

BUDGET LETTER

NUMBER: 22-06

SUBJECT: 2023-24 BUDGET PREPARATION GUIDELINES

DATE ISSUED: JUNE 13, 2022

REFERENCES: BUDGET LETTERS 21-11, 21-17, 21-27, 22-05 AND ATTACHMENTS

SUPERSEDES: BL 21-08, 22-03

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 technical Budget Letter (BL) to assist departments in planning for the 2023-24 budget development process. 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).

NEW: The Budget Change Letter (Spring Finance Letter) will no longer be issued and this BL will include details for the Spring Budget Change Proposal process going forward. Please refer to the last section of the Budget Letter for additional information.

Due Dates and Deliverables for Budget Documents due to Finance, unless otherwise noted in subsequent instructions:

DUE DATE	DELIVERABLE
July	Agencies, if applicable, discuss concepts for the upcoming budget with Finance counterparts and identify the workload and technical adjustments approved for consideration during the fall budget process.
July – September	Initiate discussions (Finance, Agencies, and Departments) to develop high priority proposals and evaluate alternatives to address high priority issues that align with the Administration's policy goals. Development of related Budget Change Proposals (BCPs), if needed, will follow this process.

July 18, 2022 (Monday)	Departments requesting funding for Information Technology (IT) projects in a fall BCP are required to submit Special Project Reports (SPRs), or applicable Project Approval Lifecycle (PAL) documents, to the California Department of Technology (CDT). 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 18 deadline, related BCPs will be deferred to a later budget cycle, which may impact the project schedule and associated funding.
August 1, 2022 (Monday)	Capital Outlay Budget Change Proposals (COBCPs) and Five-Year Infrastructure Plans for 2023-24, including any adjustments needed to conform to the enacted 2022-23 Budget, 2022 Five-Year Infrastructure Plans, and construction escalation.
August 12, 2022 (Friday)	Request an extension for BCP submission. All BCPs must be submitted on or prior to the deadlines provided in this letter. Any extension must be approved by the appropriate Finance Program Budget Manager.
September 1, 2022 (Thursday)	Submit workload and technical BCPs, including Budget Bill and Trailer Bill language changes, to the appropriate Finance Budget Analyst.
September 9, 2022 (Friday)	BCPs requesting funds for legislation chaptered through August 31. If legislation is enacted after August 31, then BCPs must be submitted to Finance no later than 10 calendar days after the bill is chaptered.
To Be Determined by Finance Budget Analyst	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 (2021-22 year-end financial reports) due to the State Controller's Office, unless otherwise noted in subsequent instructions:

DUE DATE	FINANCIAL REPORTING REQUIREMENTS
August 31, 2022 (Wednesday)	<ul style="list-style-type: none"> • All funds due to the State Controller's Office (SCO). • 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. • Report of Accounts Outside the State Treasury, Report 14: Departments must electronically submit report through FI\$Cal. If additional reporting requirements are necessary, those instructions will be released by June 30, 2022.

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
January 9, 2023 (Monday)	Departments requesting funding for Information Technology (IT) projects in a spring BCP are required to submit SPRs, or applicable PAL documents, to the CDT. 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.
February 7, 2023 (Tuesday)	All requests must be submitted on or prior to the deadlines provided in this letter.
February 13, 2023 (Monday)	Submit Capital Outlay requests by including a Capital Outlay BCP Cover Sheet and Narrative Form (DF-151), three-page estimates (if applicable), and Fiscal Impact Worksheets (FIW) (DF-150). The FIW and Capital Outlay BCP forms are available on the Finance website .
To Be Determined by Finance Budget Analyst	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:

	Page
I. General Information	5
II. Budget Change Proposals	5-9
III. Position Related Guidelines	9-10
IV. Capital Outlay Budget Change Proposals	10
V. Information Technology	10
VI. Financial Reporting Requirements	11
VII. Pro Rata Assessments and SWCAP Allocations	11
VIII. Baseline Budget Adjustments (Expenditures).....	11-12
IX. Baseline Budget Adjustments for Revenues, Transfers, and Loans	12
X. Miscellaneous	12
NEW. Spring Budget Change Proposals	12-13
Additional Technical Guidelines to be Issued Later	Attachment I
Coordination of Information	Attachment II

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, if needed, and are available at: [Budget Calendars](#).

Price Letter Standards: Price Letter Standards for 2023-24 are currently targeted for distribution in early September 2022. The Department of General Services has published an updated version of its web-based 2021-22 Price Book that lists both the 2021-22 and proposed 2022-23 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 BL and in the attachments is required. **Until release of the Governor's Budget, all information contained in budget documents used during the Governor's Budget 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 6255](#).

II. BUDGET CHANGE PROPOSALS

Forms (ADA Compliant)

Departments are required to submit BCPs with appropriate signatures in hard and/or soft copy form, as requested by Finance Budget 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 for BCP submissions**. To upload data, departments should always use the

most current upload template to ensure it includes the latest program and chart of accounts information. 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. Upon completion of the current fiscal year, Finance will make an updated version of the upload template available in late July/early August. Contact your Finance Budget Analyst for assistance, if necessary.

Timeframe

Workload and technical BCPs (including Budget Bill and Trailer Bill language changes) must be submitted to Finance no later than **Thursday, September 1, 2022**, 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, August 1, 2022**.

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 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 18, 2022** (unless otherwise exempted by CDT), for Finance to consider any associated fall 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. Comprehensive information for IT project reporting, including instructions to assist departments in meeting CDT reporting requirements, can be found in the [SIMM](#).

BCPs requesting funds for legislation chaptered through Wednesday, August 31, 2022, must be submitted to Finance no later than **Friday, September 9, 2022**. 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 12, 2022**. 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 in January).
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 Budget 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. The BCP cover sheet **requires each department's Chief Information Officer to review and sign all BCPs with IT components** 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 (IT infrastructure, IT positions, IT projects, IT Security, 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.

6. BL [21-17](#) requires **departments requesting funding for planning a project in PAL** 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, 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 be assigned an **individual priority number** and address a single issue. (Sequential numbering must be used, with 1 being the highest priority.) Multiple issues may not be consolidated as a single priority. However, BCPs that address a single issue, but affect multiple programs, divisions, or units, may be consolidated. Departments may remove the priority number when preparing approved BCPs for public release.
13. BCPs must describe the **methods of calculation and sources of data** for all numbers used. Departments should consult with their Finance Budget Analyst on analytical approaches, data sources, and content of the written BCPs prior to submission to Finance.
14. 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, 2022. Salary information is available on [CalHR's website](#). Retirement rates can be found in Control Section 3.60 of the 2022 Budget Act.

15. 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 for this proposal and its intended objectives.
16. Each BCP must include a **discussion of at least a few alternatives considered** (other than the one being proposed and the status quo/doing nothing) to address the identified problem.
17. 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 long and short-term benefits to be gained by increasing personnel as opposed to other possible alternatives (e.g., automation, workload adjustments, 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 of the respective salary range. 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, August 1, 2022**, 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 2024-25 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 2023-24 must be submitted to Finance no later than **Monday, August 1, 2022**, or by an earlier date established by the Finance Program Budget Manager. Detailed information on the submission of Minor COBCPs for the 2023-24 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 **Wednesday, August 31, 2022** for the 2021-22 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 FISCAL (see [BL 22-05](#)). Additional information on available FISCAL training classes and training materials is available at: [FISCAL 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.

VII. PRO RATA ASSESSMENTS AND SWCAP ALLOCATIONS

Pro Rata assessments and Statewide Cost Allocation Plan (SWCAP) allocations will be available in fall 2022. 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 13 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. Authorized Positions, Salaries, and Wages Realignment
5. Carryover/Reappropriation
6. Legislation with an Appropriation
7. Pro Rata
8. SWCAP
9. Miscellaneous Baseline Adjustments
10. Lease Revenue Debt Service Adjustment
11. Statutory COLAs

- 12. Other Post-Employment Benefits Adjustments
- 13. 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.

NEW: SPRING BUDGET CHANGE PROPOSALS

SPRING BUDGET CHANGE PROPOSALS

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

Departments requesting funding for an IT project are required to submit 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, January 9, 2023** (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 Tuesday, February 7, 2023. Compliance with the February 7 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 Budget Change requests to Finance by Monday, February 13, 2023.

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	<u>State Administrative Manual</u> or other Internet Reference
Executive Orders and Budget Revision Process	July	BL 21-15	
Baseline Budget Adjustments	July	BL 21-10	
Past Year Budget Adjustments and Fund Balance Reconciliation for the Upcoming Budget Cycle	July	BL 21-11	
Budget Change Proposal Template and Instructions	July	BL 21-12	
Position Control	July	BL 21-18	6415, et seq., 6429, 6448, and 6521
Rollover in Hyperion for the Upcoming Budget Cycle	July	BL 21-20	
SWCAP/Pro Rata	July	BL 21-21	8752-8757
Budget Policy	July	BL 21-22	
Statewide Policies	April	BL 21-05	
Control Section 11.00 IT Project Reporting Requirement	August	BL 21-14	
IT Project Planning BCP Reporting Requirement	August	BL 21-17	
Employer Retirement Contribution Rate Adjustment (Control Section 3.60)	August	BL 21-24	
Employee Compensation Adjustments – Item 9800	August	BL 21-25	
Price Letter	September	BL 21-27	https://www.dgs.ca.gov/OFS/Price-Book
Governor's Budget Supplementary Schedules	December	BL 21-29	
Submission of Final Budget Materials	December	BL 21-30	

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.

Topic	Lead Department	Contact	Phone
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	Aleksander Klimek	(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	Tyler Woods	(916) 445-6423
Realignment, 2011	Finance	Justin Freitas	(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	Sara Murillo	(916) 251-8316
Lead-Acid Battery Cleanup Fund (Fund 3301)	Toxic Substances Control	Sara Murillo	(916) 251-8316
Toxic Substances Control Account (Fund 0557)	Toxic Substances Control	Sara Murillo	(916) 251-8316
Unified Program Account (Fund 0028)	Cal EPA	Jason Boetzer	(916) 327-5092