

# BUDGET LETTER

<b>SUBJECT:</b> SUBMISSION OF FINAL 2021-22 GOVERNOR'S BUDGET MATERIALS	<b>NUMBER:</b> 20-39
<b>REFERENCES:</b> BL 20-38	<b>DATE ISSUED:</b> December 16, 2020
	<b>SUPERSEDES:</b> BL 19-35

TO: Departmental Budget Officers  
Department of Finance Budget Staff

FROM: DEPARTMENT OF FINANCE

**Budget Information.** Budget decisions are confidential until after the Governor's Budget is formally released in January 2021. Accordingly, budget information must not be shared before the release of the Governor's Budget. Any interim versions of documents or information for the Governor's deliberative process must not be released at all.

**Copies of Final Budget Documents.** Departments must submit an electronic copy via email of the approved Budget Change Proposals (BCPs) and Supplementary Schedules as stated below to the appropriate Finance budget unit. Finance will share these documents with the Legislative Analyst's Office (LAO) and the legislative fiscal committees. The electronic submissions are due to your Finance budget analyst as soon as possible but no later than noon, Monday, January 4, 2021, or an earlier date if specified by your Finance budget analyst. The final version of approved BCPs will be posted on Finance's website after the release of the Governor's Budget.

1. **Approved Budget Change Proposals (BCPs).** Departments must work with their Finance budget analyst to revise partially-approved BCPs to reflect only the approved portions.

Approved BCPs submitted to Finance are posted on Finance's website and will need to meet the required technical standards for accessible web design and compatibility in compliance with Government Code sections 7405, 11135, and 11546.7 and Web Content Accessibility Guidelines 2.0 Level AA standards. To meet the required accessibility standards, departments are required to use the latest [DF-46 BCP Cover Page and Narrative template](#) available on Finance's website. Do not modify the format. Departments should work with their Information Services staff to check for accessibility issues before submitting the approved BCPs to their Finance budget analyst.

2. **Supplementary Schedules.** Departments must submit Supplementary Schedules of Operating Expenses and Equipment (DF-300), Federal Funds/Reimbursements (DF-301), and Equipment (DF-302). These Supplementary Schedules must conform to the final Governor's Budget. See instructions per BL 20-38.
3. **Approved Enrollment, Caseload, and Population Estimates (ECPs).** Departments must work with their Finance budget analysts, as applicable, to (1) revise partially-approved ECPs to reflect only the approved portions, and (2) determine the number of hard-copy binders or electronic files required for Finance to deliver to the LAO and legislative fiscal committees with other Governor's Budget materials.

Exceptions to these deadlines must be approved in advance by the appropriate Program Budget Manager. Please call your Finance budget analyst to coordinate this process and/or if you have any questions.

/s/ Thomas Todd

Thomas Todd  
Program Budget Manager