

# BUDGET LETTER

		<b>NUMBER:</b> 23-05
<b>SUBJECT:</b>	2024-25 BUDGET PREPARATION GUIDELINES	<b>DATE ISSUED:</b> JUNE 19, 2023
<b>REFERENCES:</b>	BUDGET LETTERS 22-09, 22-15, 22-22, 23-02 AND ATTACHMENTS	<b>SUPERSEDES:</b> BL 22-06

TO: Agency Secretaries  
 Agency Information Officers  
 Department Directors  
 Department Budget and Accounting Officers  
 Department Chief Information Officers  
 Department of Finance Budget and Accounting Staff  
 Department Deputy Director for Legislation

FROM: DEPARTMENT OF FINANCE

**NOTE: Budget Officers are requested to forward a copy of this Budget Letter to their facility manager.**

The Department of Finance is issuing this Budget Letter (BL) to assist departments in planning for 2024-25 budget development. This BL contains guidelines that are applicable to the overall budget development process at this time. Finance will provide other technical instructions in future BLs (Attachment I).

This BL includes details for the Fall and Spring Budget Change Proposal (BCP) process. Please refer to the last section of this letter for additional information.

<b><i>Due Dates and Deliverables for Budget Documents due to Finance, unless otherwise noted in subsequent instructions:</i></b>	
<b>DUE DATE</b>	<b>DELIVERABLE</b>
<b>July</b>	Agencies discuss concepts for the upcoming budget with Finance and identify the workload and technical adjustments approved for consideration.
<b>July – September</b>	Initiate discussions (Finance, Agencies, and Departments) to develop high priority proposals and evaluate alternatives that align with the Administration's policies. Development of related BCPs, if needed, will follow this process.
<b>July 17, 2023 (Monday)</b>	Department deadline to submit Project Approval Lifecycle (PAL) documents or Special Project Reports (SPR) to the California Department of Technology (CDT) when requesting funding for Information Technology (IT) projects in a fall BCP. Project approval documents are required to be finalized and made public in

	conjunction with the release of the Governor's Budget unless otherwise approved by Finance. If departments do not submit project documents by the July 17 deadline, related BCPs will be deferred to a later budget cycle, which may impact the project schedule and associated funding.
<b>July 31, 2023 (Monday)</b>	Capital Outlay Budget Change Proposals (COBCPs) and Five-Year Infrastructure Plans for 2024-25, including any adjustments needed to conform to the enacted 2023-24 Budget, 2022 Five-Year Infrastructure Plans, and construction escalation.
<b>August 11, 2023 (Friday)</b>	Request an extension for BCP submission for a stated cause. All BCPs must be submitted on or prior to the deadlines provided in this letter. Any extension must be approved by the Finance Program Budget Manager.
<b>August 31, 2023 (Thursday)</b>	Submit workload and technical BCPs, including any associated Budget Bill and Trailer Bill language changes, to the appropriate Finance Analyst.
<b>September 8, 2023 (Friday)</b>	BCPs requesting funds for legislation chaptered through August 31. If legislation is enacted after August 31, then BCPs must be submitted to Finance <b>no later than 10 calendar days after the bill is chaptered.</b>
<b>To Be Determined by Finance Budget Analyst</b>	Enrollment, Caseload, and Population (ECP) updates and local assistance estimates due, including any associated Budget Bill and Trailer Bill language changes.

***Due Dates for Financial Reporting Requirements (2022-23 year-end financial reports) due to the State Controller's Office, unless otherwise noted in subsequent instructions:***

DUE DATE	FINANCIAL REPORTING REQUIREMENTS
<b>August 31, 2023 (Thursday)</b>	<ul style="list-style-type: none"> <li>• All funds due to the State Controller's Office (SCO).</li> <li>• Report of Expenditures of Federal Funds, Report 13: Departments must submit report to Finance's Fiscal Systems and Consulting Unit (FSCU). Reports may be submitted electronically to: FSCUHotline@dof.ca.gov.</li> <li>• Report of Accounts Outside the State Treasury, Report 14: Departments must electronically submit report through FI\$Cal.</li> </ul>

***Due Dates and Deliverables for Spring Budget Change Proposals and ECP updates due to Finance, unless otherwise noted in the subsequent instructions:***

DUE DATE	DELIVERABLE
<b>January 8, 2024 (Monday)</b>	Department deadline to submit PAL documents or SPRs to CDT when requesting funding for IT projects in a spring BCP. Project approval documents are required to be finalized and made public in conjunction with the release of April 1 Letters or the May Revision, unless otherwise approved by Finance.
<b>February 8, 2024 (Thursday)</b>	All Spring BCP requests must be submitted on or prior to the deadlines provided in this letter.
<b>February 12, 2024 (Monday)</b>	Submit Capital Outlay requests by including a Capital Outlay BCP Cover Sheet and Narrative Form ( <a href="#">DF-151</a> ), three-page estimates (if applicable), and Fiscal Impact Worksheets (FIW) ( <a href="#">DF-150</a> ). The FIW and Capital Outlay BCP forms are available on the Finance <a href="#">website</a> .
<b>To Be Determined by Finance Budget Analyst</b>	May Revision ECP updates and local assistance estimates due, including any associated Budget Bill and Trailer Bill language changes.

This BL provides instructions and information on the following topics:

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## I. GENERAL INFORMATION

The guidelines in this BL apply primarily to BCPs related to state operations and local assistance. Finance will issue a separate BL for COBCP guidelines. Unless specifically identified as COBCP, the term BCP refers to state operations and local assistance proposals, not capital outlay; however, this BL does include components that require identification for potential facility or capital outlay costs related to state operations and local assistance BCPs.

**Budget Preparation Calendar:** Budget Calendars in the Budget Analyst Guide will be updated and are available at: [Budget Calendars](#).

**Price Letter Standards:** Price Letter Standards for 2024-25 are currently targeted for distribution in early September 2023. The Department of General Services has published an updated version of its web-based 2022-23 Price Book that lists both the 2022-23 and proposed 2023-24 rates for its services, which can be viewed here: [Price Book](#).

**State Administrative Manual (SAM):** The budget chapter (Chapter 6000) of SAM is a valuable source of information on the technical aspects of the budget and legislative processes. You may access SAM Chapter 6000 at: [SAM Budgeting](#). Finance updates SAM to reflect FI\$Cal changes, as needed. Please also refer to BLs and the Finance FI\$Cal Resources webpage for specific technical Hyperion instructions at: [FI\\$Cal Resources for Budget](#).

**Timeliness and Confidentiality:** Strict adherence to all schedules and due dates stipulated in this letter and attachments is required. **Until release of the Governor's Budget, all information contained in budget documents used during the development process is strictly confidential. All BCPs and ECPs (and related materials) not released to the Legislature by Finance indefinitely remain working papers subject to the Governor's deliberative process privilege. These documents are to be released if and only if that privilege is waived by the Governor's Office, or pursuant to court order.** For purposes of the Public Records Act, the Governor's deliberative process privilege is reflected in [Government Code section 7922.000](#)

## II. BUDGET CHANGE PROPOSALS

**NOTE: Finance will release a new BCP Template with instructions in July. Departments are expected to submit 2024-25 BCPs with the new template. Please do not use an outdated BCP template. The BCP due dates contained in this BL will remain unchanged.**

### Forms (ADA Compliant)

Departments are required to submit BCPs with appropriate signatures in hard and/or soft copy form, as requested by Finance Analysts. The latest ADA compliant version of the [DF-46](#) BCP Cover Sheet form departments should use to prepare the narrative portion of non-Capital Outlay proposals is available in Word format on Finance's website.

When submitting BCPs, departments using FI\$Cal/Hyperion **must provide all necessary budget information in Hyperion** – either by keying data in the system directly or by utilizing upload templates for data input – **by the due dates noted above**. To upload data, departments should **always use the most current upload template** to ensure it includes the latest program and chart of accounts information. **NOTE:** Do not reuse old templates from prior years to avoid potential problems loading the data correctly. Upload templates are distributed through the Budget Operations mailing list twice a year (after Governor's Budget in late January/early February and after Budget Enactment in late July/early August for the fall budget development process). Departmental staff may also contact their Finance Budget Analyst to receive the latest upload templates and refer to the ["Uploading Budget Templates in Hyperion Job Aid"](#) for information on how to upload data into Hyperion.

### Timeframe

Workload and technical BCPs (including Budget Bill and Trailer Bill language changes) must be submitted to Finance no later than **Thursday, August 31, 2023**, or by an earlier date established by the Finance Program Budget Manager. **(Exception:** BCPs for chaptered legislation and late requests approved by Finance [see below]). All major COBCPs and the Five-Year Infrastructure Plans for 2023-24, including minor COBCPs, Capital Outlay Concept Papers (COCPs), and adjustments that are needed to conform to the enacted 2022-23 Budget, or required because of changes to the escalation of construction costs, are due by **Monday, July 31, 2023**.

Pursuant to [Government Code section 11545](#), et seq., CDT is responsible for approving and overseeing IT projects. Accordingly, a BCP that requests funding for an IT project requires CDT's approval of an SPR, or the applicable PAL documents upon release of the Governor's Budget, unless otherwise approved by Finance. Departments seeking approval are required to submit project documents to CDT electronically, in accordance with Statewide Information Management Manual (SIMM) 05A. The SPR, or applicable PAL documents, are due to CDT no later than **Monday, July 17, 2023** (unless otherwise exempted by CDT), for Finance to consider any associated fall funding requests and **Monday, January 8, 2024**, for spring funding requests. Departments are responsible for completion and timely submission of final documents to ensure distribution of the CDT-approved documents upon release of the Governor's Budget. Incomplete BCPs or project documents may delay funding. Comprehensive information for IT projects, including instructions to assist departments in meeting CDT reporting requirements, can be found in the [SIMM](#).

BCPs requesting funds for legislation chaptered through Thursday, August 31, 2023, must be submitted to Finance no later than **Friday, September 8, 2023**. For bills chaptered after August 31, related BCPs and associated IT project documents, if applicable, must be submitted **no later than 10 calendar days after the bill is chaptered**. BCPs for chaptered legislation will not be considered by Finance unless departments previously identified costs during legislative consideration of the bill. Finance will also decline review of chaptered legislation BCPs if departments submit them after the applicable time limit.

The Agency Secretary, or Departmental Director for departments that do not report to an Agency Secretary, must approve any request for a late BCP submittal. These late submittal requests must be submitted in writing to the Finance Program Budget Manager no later than **Friday, August 11, 2023**. Requests for late submittal are limited to those issues involving the most exceptional circumstances.

### **General Guidelines and Procedures for BCPs and ECPs**

1. **All BCPs/ECPs must fully conform to budget policies**, which will be provided in the upcoming Budget Policy BL.
2. **All information contained in approved BCPs/ECPs is strictly confidential until release of the Governor's Budget.** Each department is responsible for maintaining the confidentiality of its respective BCPs until approved for release (usually simultaneously with the release of the Governor's Budget).
3. **Disapproved BCPs/ECPs, disapproved premise assumptions, and disapproved versions of BCPs/ECPs remain confidential working papers and must not be released.** Responses to any requests for confidential budget documents under the Public Records Act or pursuant to discovery requests must be coordinated through your Finance Analyst with Finance's legal staff.
4. **The appropriate Agency Secretary, if applicable, must approve BCPs (including COBCPs) prior to submission to Finance.** Additionally, BCPs with IT components must be reviewed by the Agency Information Officer. If proposing changes that involve other departments or other departments' funds, obtain and attach written concurrence and/or comments on the proposed change from the Director(s) or designee of the affected department(s) prior to submitting the BCP or COBCP to Finance.
5. **All BCPs with IT components require the department's Chief Information Officer to review the BCP and sign the BCP cover sheet** prior to submission to Finance. BCPs that do not have the appropriate approval and, when applicable, concurrence and/or comments, will be returned without consideration.

If any portion of the BCP requests IT components (IT infrastructure, IT positions, IT projects, IT Security, software, etc.), departments must mark the IT components box on the DF-46 BCP Cover Sheet. If the IT component is related to an IT project, the department must indicate the last approved project document and the date approved. Applicable PAL documents include the following, depending on a project's planning or project implementation status.

- o Project Planning
  - Stage 1 Business Analysis (S1BA)
- o Project Implementation
  - S1BA, Project Delegation Request (PDR), and Financial Analysis Worksheet (FAW),
  - Stage 2 Alternatives Analysis,
  - Stage 4 Project Readiness and Approval, or SPR.

6. BL [22-15](#) requires **departments that receive funding for planning activities for IT projects in the PAL process** to provide Finance a [Planning Expenditure Report \(DF-576\)](#) on a quarterly basis (November, February, May, and August), reflecting the status as of the end of the prior quarter.
7. **Funding for chaptered legislation** that does not contain a specific appropriation must be absorbed or requested in a BCP or other budget request.
8. BCPs requesting funds from a special or bond fund must be accompanied by an **updated fund condition statement or by a statement of fund availability from the department administering the fund** (if different from the requesting department). Bond-funded BCPs must also cite the specific bond measure and relevant chapters and sections for proposed funding (i.e., "bond pot").
9. **Local assistance estimates should not include state operations funding.** A separate BCP for state operations should be completed unless approved by your Finance Program Budget Manager to include in the estimate. These BCPs should be submitted consistent with the BCP deadlines.
10. **Departments must provide a succinct, well-written, and complete BCP.** Departments may provide supporting information and must not rely on providing subsequent back-up material to respond to Finance's inquiries regarding justification for the request. BCPs that are incomplete by virtue of failing to provide relevant, critical, and substantiating information in the initial submission will likely be returned to departments without analysis at the discretion of Finance.

When applicable, **BCP and ECP submissions must include any proposed provisional, trailer bill, reversion, or reappropriation language.** In the case of provisional and trailer bill language, the BCP must effectively justify the need for this language and the programmatic implications associated with it. For proposed reappropriation and reversion language, the BCP must clearly identify the relevant budget acts, items of appropriation, and funds proposed for reappropriation and reversion, as well as the appropriate timeframes for encumbrance and liquidation. Departments are encouraged to use the standardized language available here: [Budget Bill Preparation Guidelines](#).

11. **BCPs must include all appropriate documentation (including Hyperion fiscal pages), workload statistics, buy-in from impacted departments within the Administration, and code citations.** If a proposed change is funded through redirection, both the positive and negative changes must be reflected. BCPs proposing redirections must include a statement of the immediate and future impact on the program from which the resources will be redirected. When submitting a BCP that affects more than one program or subprogram, fiscal detail for each program/subprogram affected must be included. All program information must be consistent with the display in the Governor's Budget.



12. BCPs must describe the **methods of calculation and sources of data** for all numbers used. Departments should consult with their Finance Analyst on analytical approaches, data sources, and content of the written BCPs prior to submission.
13. BCPs requesting **new positions and/or programs** must include both a narrative explanation and fiscal detail addressing the impact these new positions/programs will have on the facility needs of the department. Finance will not consider BCPs that do not include this information. Salaries and retirement rates should be as of July 1, 2023. Salary information is available on [CalHR's website](#). Retirement rates can be found in Control Section 3.60 of the 2023 Budget Act.
14. BCPs must include a description of how the proposal is **consistent with the department's strategic plan** by identifying the objective(s) the BCP will support. The justification must articulate the compelling need (or problem being addressed) for this proposal and its intended objectives.
15. Attachment II provides a list of designated lead agencies responsible for the coordination of specified subject areas/programs.

### III. POSITION RELATED GUIDELINES

**Requests for New Positions**—When requesting new positions, departments are required to clearly establish the benefits to be gained by increasing personnel as opposed to other possible alternatives (e.g., automation, workload adjustments, contracts, implementing more efficient work processes, etc.). Depending on a department's vacancy rate and the factors contributing to that rate, Finance may recommend redirection of existing vacant positions, rather than new positions. **Other alternatives that have been considered by the department must also be identified and analyzed.** BCPs requesting new positions must effectively justify why a redirection is not possible. Relevant vacancy information may be requested by Finance and must be provided promptly. If new positions are approved, positions will be budgeted at the mid-step, across all years, unless evidence is provided justifying a higher level for hard-to-fill classifications. Finance must approve the establishment of any position above mid-step. Classifications with multiple ranges should be using the mid-step of the mid-range.

**Position Requests for Recently Consolidated Classifications**—When requesting new positions for recently consolidated classifications, departments are required to use the new consolidated classifications adopted by the State Personnel Board.

**Limited-Term Positions**—As a policy, Finance does not approve limited-term position authority to meet short-term workload efforts. If a temporary increase in resources is necessary to support short-term workload, limited-term expenditure authority will be considered to meet operational needs. The limited-term funding will be approved for a specific length of time, as authorized during the budget process. **For more specific information on limited-term expenditures, consult with your Finance Budget Analyst.**

**Merit Salary Adjustment**—Merit Salary Adjustments (MSAs) are included in the definition of a workload budget in [Government Code section 13308.05](#); however, since savings result when positions return to the bottom step after staff promotions or departures, these resources are to be made available to pay for the costs of MSAs. Therefore, no workload budget adjustments will be made by Finance for MSAs.

#### IV. CAPITAL OUTLAY BUDGET CHANGE PROPOSALS

##### Major Capital Outlay Budget Change Proposals

The General Guidelines and Procedures for BCPs described above also apply to COBCPs. COBCPs and Five-Year Infrastructure Plans (including requests for provisional language changes) are required to be submitted to the Legislature with the Governor's Budget, pursuant to Government Code section 13100, et seq. and must be submitted to Finance no later than **Monday, July 31, 2023**, or by an earlier date established by the Finance Program Budget Manager. The BL with more specific instructions, including FI\$Cal related instructions, and due dates for submitting five-year infrastructure plans, COBCPs, and COCPs, is forthcoming.

Changes for any other reason may be deferred to the 2025-26 capital outlay budget cycle. Please see the relevant [SAM sections \(6801 – 6899\)](#) for more information related to the capital outlay process.

##### Minor COBCPs

COBCPs for minor capital outlay projects for 2024-25 must be submitted to Finance no later than **Monday, July 31, 2023**, or by an earlier date established by the Finance Program Budget Manager. Detailed information on the submission of Minor COBCPs for the 2024-25 fiscal year will be provided in an upcoming BL.

The dollar limit for each minor capital outlay project is \$929,000 for most agencies and \$1,205,000 for departments within the Natural Resources Agency, per Public Contract Code sections [10108](#) and [10108.5](#), respectively. Please see [BL 22-01](#) for additional information.

#### V. INFORMATION TECHNOLOGY

##### Line-item Display in the Governor's Budget

Hyperion includes account categories for Consolidated Data Centers (5344000) and Information Technology – Other (5346900). Departments must use these account category codes to distinguish between a department's internal information technology costs (5346900) and data center costs (5344000).

Departments are required to inform the Office of Technology Services (OTech) of: (1) all activities and any significant changes in IT services anticipated; and (2) the IT equipment that will be included in their budget, but obtained from the data center. Failure on the part of the department to inform OTech could have an adverse impact on OTech's ability to support the services or the procurement.

## VI. FINANCIAL REPORTING REQUIREMENTS

Year-end financial reports for all funds must be submitted to the SCO no later than **Thursday, August 31, 2023** for the 2022-23 reporting year.

Departments are responsible for both the accuracy and the timeliness of the year-end reports. **[Government Code section 12461.2](#) authorizes the SCO to withhold any or all operating funds from a department if that department fails to submit complete and accurate financial reports within 20 days of the prescribed due date(s).** Therefore, departments should plan carefully to meet year-end reporting deadlines.

Finance will continue to provide assistance and year-end training for departments using FI\$Cal (see [BL 23-02](#)). Additional information on available FI\$Cal training classes and training materials is available at: [FI\\$Cal Resources for Accounting](#)

Departments may also contact Finance's Fiscal Systems and Consulting Unit for assistance at (916) 324--0385 or via e-mail at: [FSCUhotline@dof.ca.gov](mailto:FSCUhotline@dof.ca.gov).

## VII. PRO RATA ASSESSMENTS AND SWCAP ALLOCATIONS

Pro Rata assessments and Statewide Cost Allocation Plan (SWCAP) allocations will be available in fall 2023. Finance will provide guidelines in a separate BL. For an overview of the current Pro Rata and SWCAP, please refer to the [Finance Pro Rata and SWCAP website](#).

## VIII. BASELINE BUDGET ADJUSTMENTS (EXPENDITURES)

Baseline Budget Adjustments (BBAs) are changes to costs of currently authorized services in the budget necessary to maintain the current level of service. BBAs will be used to make baseline expenditure adjustments in Hyperion for all years (past year through budget year plus four). There are currently 12 non-capital outlay related baseline adjustment types in Hyperion that can be used to make baseline expenditure changes. A separate BL will be issued to describe all non-capital outlay BBA types (listed below) in more detail, as well as provide information for the upload templates. That BL will also describe the process for entering capital outlay BBAs and provide information about various capital outlay BBA types.

1. Salary Adjustments
2. Benefit Adjustments
3. Retirement Rate Adjustments
4. Carryover/Reappropriation
5. Legislation with an Appropriation
6. Pro Rata
7. SWCAP
8. Miscellaneous Baseline Adjustments
9. Lease Revenue Debt Service Adjustment
10. Statutory COLAs
11. Other Post-Employment Benefits Adjustments

## 12. Issue Specific Adjustment

### IX. **BASELINE BUDGET ADJUSTMENTS FOR REVENUES, TRANSFERS, AND LOANS**

Baseline revenues, revenue transfers, and loans will be collected for all years in Hyperion (past year through budget year plus four). These baseline adjustments must be authorized under current law or policies. For transfers and loans, the appropriate authority must be cited in the title of the adjustment. Detailed instructions for reporting baseline revenues, transfers, and loans will be included in the forthcoming Baseline Budget Adjustments BL.

### X. **MISCELLANEOUS**

#### **Rounding Rules**

To prevent dollar rounding problems, **use zeros in the last three digits for dollars in all years.** Amounts of 500 and above should be rounded to 1,000; amounts below 500 should be rounded to zero. For example, \$2,222,222 should be entered as \$2,222,000 and \$4,500 as \$5,000, in Hyperion. **This applies to both expenditures and revenues, all amounts, and all years.**

To prevent position rounding problems, **do not reflect positions beyond the tenth decimal position in all years.** For example, 1.75 positions should be entered as 1.8 positions in Hyperion.

### XI. **SPRING BUDGET CHANGE PROPOSALS**

#### **SPRING BUDGET CHANGE PROPOSALS**

Similar to the fall budget development process, departments are expected to work collaboratively with their Finance Program Budget Manager on an ongoing basis to prioritize budget requests prior to submitting any proposals.

If approved by the Finance Program Budget Manager to submit a spring BCP for an IT project, departments are required to submit applicable project documents to CDT electronically, in accordance with SIMM 05A. The SPR, or applicable PAL documents, are due to CDT no later than **Monday, January 8, 2024** (unless otherwise exempted by CDT), for Finance to consider any associated spring funding requests. Comprehensive information for IT project reporting, including instructions to assist departments in meeting CDT reporting requirements, can be found in the [SIMM](#).

All proposed spring Budget Change Proposals, regardless of funding source, must be submitted to Finance no later than Thursday, February 8, 2024. Compliance with the February 8 deadline is critical to allow Finance to submit budget modifications to the Legislature in a timely manner, consistent with Section 13308 of the Government Code. This statute requires Finance to provide to the Legislature, by April 1, all proposed adjustments with the exception of ECP changes in the May Revision and Capital Outlay adjustments.

## **CAPITAL OUTLAY SPRING BUDGET CHANGE PROPOSALS**

Section 13308 of the Government Code requires that all proposed adjustments to the Governor's Budget for Capital Outlay be submitted to the Legislature by May 1. However, it is anticipated all such adjustments will be submitted to the Legislature by April 1. Traditionally, these adjustments include updates to reflect new budget package information, reversions associated with project terminations, and reappropriations to reflect unanticipated changes in project schedules. Departments must submit Capital Outlay Spring Budget Change Proposals to Finance by Monday, February 12, 2024.

### **MAY REVISION**

Section 13308 of the Government Code also requires submission of the May Revision to the Legislature by May 14. The May Revision includes updated estimates of revenues, proposals to adjust expenditures to reflect updated revenue estimates, if necessary, and proposals to adjust Proposition 98 and ECP-driven programs. Departments traditionally affected by ECP changes should discuss appropriate submission dates with their Finance Budget Analyst to ensure compliance with the May Revision deadline.

If you have any questions, please contact your Finance Budget Analyst.

/s/ Thomas Todd

Thomas Todd  
Program Budget Manager

Attachments

**ADDITIONAL TECHNICAL GUIDELINES TO BE ISSUED IN FUTURE BUDGET LETTERS  
OR VIA E-MAIL NOTES**

Subject Title	Target Release Date	Last BL Instructions	<a href="#">State Administrative Manual</a> or other Internet Reference
Executive Orders and Budget Revision Process	July	<a href="#">BL 22-13</a>	
Baseline Budget Adjustments	July	<a href="#">BL 22-07</a>	
Past Year Budget Adjustments and Fund Balance Reconciliation for the Upcoming Budget Cycle	July	<a href="#">BL 22-09</a>	
Budget Change Proposal Template and Instructions	July	<a href="#">BL 22-19</a>	
Position Control	July	<a href="#">BL 22-17</a>	6415, et seq., 6429, 6448, and 6521
Rollover in Hyperion for the Upcoming Budget Cycle	July	<a href="#">BL 22-18</a>	
SWCAP/Pro Rata	July	<a href="#">BL 22-14</a>	9210-9212 and 9215-9217
Budget Policy	July	<a href="#">BL 22-11</a>	
Statewide Policies	April	<a href="#">BL 23-03</a>	
Control Section 11.00 IT Project Reporting Requirement	August	<a href="#">BL 22-16</a>	
IT Project Planning BCP Reporting Requirement	August	<a href="#">BL 22-15</a>	
Employer Retirement Contribution Rate Adjustment (Control Section 3.60)	August	<a href="#">BL 22-21</a>	
Employee Compensation Adjustments – Item 9800	August	<a href="#">BL 22-23</a>	
Price Letter	September	<a href="#">BL 22-22</a>	<a href="https://www.dgs.ca.gov/OFS/Price-Book">https://www.dgs.ca.gov/OFS/Price-Book</a>
Governor's Budget Supplementary Schedules	December	<a href="#">BL 22-25</a>	
Submission of Final Budget Materials	December	<a href="#">BL 22-26</a>	

**COORDINATION OF INFORMATION**

Lead agencies or departments are designated for BCPs dealing with the topics listed below. Departments seeking funding for programs in these areas must coordinate the development of all related budget components, including BCPs, with the appropriate lead agency or department.

<b>Topic</b>	<b>Lead Department</b>	<b>Contact</b>	<b>Phone</b>
Employee Compensation/Employer Retirement Contribution Rate Adjustments	Finance	Evelyn Suess	(916) 445-3274
Environmental License Plate Fund (Fund 0140)	Resources Agency	Bryan Cash	(916) 653-6381
Greenhouse Gas Reduction Fund (Fund 3328)	Finance	Brandon Merritt	(916) 324-0043
Health Insurance Portability and Accountability Act (HIPAA)	Health and Human Services Agency	Elaine Scordakis	(916) 651-8066
Mental Health Services Fund (Fund 3085)	Finance	Iliana Ramos	(916) 956-6785
Motor Vehicle Account (Fund 0044)	Finance	Matthew Macedo	(916) 322-2263
Perinatal Services	Health Care Services	Jessica Bogard	(916) 345-8616
Petroleum Violation Escrow Account (Fund 0853)	Energy Commission	Damien Mimnaugh	(916) 980-0808
Proposition 117 (Habitat Conservation Fund)	Resources Agency	Bryan Cash	(916) 653-6381
Proposition 56 (California Healthcare, Research, and Prevention Tobacco Tax Act of 2016)	Finance	Hersh Gupta Andrew Duffy	(916) 445-6423
Proposition 65 (Safe Drinking Water and Toxic Enforcement Act of 1986)	Office of Environmental Health Hazard Assessment	Mike Gyurics	(916) 445-8479
Proposition 98 (Classroom Instructional Improvement and Accountability Act)	Finance	Amanpreet Singh	(916) 445-0328

Proposition 99 (Tobacco Tax and Health Protection Act of 1988)	Finance	Sonal Patel	(916) 445-6423
Public Resources Account (Fund 0235)	Resources Agency	Bryan Cash	(916) 653-6381
Realignment, 1991	Finance	Emily Marshall	(916) 445-6423
Realignment, 2011	Finance	Emily Marshall	(916) 445-6423
State Penalty Fund (Fund 0903)	Finance	Stephen Benson	(916) 324-0043
Temporary Assistance for Needy Families (TANF) Block Grant, including CalWORKs and TANF MOE	Social Services	Kira Younger	(916) 657-3397
Toxics			
Hazardous Waste Control Account (Fund 0014)	Toxic Substances Control	Alice Jeung	(916) 324-2993
Lead-Acid Battery Cleanup Fund (Fund 3301)	Toxic Substances Control	Alice Jeung	(916) 324-2993
Toxic Substances Control Account (Fund 0557)	Toxic Substances Control	Alice Jeung	(916) 324-2993
Unified Program Account (Fund 0028)	Cal EPA	Jason Boetzer	(916) 327-5092