BUDGET CHANGE PROPOSALS – 4819.42

(Revised: 11/201607/2026)

Budget Change Proposals (BCP) containing I specified information Ttechnology (IT) components are reviewed evaluated by the California Department of Technology (Department of Technology) staff and an evaluation recommendation is provided to the Department of Finance Program Budget Manager responsible for review of the Agency/state entity's budget.

BCPs which request funding for IT projects must be consistent with the Agency/state entity's Agency Information Management Strategy (see SAM Sections 4900.3-4900.5) and the Conceptually Approved IT Project Proposals Report (see SAM Section 4904). The BCPs related to IT Pprojects must be supported by approved Project Approval Lifecycle Stage/Gate project deliverables (SAM Section 4928), or a Special Project Report (SPR) (SAM Sections 4945--4945.2), prior to approval of the funding request. In exceptional circumstances, with the Department of Technology's approval, the funding request may be supported by an approved PAL Reporting Exemption Project Delegation Request.

Project Aapproval Lifecycle Stage/Gate deliverables and SPRs must be submitted in the format and within the time frames specified in the State Administrative Manual, the AM, State Information Management ManualMM, and Technology Letters issued by the Department of Technology.

BCPs must be submitted in the format and within the time-frames specified in annual bBudget Lletters issued by the Department of Finance. Incomplete or "placeholder" Stage/Gate project approval deliverables or SPRs submitted for consideration with an associated BCP may be returned to the Agency/state entity without consideration.