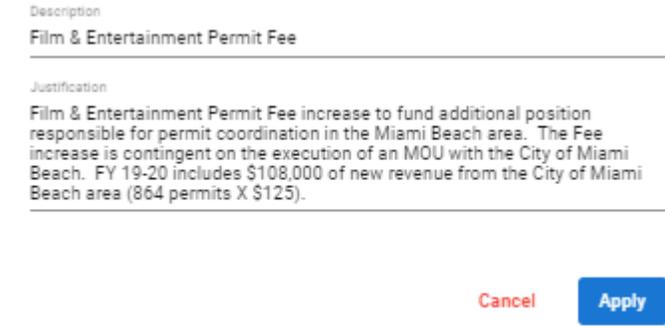
- Add a new fee to the form
- Edit an existing fee

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

Step	Action	Notes
1.	<p>From the applications main screen open the Side-Bar and click on Input</p> 	
2.	<p>Then click on Proposed New or Increased Fees option</p> 	

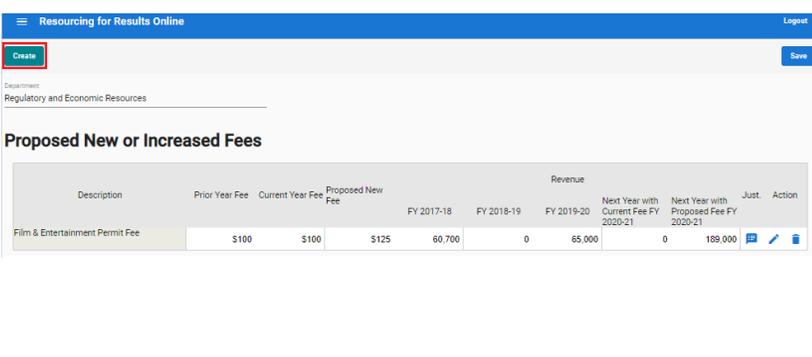
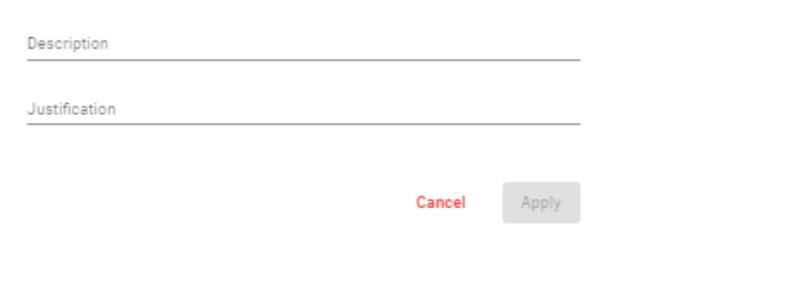
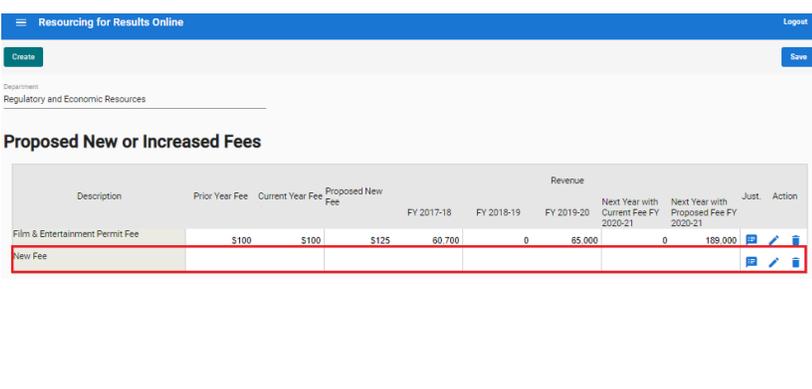
Section 4B: Editing Proposed New or Increased Fees Form

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

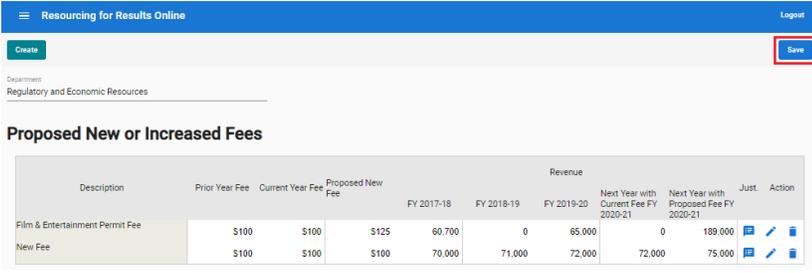
Step	Action	Notes
1.	<p>From the Proposed New Or Increased Fees form, the user can edit any information in the current listed fees by clicking on each row and adding/changing current data</p> 	
2.	<p>When updating the Description or Justification within an already existing fee, select the Pencil option on the right side of the fee line that needs to be updated</p> 	<p>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</p>
3.	<p>The application will open a pop-up window where the user can update the Description and/or Justification and click Apply once updated</p> 	

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.	<p>From the Proposed New Or Increased Fees form, click on the Create option in the top left corner of the form</p> 	
2.	<p>The application will populate a pop-up window where the user can enter the new fee Description and Justification and then click Apply to create the new fee line</p> 	
3.	<p>The new line will appear in the New or Increased Fees form</p> 	
4.	<p>The user can add the new fee information by clicking on each cell for the newly created category</p>	

5. Once all the data has been added click the **Save** button at the top right corner to ensure the application saves all changes made



The screenshot shows the 'Resourcing for Results Online' interface. At the top right, there is a 'Logout' link and a 'Save' button highlighted with a red box. Below the navigation bar, the department is listed as 'Regulatory and Economic Resources'. The main section is titled 'Proposed New or Increased Fees' and contains a table with the following data:

Description	Prior Year Fee	Current Year Fee	Proposed New Fee	Revenue						Just.	Action
				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			
Film & Entertainment Permit Fee	\$100	\$100	\$125	60,700	0	65,000	0	189,000			
New Fee	\$100	\$100	\$100	70,000	71,000	72,000	72,000	75,000			

--End of Activity--

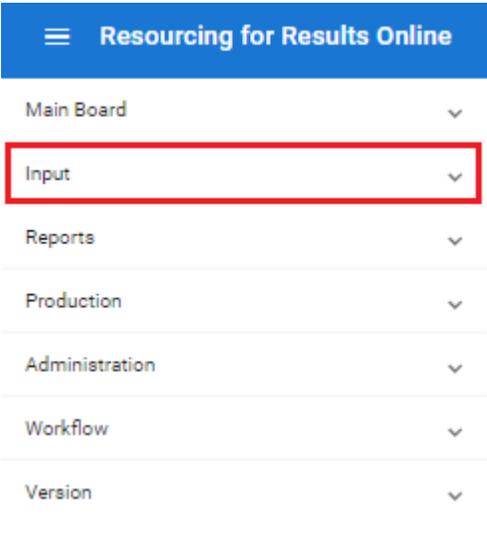
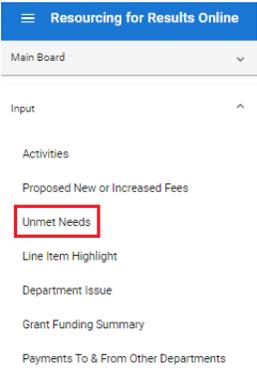
Activity 5: Updating Operating Unmet or Deferred Needs

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.	<p>From the applications main screen open the Side-Bar and click on Input</p> 	
2.	<p>Then click on Unmet Needs option</p> 	

3. The application will take you to the **Unmet or Deferred Needs** form

Resourcing for Results Online
Logout

Cancel
Save

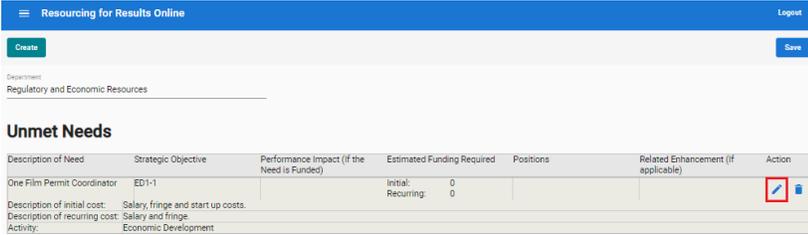
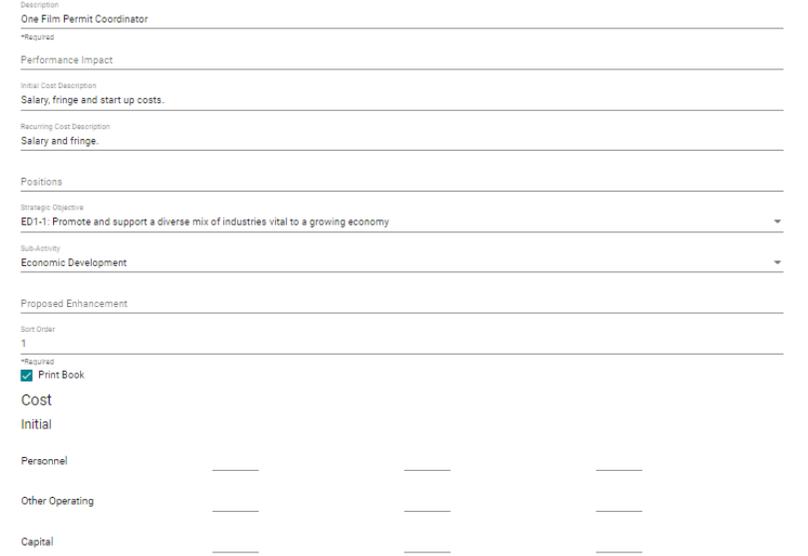
Department:
Regulatory and Economic Resources

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	ED1-1		Initial: 0 Recurring: 0			✎
Description of initial cost: Salary, fringe and start up costs.						
Description of recurring cost: Salary and fringe.						
Activity: Economic Development						

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.	<p>From the Operating Unmet or Deferred Needs form, click on the Pencil button to the right side of current unmet need</p> 	
2.	<p>The application will open a pop-up window which contains all fields that can be updated within the selected unmet need</p> 	

3. Once all changes have been applied, the user can scroll down and hit **Apply** at the bottom right of the pop-up screen and the changes will appear in the existing unmet need

ED1-1: Promote and support a diverse mix of industries vital to a growing economy

Sub-Activity
Economic Development

Proposed Enhancement

Sort Order
1

Required
 Print Book

Cost

Initial

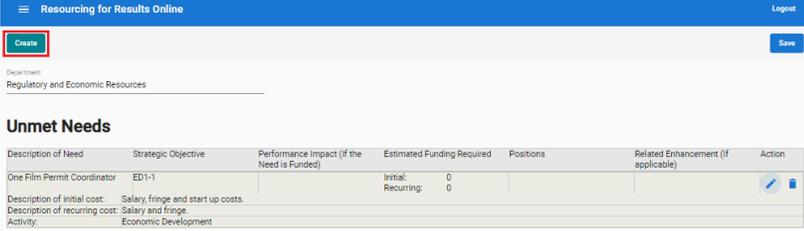
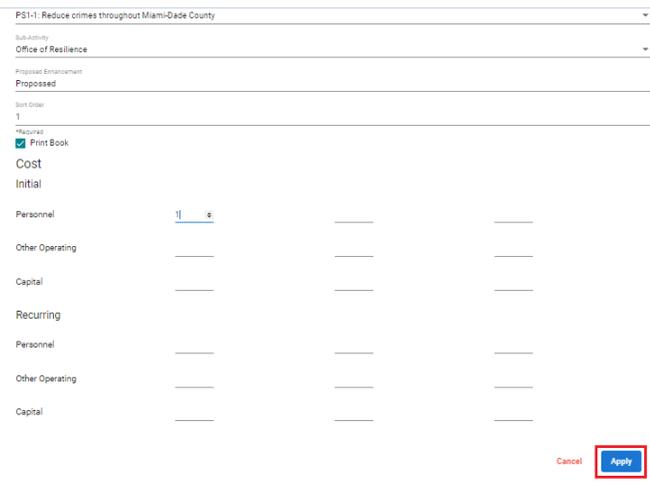
Personnel	_____	_____	_____
Other Operating	_____	_____	_____
Capital	_____	_____	_____

Recurring

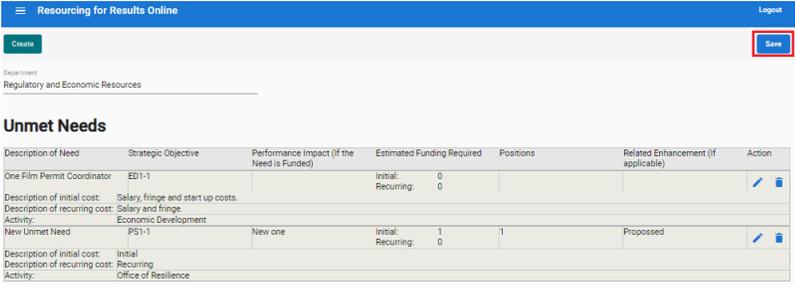
Personnel	_____	_____	_____
Other Operating	_____	_____	_____
Capital	_____	_____	_____

Cancel

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

Step	Action	Notes
1.	<p>From the Operating Unmet or Deferred Needs form, click on the Create button to the top left side of current unmet need</p> 	
2.	<p>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</p> 	
3.	<p>Once all information has been added, click Apply and the new created unmet need will show under the current department's list</p> 	<p>New Feature Alert! There is a new feature called Sort Order where the user can decide what level of priority for each unmet need</p>

4. Once all the information is entered and the new line appears under the department's list, click **Save** at the top right to ensure all changes are saved



The screenshot shows the 'Resourcing for Results Online' interface. At the top, there is a blue header with a 'Logout' link. Below the header, there are 'Create' and 'Save' buttons. The 'Save' button is highlighted with a red box. The main content area displays a table titled 'Unmet Needs' with the following data:

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	ED1-1		Initial: 0 Recurring: 0			 
Description of initial cost: Salary, fringe and start up costs.						
Description of recurring cost: Salary and fringe.						
Activity: Economic Development						
New Unmet Need	PS1-1	New one	Initial: 1 Recurring: 0	1	Proposed	 
Description of initial cost: Initial						
Description of recurring cost: Recurring						
Activity: Office of Resilience						

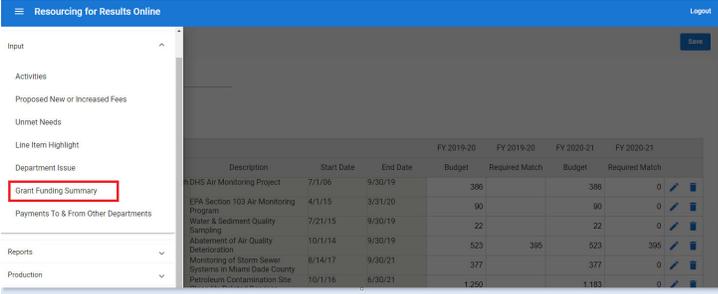
--End Activity--

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:

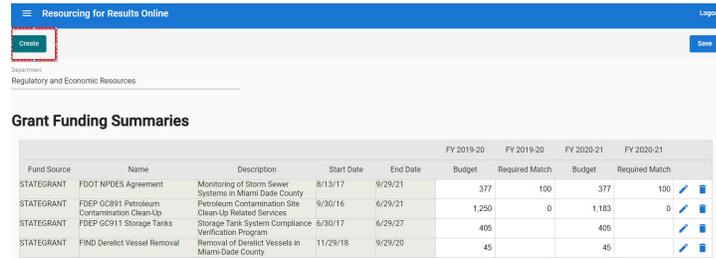
- Add a grant
- Edit a grant

Step	Action	Notes																																																					
1.	<p>Once you have selected your department, open the Input Screens and click on Grant Funding Summary.</p>  <p>The screenshot shows the 'Resourcing for Results Online' application. On the left, a sidebar menu is open with 'Grant Funding Summary' highlighted in red. The main content area displays a table of grant funding data.</p> <table border="1"> <thead> <tr> <th rowspan="2">Description</th> <th rowspan="2">Start Date</th> <th rowspan="2">End Date</th> <th colspan="2">FY 2019-20</th> <th colspan="2">FY 2020-21</th> </tr> <tr> <th>Budget</th> <th>Required Match</th> <th>Budget</th> <th>Required Match</th> </tr> </thead> <tbody> <tr> <td>DHS Air Monitoring Project</td> <td>7/1/06</td> <td>9/30/19</td> <td>386</td> <td></td> <td>386</td> <td>0</td> </tr> <tr> <td>EPA Section 103 Air Monitoring Program</td> <td>4/1/15</td> <td>3/31/20</td> <td>90</td> <td></td> <td>90</td> <td>0</td> </tr> <tr> <td>Water & Sediment Quality Sampling</td> <td>7/21/15</td> <td>9/30/19</td> <td>22</td> <td></td> <td>22</td> <td>0</td> </tr> <tr> <td>Abatement of Air Quality Deterioration</td> <td>10/1/14</td> <td>9/30/19</td> <td>523</td> <td>396</td> <td>523</td> <td>396</td> </tr> <tr> <td>Monitoring of Storm Sewer Systems in Miami Dade County</td> <td>8/14/17</td> <td>9/30/21</td> <td>377</td> <td></td> <td>377</td> <td>0</td> </tr> <tr> <td>Petroleum Contamination Site</td> <td>10/1/16</td> <td>8/30/21</td> <td>1,290</td> <td></td> <td>1,183</td> <td>0</td> </tr> </tbody> </table>	Description	Start Date	End Date	FY 2019-20		FY 2020-21		Budget	Required Match	Budget	Required Match	DHS Air Monitoring Project	7/1/06	9/30/19	386		386	0	EPA Section 103 Air Monitoring Program	4/1/15	3/31/20	90		90	0	Water & Sediment Quality Sampling	7/21/15	9/30/19	22		22	0	Abatement of Air Quality Deterioration	10/1/14	9/30/19	523	396	523	396	Monitoring of Storm Sewer Systems in Miami Dade County	8/14/17	9/30/21	377		377	0	Petroleum Contamination Site	10/1/16	8/30/21	1,290		1,183	0	
Description	Start Date				End Date	FY 2019-20		FY 2020-21																																															
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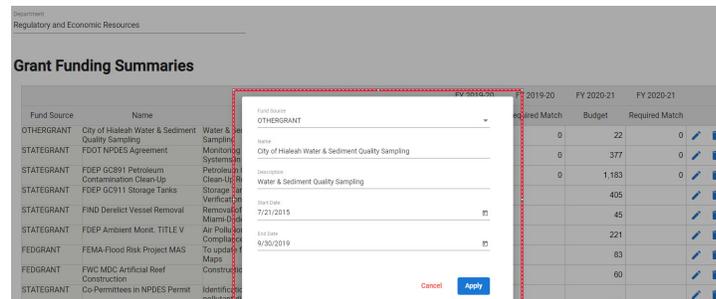
2.

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.



- From the Fund Source drop-down box, select the appropriate fund type. The three available options:
 - STATGRANT for a state grant,
 - FEDGRANT for a federal grant, and
 - OTHGRANT for any other type of grant.
- Under the Name of Grant column, enter the name of the grant.
- Under the Description of Grant column, enter a brief description of the grant.
- Under the Start and End Date columns, select the starting and ending dates for the grant.
- You will then enter the grant amount, as applicable in the next four fields:
 - Prior Year Budget
 - Prior Year Required Match
 - Budget Year Proposed
 - Budget Year Requirement Match
- Click Apply



3. When you have completed your data entry, click on Save to update RFRO.

4. The grant now appears in the Grant Funding Summary form (at the bottom of the form).

Fund Source	Name	Description	Start Date	End Date	FY 2019-20 Budget	FY 2019-20 Required Match	FY 2020-21 Budget	FY 2020-21 Required Match	
STATEGRANT	FDOT NPDES Agreement	Monitoring of Storm Sewer Systems in Miami Dade County	8/13/17	9/29/21	377	100	377	100	/ /
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		/ /
STATEGRANT	FIND Derelict Vessel Removal	Removal of Derelict Vessels in Miami Dade County	11/29/18	9/29/20	45		45		/ /
STATEGRANT	FDEP Ambient Monit. TITLE V	Air Pollution Control Permitting & Compliance	6/30/17	6/29/19	221		221		/ /
FEDGRANT	FEMA Flood Risk Project MAS	To update flood insurance Rate Maps	9/30/15	9/29/19	65		83		/ /
FEDGRANT	FWC MDC Artificial Reef Construction	Construction of Artificial Reefs	11/27/17	8/30/18	60		60		/ /
STATEGRANT	Co-Permittees in NPDES Permit	Identification and control of pollutant discharges in shared municipal separate storm sewer systems	9/30/17	9/29/22	354		354		/ /
STATEGRANT	South Miami Dade Salt Intrusion Barrier Project	Design and construction of sheet pile barriers in the Gard Sound Road Canal	6/30/17	6/29/20	261		261		/ /
STATEGRANT	Florida City Canal Outfall and Equalizer Improvements	Design and Construct 9 flood control gates and equalizers	6/30/17	6/29/20	221		221		/ /
OTHERGRANT	City Energy Project	To identify innovative solutions that improve the energy and water efficiency of private and public buildings	12/1/16	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 reefs	6/30/17	6/29/24	23		0		/ /
STATEGRANT	Bakers Haulover IMP Study	Feasibility study for Bakers Haulover in Miami Dade County	6/30/17	9/30/20	75		75		/ /
FEDGRANT	Testing	Testing	9/30/20	8/31/21					/ /

Note: All financial figures should be in thousands.

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	Action	Notes																																																																																																								
1.	<p>From the Grant Funding Summary form, select a line item that needs adjustment and click on the Edit button.</p> <p>Grant Funding Summaries</p> <table border="1"> <thead> <tr> <th rowspan="2">Fund Source</th> <th rowspan="2">Name</th> <th rowspan="2">Description</th> <th rowspan="2">Start Date</th> <th rowspan="2">End Date</th> <th colspan="2">FY 2019-20</th> <th colspan="2">FY 2020-21</th> <th rowspan="2"></th> </tr> <tr> <th>Budget</th> <th>Required Match</th> <th>Budget</th> <th>Required Match</th> </tr> </thead> <tbody> <tr> <td>STATEGRANT</td> <td>FDOT NPDES Agreement</td> <td>Monitoring of Storm Sewer Systems in Miami Dade County</td> <td>8/13/17</td> <td>9/29/21</td> <td>377</td> <td>100</td> <td>377</td> <td>100</td> <td></td> </tr> <tr> <td>STATEGRANT</td> <td>FDEP GC891 Petroleum Contamination Clean-Up</td> <td>Petroleum Contamination Site Clean-Up Related Services</td> <td>9/30/16</td> <td>6/29/21</td> <td>1,250</td> <td>0</td> <td>1,183</td> <td>0</td> <td></td> </tr> <tr> <td>STATEGRANT</td> <td>FDEP GC911 Storage Tanks</td> <td>Storage Tank System Compliance Verification Program</td> <td>6/30/17</td> <td>6/29/27</td> <td>405</td> <td></td> <td>405</td> <td></td> <td></td> </tr> <tr> <td>STATEGRANT</td> <td>FIND Derelict Vessel Removal</td> <td>Removal of Derelict Vessels in Miami-Dade County</td> <td>11/29/18</td> <td>9/29/20</td> <td>45</td> <td></td> <td>45</td> <td></td> <td></td> </tr> <tr> <td>STATEGRANT</td> <td>FDEP Ambient Monit. TITLE V</td> <td>Air Pollution Control Permitting & Compliance</td> <td>6/30/17</td> <td>6/29/19</td> <td>221</td> <td></td> <td>221</td> <td></td> <td></td> </tr> </tbody> </table>	Fund Source	Name	Description	Start Date	End Date	FY 2019-20		FY 2020-21			Budget	Required Match	Budget	Required Match	STATEGRANT	FDOT NPDES Agreement	Monitoring of Storm Sewer Systems in Miami Dade County	8/13/17	9/29/21	377	100	377	100		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			STATEGRANT	FIND Derelict Vessel Removal	Removal of Derelict Vessels in Miami-Dade County	11/29/18	9/29/20	45		45			STATEGRANT	FDEP Ambient Monit. TITLE V	Air Pollution Control Permitting & Compliance	6/30/17	6/29/19	221		221			<p>Note: Selecting the pen icon option will allow you to edit a line item as described in Activity 6. Selecting the garbage icon option will delete the selected line item.</p>																																								
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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.

The screenshot shows the 'Resourcing for Results Online' interface. At the top, there is a blue header with a menu icon, the text 'Resourcing for Results Online', and a 'Logout' link. Below the header, there is a 'Create' button on the left and a 'Save' button on the right, which is highlighted with a red rectangular box. Underneath, the 'Department' is listed as 'Regulatory and Economic Resources'. The main section is titled 'Grant Funding Summaries' and contains a table with columns for Fund Source, Name, Description, Start Date, End Date, Budget, Required Match, and columns for FY 2019-20, FY 2020-21, and FY 2020-21. The table lists several grant items with their respective details.

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

The screenshot shows the 'Grant Funding Summaries' table from the previous step. A 'Confirm Delete' dialog box is overlaid on the table. The dialog box contains the text 'Click Yes to confirm you want to delete this Grant Funding Summary.' and two buttons: 'Yes' and 'No'. The table behind the dialog shows the same data as in the previous screenshot, with the 'Required Match' column highlighted for the first row.

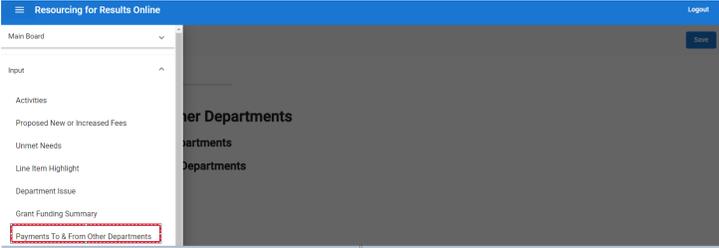
--End Activity--

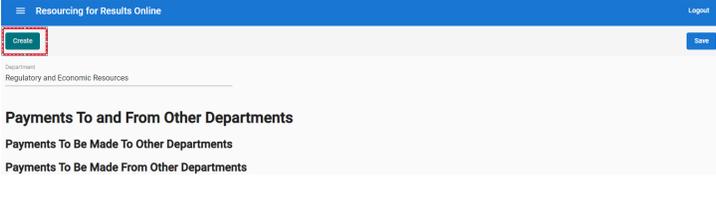
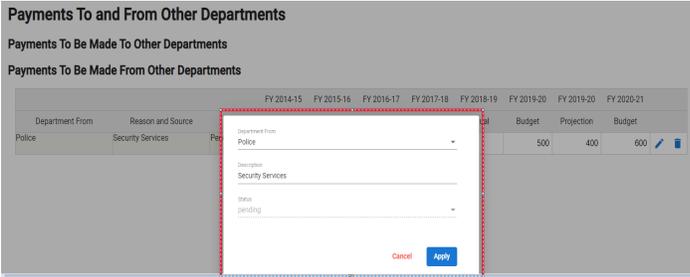
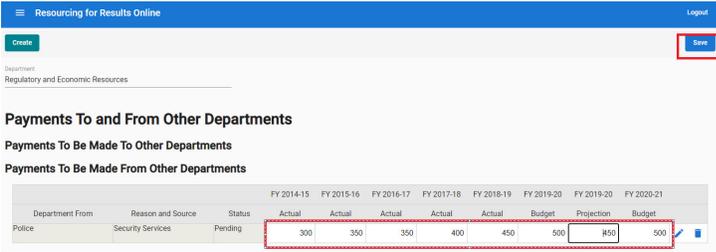
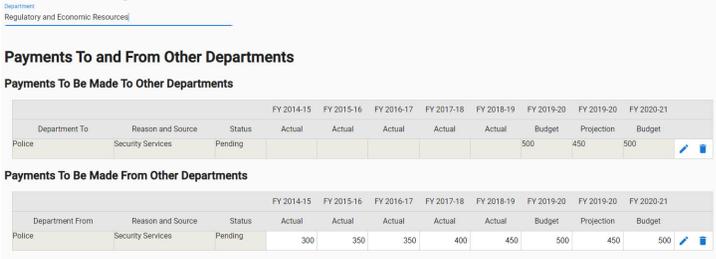
Activity 7: Completing Payments To and From Other Departments

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

In this activity, you will:

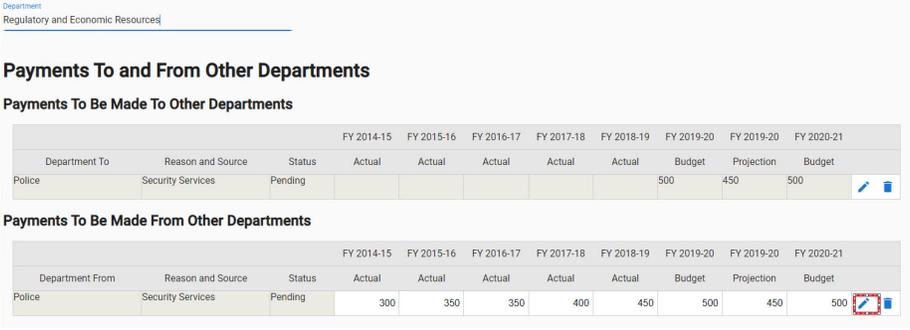
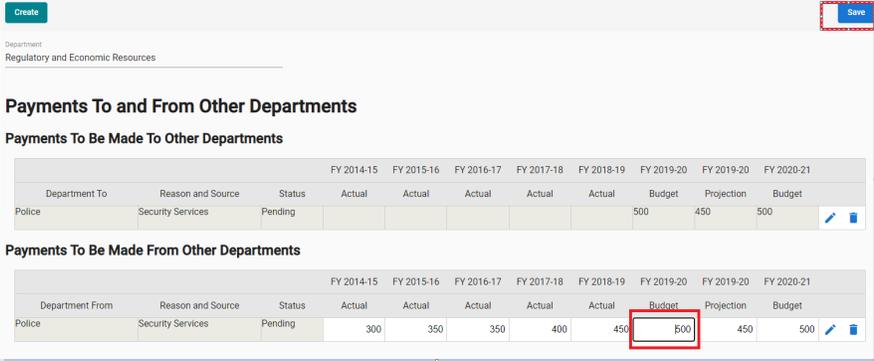
- Identify the different sections of the **Payment To and From Other Departments** form
- Add a payment
- Edit a payment

Step	Action	Notes
1.	<p>Once you have selected your department, open the Input Screens and click on Payment To and From Other Departments.</p> 	

<p>2.</p>	<p>Click Create to add a payment from a department.</p> 	
<p>3.</p>	<p>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</p> 	<p>New Feature Alert! Note: the status of the payment will remain pending until is confirmed by both departments</p>
<p>4.</p>	<p>Enter the amount into the appropriate columns and click on Save when your entry is complete</p> 	<p>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.</p>
<p>5.</p>	<p>Your entry will now be recorded in RFRO.</p> 	

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.

Step	Action	Notes
1.	<p>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.</p>  <p>The screenshot shows the 'Department' dropdown set to 'Regulatory and Economic Resources'. Under 'Payments To Be Made From Other Departments', a table lists a payment from 'Police' to 'Security Services' with a status of 'Pending'. The table columns include fiscal years (FY 2014-15 to FY 2020-21) for Actual, Budget, and Projection. The 'Budget' column for FY 2019-20 is highlighted with a red box, and a red dashed box highlights the edit icon in the bottom right corner of the table row.</p>	<p>Note: Selecting the pen icon option will allow you to update a line item as described in Activity 7. Selecting the Delete option will delete the selected line item.</p>
2.	<p>The line item will now become available to update any cells that require adjustment. When all required changes are made, click on Save to update RFRO.</p>  <p>The screenshot shows the same form as above, but with a red box around the 'Budget' cell for FY 2019-20 in the 'Payments To Be Made From Other Departments' table, indicating it is now editable. A red dashed box highlights the 'Save' button in the top right corner of the form.</p>	

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

Create
Save

Department
Regulatory and Economic Resources

Payments To and From Other Departments

Payments To Be Made To Other Departments

			FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
Department To	Reason and Source	Status	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Budget
Police	Security Services	Pending						500	450	500

Payments To Be Made From Other Departments

			FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
Department From	Reason and Source	Status	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Budget
Police	Security Services	Pending	300	350	350	400	450	500	450	500

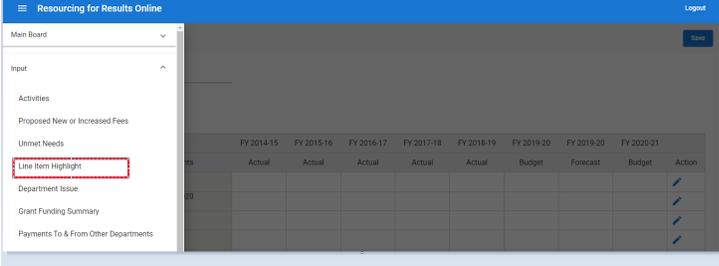
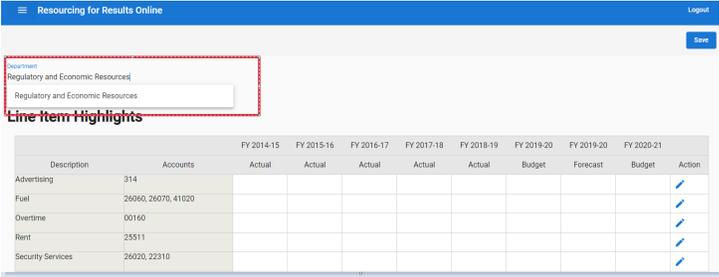
--End Activity--

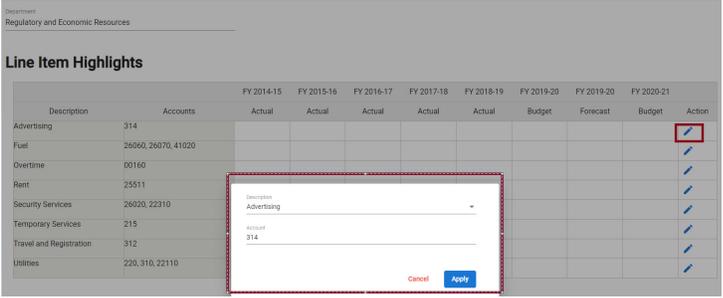
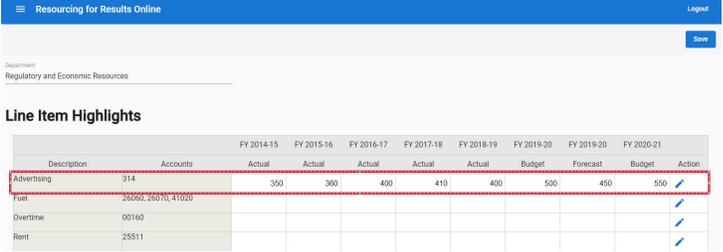
Activity 8: Completing Selected Line Item Highlights Form

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

In this activity, you will:

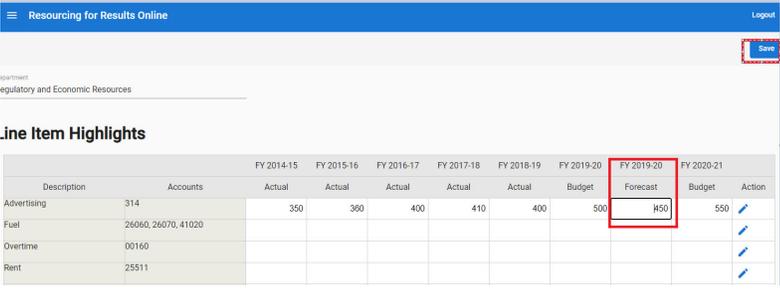
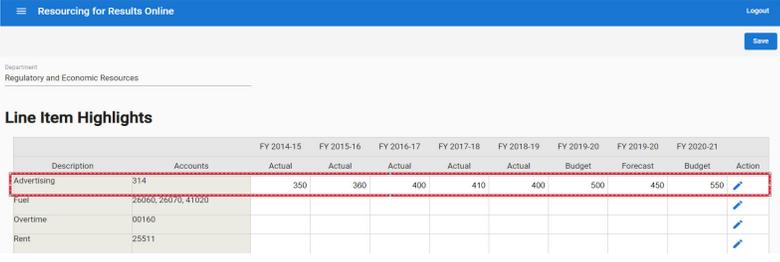
- Add a line item highlight
- Edit a line item highlight

Step	Action	Notes
1.	<p>Once you have selected Line Item Highlights, open the Input Screens and type your department name.</p>  	

<p>2.</p>	<p>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.</p>  <ul style="list-style-type: none"> • 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 . 	
<p>3.</p>	<p>After the line item is created, enter the appropriate dollar amounts in the respective years and click on Save to update RFRO.</p> 	
<p>4.</p>	<p>The Line Item Highlight now appears in the form (in alphabetical order).</p> 	

Section 8B: Editing The Line Item Highlights Form

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

Step	Action	Notes
1.	<p>From the Line Item Highlights form, select the column of the year and the line item that needs adjustment to enter the new amount.</p>  <ul style="list-style-type: none"> When all required changes are made, click on Save to update RFRO. 	
2.	<p>The line item will now reflect any changes made in the prior step.</p> 	

--End Activity--