



October 28, 2022

Honorable Nancy Skinner, Chair  
Joint Legislative Budget Committee  
Senate Budget and Fiscal Review  
Committee

Honorable Phil Ting, Chair  
Assembly Budget Committee

Honorable Anthony Portantino, Chair  
Senate Appropriations Committee

Honorable Chris R. Holden, Chair  
Assembly Appropriations Committee

**Secretary of State—Provisional Transfer for Project Costs**

Pursuant to provision 5 of Item 0890-001-0001, 2022 Budget Act, the following report is respectfully submitted.

The Department of Finance has received a request from the Secretary of State to use \$3,240,000 for the California Automated Lobbyist and Campaign Contribution and Expenditure Search System (Cal-ACCESS) Replacement System project for project activities, such as staffing costs and technology costs for data readiness. Provision 5 allows for \$3,240,000 to be available to the Secretary of State for the Cal-ACCESS Replacement System project contingent upon California Department of Technology (CDT) approval of the appropriate Project Approval Lifecycle documents. The CDT has approved the Stage 1 Business Analysis within the Project Approval Lifecycle and approved the project to move to Stage 2.

Finance concurs with the request and will approve the allocation of funds no sooner than 30 days from the above date.

If you have any questions or need additional information regarding this matter, please call Timothy Weber, Principal Program Budget Analyst, at (916) 445-8913.

JOE STEPHENSHAW  
Director  
By:

ERIKA LI  
Chief Deputy Director

Attachment

cc: On following page

cc: Honorable Wendy Carrillo, Chair, Assembly Budget Subcommittee No. 4  
Honorable Sydney K. Kamlager, Chair, Senate Budget and Fiscal Review  
Subcommittee No. 4  
Honorable Jim Nielsen, Vice Chair, Senate Budget and Fiscal Review Committee  
Honorable Vince Fong, Vice Chair, Assembly Budget Committee  
Gabriel Petek, Legislative Analyst (3)  
Elisa Wynne, Staff Director, Senate Budget and Fiscal Review Committee  
Kirk Feely, Fiscal Director, Senate Republican Fiscal Office  
Christopher W. Woods, Senate President pro Tempore's Office (2)  
Christian Griffith, Chief Consultant, Assembly Budget Committee  
Joseph Shinstock, Fiscal Director, Assembly Republican Caucus, Office of Policy and  
Budget  
Paul Dress, Caucus Co-Chief of Staff, Assembly Republican Leader's Office  
Katja Townsend, Capitol Director, Assembly Republican Leader's Office  
Jason Sisney, Assembly Speaker's Office (2)  
Mark McKenzie, Staff Director, Senate Appropriations Committee  
Jay Dickenson, Chief Consultant, Assembly Appropriations Committee  
Dr. Shirley N. Weber, Secretary of State  
Lisa Martin, Chief Deputy, Secretary of State  
Reggie Fair, Deputy Secretary of State, Operations  
Tamara D. Johnson, Chief Financial Officer, Secretary of State  
Rosanna Nguyen, Chief, Information Technology Consulting Unit, Department of  
Finance



**SHIRLEY N. WEBER, Ph.D.**

CALIFORNIA SECRETARY OF STATE

Executive Office | 1500 11<sup>th</sup> Street | Sacramento, CA 95814 | Tel 916.653.7244 | [www.sos.ca.gov](http://www.sos.ca.gov)

August 11, 2022

Joe Stephenshaw, Director  
Department of Finance  
1021 O Street, Suite 3110  
Sacramento, CA 95814

**Request for the Release of Funding Appropriated for the California Automated Lobbyist and Campaign Contribution and Expenditure Search System Replacement System Project**

In accordance with Provision 5, Item 0890-001-0001, Section 2.00, Budget Act of 2022 (Chapter 45, Statutes of 2022 (AB 178)), the Secretary of State requests the use of \$3,240,000 already appropriated by the Legislature for project activities related to the California Automated Lobbyist and Campaign Contribution and Expenditure Search System Replacement System (CARS) project. Specifically, \$1.6 million will support staffing costs and \$1.64 million will support technology costs for data readiness. Provision 5 specifies that the use of the funding is contingent upon the California Department of Technology (CDT) approval of the appropriate Project Approval Lifecycle documents. The CDT has approved the Stage 1 Business Analysis within the Project Approval Lifecycle for the CARS project effort (see Attachment I). In addition, the CDT has approved the CARS project to move to Stage 2 of the Project Approval Lifecycle planning process.

If you have any questions or need additional information regarding this request, please feel free to contact Tamara D. Johnson, Chief Financial Officer, at 916-695-1497.

Sincerely,

A handwritten signature in black ink, appearing to read "Shirley N. Weber".

Shirley N. Weber, Ph.D.  
Secretary of State

Attachment

cc: On following page

cc: Amy Jarvis, Program Budget Manager, Department of Finance  
Emma Jungwirth, Assistant Program Budget Manager, Department of Finance  
Timothy Weber, Principal Program Budget Analyst, Department of Finance  
Charles LaSalle, Budget Analyst, Department of Finance  
Rosanna Nguyen, Chief, Information Technology Consulting Unit, Department of Finance  
Lisa Martin, Chief Deputy Secretary of State  
Reggie Fair, Deputy Secretary of State, Operations  
Erric Garris, Deputy Secretary of State, Legislative Affairs  
Margie Hieter, Acting Chief, Political Reform Division, Secretary of State  
Harjit Basi, Director, Project Management Office, Secretary of State  
Tristian Cormier, Acting Chief Information Officer, Secretary of State  
Tamara D. Johnson, Chief Financial Officer, Secretary of State

**CALIFORNIA DEPARTMENT OF TECHNOLOGY**

707 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor North  
West Sacramento, CA 95605  
(916) 319-9223

Liana Bailey-Crimmins, Director  
Russell J. Nichols, Chief Deputy Director

July 22, 2022

Shirley N. Weber, Ph.D  
Secretary of State  
1500 11th street, 6th Floor  
Sacramento, CA 95814

**SUBJECT: PROJECT APPROVAL LIFECYCLE, STAGE 1 – S1BA APPROVAL AND NEXT STEPS – SECRETARY OF STATE (SOS) – CAL-ACCESS REPLACEMENT SYSTEM (CARS)**

Dear Dr. Weber:

The California Department of Technology (CDT) recognizes the exemption to certain CDT authority as detailed in Senate Bill 1349 (SB-1349), Statutes of 2020. As requested, and by agreement and memorandum of understanding (MOU) between the Secretary of State and the CDT, oversight services are provided in furtherance of project objectives.

The CDT has approved the Stage 1 Business Analysis (S1BA), Gate 1 within the Project Approval Lifecycle (PAL) for the Secretary of State (SOS) - CAL-ACCESS Replacement System (CARS) effort. According to the State Administrative Manual (SAM) Section 4819.37, and in consideration of the MOU, CARS is a non-delegated project and oversight services will be provided by the CDT through the remaining PAL planning stages. The CDT has reviewed the business complexity assessment and it is Medium Complexity.

The CARS is approved to move to Stage 2 of the PAL planning process.

Unless the CARS requests and is approved for a Project Delegation Request, and in consideration of the MOU, the next step in the PAL planning process is preparation for Stage 2 Alternatives Analysis development. A Collaborative Review/Stage 2 Kickoff meeting will be scheduled by the CDT to discuss what is required to advance to the next PAL stage, and ultimately receive the CDT's final project approval.

The meeting must include individuals who will be vested with the role of executive project sponsor, project manager or project lead, and participants to represent business/program areas, administrative services, including

Dr. Shirley N. Weber  
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budgets, procurement, and information technology. This is critical to foster a common understanding of what the planning work will entail, and to promote greater teamwork and better communication once the project is underway:

Now that the S1BA is approved, the CARS should be aware of budget actions and CDT's timelines as shown in SAM Section 4819.42 and State Information Management Manual (SIMM) Section 05A. As the CARS effort moves through the PAL planning process, the SOS should be familiar with the reporting criteria in SAM Section 4819.37. If one or more of the criteria no longer applies or the S1BA information changes substantially, the SOS could be required to submit a revised S1BA with updated approval signatures to the CDT using the SIMM Section G, Executive Transmittal.

If you have any questions regarding the PAL Stage Gate Model, please have your project staff contact the assigned CDT Project Approval Oversight Manager, Eloisa Clingman, at (916)216-9804 or by email at [eloisa.clingman@state.ca.gov](mailto:eloisa.clingman@state.ca.gov). We look forward to working with you on your project planning effort.

Sincerely,



Chinyere Emodi  
Deputy Director and State Chief Project Officer  
Office of Statewide Project Delivery  
California Department of Technology

cc: Liza Martin, Chief Deputy Secretary of State, California Secretary of State  
Reggie Fair, Deputy Secretary of State, Operations, California Secretary of State  
Margie Hieter, Acting Division Political Reform Division, California Secretary of State  
Harjit Basi, Project Management Office Director, California Secretary of State  
Tristian Cormier, Acting Chief Information Officer, California Secretary of State  
Amy Tong, Secretary, Government Operations Agency  
Liana Bailey-Crimmins, State CIO and Director, California Department of Technology  
Russell Nichols, Chief Deputy Director, California Department of Technology

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Andrew Wertin, Deputy Chief Project Officer, California Department of  
Technology

Rosanna Nguyen, Chief, Information Technology Consulting Unit, California  
Department of Finance

Brian Metzker, Principal Fiscal and Policy Analyst, Legislative Analyst's  
Office