



Stage 4 Project Readiness and Approval

California Department of Technology, SIMM 19 D.2 (Rev. 3.0.8, 2/28/2022)

4.1 General Information

- 1. Agency or State Entity Name:** 2240 - Housing and Community Development, Department of
If Agency/State entity not in the list, enter here with the [organization code](#).
[Click or tap here to enter text.](#)
- 2. Proposal Name:** Consolidated Housing Accountability Application Procurement Project (CHAAPP)
- 3. Department of Technology Project Number (0000-000):** 2240-0053
- 4. S4PRA Version Number:** [Version 1](#)
- 5. CDT Billing Case Number:** CS0001328
Don't have a Case Number? [Click here to get one.](#)

4.2 Submittal Information

1. Contact Information

Contact Name: [Bob Fantozzi](#)

Contact Email: Robert.Fantozzi@hcd.ca.gov

Contact Phone: [916-820-1471](#)

2. Submission Type: [New Submission](#)

If Withdraw, select Reason: [Choose an item.](#)

If Other, specify reason here: [Click or tap here to enter text.](#)

Sections Changed if an updated or resubmission (List all the sections that have changed.)

[Click or tap here to enter text.](#)

Summary of Changes (Summarize updates made.)

[Click or tap here to enter text.](#)

3. Attach [Project Approval Executive Transmittal](#) to your email submission.
4. Attach Final [Procurement Assessment Form](#) to your email submission.
5. **Conditions from Stage 3 Approval** (Enter any conditions from the Stage 3 Solution Analysis approval letter issued by CDT):

None

4.3 Contract Management

The Contract Manager must be a State Employee and should not be the Project Manager. Please complete the questions below in reference to the **primary solicitation**.

Is the Contract Management Plan complete, approved by the designated Agency/state entity authority, and available for the Department of Technology to review? **Choose:** 'Yes,' 'No,' or 'Not Applicable.' If 'No' or 'Not Applicable,' provide the artifact status in the space provided.

1. [Contract Management Plan \(Approved\)](#): Yes

Status: [Click or tap here to enter text.](#)

2. **Has the role of Contract Manager been assigned, and has the Contract Manager reviewed and gained an understanding of the scope, activities, tasks, and deliverables of the contract?** Yes

If "No," briefly explain below why both have not been accomplished:

[Click or tap here to enter text.](#)

3. **Does the assigned Contract Manager understand the processes for post-award contract activities, including contract amendments, contract work authorizations, terms and conditions, and contract escalation/resolution?** Yes

If "No," briefly explain below why this has not been accomplished:

[Click or tap here to enter text.](#)

4. **Has a post-award kickoff meeting between the Contract Manager and state project team members been scheduled to align state and contractor expectations related to contract, budget, invoicing, requirements review, and contractor incentives?** No

If "No," briefly explain below why this has not been accomplished:

[We are working on completing the contract award process. An updated S4 will be provided when the SI contract has been awarded – target is end of June 2023.](#)

5. **Does the Contract Manager understand the Agency/state entity and federal processes, policy, and applicable procedures?** Yes

If "No," briefly explain below why this has not been accomplished:

[Click or tap here to enter text.](#)

6. Does the Contract Manager have a plan to collect and assess contractor and project performance information on a regular basis (e.g., establish meetings with Project Managers, communication techniques)? **Yes**

If “No,” briefly explain below why this has not been accomplished:

[Click or tap here to enter text.](#)

4.4 Organizational Readiness

Is the Implementation Management Plan draft complete, approved by the designated Agency/state entity authority, and available for the Department of Technology to review? **Choose:** ‘Yes,’ ‘No,’ or ‘Not Applicable.’ If ‘No’ or ‘Not Applicable,’ provide the artifact status in the space provided.

1. **Implementation Management Plan (Draft):** No

Status: [Baseline plan has been created. We will work with Solution Integrator to complete the plan after contract execution as a part of the first 90 days deliverables.](#)

2. Does the Agency/state entity currently have a mature release management process with a repeatable and scalable testing methodology that supports all stages of testing (system, integration, security, performance, interfaces, regression, user acceptance, and accessibility)? **Yes**

If “No,” briefly describe below the release management process that will be used to manage, plan, schedule, and control a software release through the different phases and environments, including testing and deploying software releases:

[Click or tap here to enter text.](#)

3. Does the project team have a clear understanding of the areas of business (identified in Stage 1) that will be impacted by the project? **Yes**

If “No,” briefly explain below how the Agency/state entity plans to educate the project team to ensure all members have a clear understanding of the impacted business areas by the project:

[Click or tap here to enter text.](#)

4. Does the Agency/state entity have processes and methodologies in place to support Organizational Change Management (OCM) activities identified in Stage 2, Section 2.9 Organizational Change Management? **Yes**

If “No,” briefly describe below how the Agency/state entity will perform OCM activities for this proposal:

[Click or tap here to enter text.](#)

5. Does the Agency/state entity have dedicated knowledge transfer resources assigned to business process improvement or business process reengineering activities resulting from the new solution? **Yes**

If “Yes,” specify the areas of business process improvement:

Business process improvement efforts will be focused on the operational processes for HCD business stakeholders. This includes State Financial Assistance, Federal Financial Assistance, and Housing Policy.

If “No,” briefly explain below how the Agency/state entity will perform business process improvement or business process reengineering activities resulting from the new solution:

[Click or tap here to enter text.](#)

6. **Attach** Updated Project Organization Chart to your email submission.

4.5 Project Readiness

1. **Select the system development methodology you plan to use to design and develop the new system: Adaptive**

Provide a brief description of your methodology and reason for selecting it below:

[Project is based on utilizing an iterative/agile development approach.](#)

Describe below the Agency/state entity’s past project experience using the system development methodology selected. If this methodology has never been used before, describe the training and staff development that will be provided to prepare staff to utilize this methodology.

[Iterative/agile approach has been used on other development projects such as the Grants Management System \(GMS\) employing a software product called eCivics. Implementation utilized agile/iterative development processes and ongoing upgrades continue to use the agile approach \(user stories and Sprints, i.e.\).](#)

2. **Has the Agency/state entity engaged the Office of Technology Services (OTech) for capacity planning and the development of the solution delivery timeline? No**

If “No,” and data center capacity planning and alignment services are needed, explain below the reason OTech has not been engaged and what is the alternative plan:

[Capacity planning services from Otech are not planned since the project is utilizing Salesforce as the SaaS solution platform.](#)

3. **Have resource commitments been obtained for all those identified in the Resource Management Plan? Yes**

If “No,” explain below why commitments have not been obtained and the plan to mitigate this risk:

[Click or tap here to enter text.](#)

4. **Does the Resource Management Plan ensure resources are sufficiently committed to perform project activities if they are also committed to other responsibilities? Yes**

If “No,” explain below how sufficient resource levels will be maintained for all project activities:

[Click or tap here to enter text.](#)

5. Have all identified project leads received at a minimum basic project management training?

Yes

If “No,” explain how the Agency/state entity will educate the project team leads on project management basics:

[Click or tap here to enter text.](#)

4.6 Business Objective Valuation

- 1. Attach** the Requirements/Backlog Baseline and/or Deliverables Baseline to your email submission.
- 2. Insert your Objectives (ID, Objective, Metric, Baseline, and Target Result) from Stage 1 Section 1.7, along with changes and reason for changes, and assign a percent score value to each. The total of all scores should be 100%.**

Objective ID: 1.1

Objective: [Provide HCD stakeholders \(applicants and grantees\) with a highly available portal where HCD can publish, receive, and evaluate grant or loan program applications.](#)

Change and Reason for Change from Stage 1: [Consolidated objective for both grant and loan programs to provide the ability to publish program applications and receive/evaluate submissions through a 24X7 online portal.](#)

Metric: [A 24X7 online portal for stakeholders to review available programs and interact with HCD through submitted applications.](#)

Baseline: [HCD’s legacy system does not provide an online portal for stakeholders to conduct loan/grant transactions with HCD.](#)

Target Result: [24X7 secure and stable online portal availability \(other than scheduled maintenance\) for consolidated grant and loan program management throughout HCD.](#)

Valuation: 40%

Objective ID: 2.1

Objective: [Demonstrated capability to provide HCD users with the ability to report on disbursements of State and Federal funds in accordance with applicable State and Federal reporting requirements. Where applicable, provide the ability to provide reports and/or data files to Federal or State partners \(e.g HUD IDIS, HUD DRGR, FISCAL\) to facilitate timely financial activity reporting.](#)

Change and Reason for Change from Stage 1: [Consolidated objective for both grant and loan programs to provide the ability to disburse funds accurately and report disbursements internally within HCD and to State and Federal Partners](#)

Metric: Monthly reports validating loan and grant funds were disbursed accurately according to State and Federal guidelines and grant based accounting practices as required by HUD.

Baseline: HCD cannot accurately track, monitor, reconcile, and report on State and Federal loan and grant funds.

Target Result: Demonstrated capability to provide HCD users the ability to report on disbursements of State and Federal funds in accordance with applicable State and Federal reporting requirements. Where applicable, deliver the ability to provide reports and/or data files to State and Federal partners (e.g. HUD IDIS, HUD DRGR, FISCAL) to facilitate timely financial activity reporting.

Valuation: 20%

Objective ID: 3.1

Objective: Provide the ability to receipt, track, disburse, and reconcile Program Income by income type source (local or State) and detail the activities of the income funds within a single system.

Change and Reason for Change from Stage 1: None

Metric: Automated monthly reports from one system reflecting grant Program Income funds by income type, source (e.g. local or State) and detail funding activities to demonstrate funds were receipted, allocated per Federal requirements, and disbursed accurately according to Federal regulations.

Baseline: HCD is unable to receive, disburse, and reconcile all Program Income in one system.

Target Result: Deliver ability to receive and account for Program Income in one system accurately for all programs and grantees with reportable data. Provide monthly reports matching HUD's Integrated Disbursement Information System (IDIS) to accounting and local records.

Valuation: 20%

Objective ID: 4.1

Objective: Provide jurisdictions with the ability to self-service and submit Housing Elements and Annual Progress Reports (initial and revised) to the online portal.

Change and Reason for Change from Stage 1: New objective identified by project sponsors.

Metric: Deliver ability to intake, report, and reconcile Housing Elements and Annual Progress Reports (APR) per jurisdiction's reporting frequency utilizing the online portal.

Baseline: HCD's legacy system does not provide an online portal for stakeholders to submit these reports electronically to HCD.

Target Result: 24x7 secure and stable online portal availability (other than scheduled maintenance) with self-service and reporting capabilities for Housing Elements and APR.

Valuation: 20%

4.7 Schedule Baseline

1. Schedule Summary

Project Execution Start Dates

Proposed Project Start Date (from most recently approved schedule/roadmap):
7/1/2022

Baseline Project Start Date: 7/3/2023

Variance: 1 year

Project End Dates

Proposed Project Finish Date (from most recently approved schedule/roadmap):
6/30/2024

Baseline Project Finish Date: 12/31/2024

Variance: 6 months

2. Reason(s) for Variances

Provide reasons for any date variances: The project took longer to get through Stage 3 than anticipated to accommodate the evaluation and the project seeking CONUS exemption to allow the bidders to propose offshore development to deliver the proposed solution. As a result, the Project State Date was shifted by 12 months to start on 7/3/2023 to ensure the greatest degree of success for the project. Furthermore, the project duration for implementation was reduced from 24 months to 18 months based on the final project scope.

As a result of the changes above, the Project Finish Date has a net variance of 6 months.

3. Master Schedule and Key Milestones

Attach Master Schedule with highlighted Key Milestones to your email submission.

4.8 Cost Baseline

Is the Cost Management Plan complete, approved by the designated Agency/state entity authority, and available for the Department of Technology to review? **Choose:** 'Yes,' 'No,' or 'Not Applicable.' If 'No' or 'Not Applicable,' provide the artifact status in the space provided.

1. **Cost Management Plan (Approved)**: Yes

Status: Attached

2. **Cost Summary**

Total Planning Cost (One-Time)

Estimated Proposed Cost (from most recently approved FAW): \$1,060,452

Baseline Cost: \$3,392,053

Variance: \$2,331,601

Total Project Cost (One-Time)

Estimated Proposed Cost (from most recently approved FAW): \$27,840,432

Baseline Cost: \$20,990,357

Variance: -\$6,850,075

Total Future Operations IT Staff and OE&E Cost (Continuing)

Estimated Proposed Cost (from most recently approved FAW): \$18,080,327

Baseline Cost: \$10,855,595

Variance: -\$7,224,732

Total Cost

Estimated Proposed Cost (from most recently approved FAW): \$46,981,211

Baseline Cost: \$35,238,006

Variance: -\$11,743,205

Annual Future Operations IT Costs (Annual M&O)

Estimated Proposed Cost (from most recently approved FAW): \$2,911,419

Baseline Cost: \$2,477,068

Variance: -\$434,351

TIP: Baseline costs should match the submitted Financial Analysis Worksheet for Stage 4.

3. **Reason(s) for Variances**

Provide reasons for any cost variances: The project cost baseline reflects an increase from the estimated cost (based on stage 2 FAW) in the areas of Total Planning Cost This is primarily driven by the extended procurement timeframe (2 FYs instead of 1)

The project cost baseline also reflects decreases from the estimated cost (based on stage 2 FAW) in the areas of Total Project Cost, Total Future Operations IT Staff and OE&E Cost (Continuing), Total Cost, and Annual Future Operations IT Costs (Annual M&O). This is primarily driven by savings achieved through the reduced vendor fees for both the one-time implementation and ongoing M&O costs.

4. Budget Change Proposal (BCP) Summary

Budget Request ID: [FY2223_ORG2240_BCP5051](#)

Budget Request Year (0000-00): [2022-23](#)

Requested Amount (specific to the project): [\\$6,713,000.00](#)

Status: [Supported](#)

Budget Bill Language (if supported): [The Department of Housing and Community Development \(HCD\) requests \\$6,713,000 in state operations from the General Fund in 2022-23 to improve its monitoring and management of loans and grants business programs through the procurement and implementation of a new enterprise Information Technology \(IT\) solution. The solution will be a robust and scalable enterprise data collection and management system to accurately capture, organize, track, award, manage, and report on essential housing elements, Federal and State loans, grants, and bonds, annual progress reports, and program financial information](#)

TIP: Copy and paste or click the + button in the lower right corner to add BCPs as needed (e.g., Planning and Project related).

5. Financial Analysis Worksheets (Baseline)

Attach Final FAWs to your email submission.

4.9 Primary Solicitation Results

1. **Attach** the approved Evaluation and Selection Report for the primary solicitation to your email submission.
2. **Attach** the proposed contract resulting from the primary solicitation to your email submission.
3. **Was one of the viable solutions in Stage 2 selected for final contract award?** [Yes](#)
If "No", please describe:
[Click or tap here to enter text.](#)
4. **Selected Vendor Name:** [Accenture LLP](#)
5. **Contract Number:** [22-50-020](#)
 - a. Contract Start Date: [7/3/2023](#)
 - b. Contract End Date: [12/31/2025](#)
6. **Total Contract Cost (without optional years):** [\\$13,761,954.60](#)
 - a. Optional Years (Number of Months): [24](#)

7. **Total Cost of Optional Years: \$1,726,613.28**

8. **Total Contract Cost (with optional years): \$15,488,567.88**

Are the following Project Management Plan Drafts approved by the designated Agency/state entity authority and available for the Department of Technology to review? **Choose:** 'Yes,' 'No,' or 'Not Applicable.' If 'No' or 'Not Applicable,' provide the artifact status in the space provided. These plans may be completed with the selected primary vendor.

1. **Configuration Management Plan (Draft)**: No

Status: Solution Integrator to develop

2. **Data Management Plan (Draft)**: No

Status: Solution Integrator to develop

3. **Maintenance and Operations Transition Management Plan (Draft)**: No

Status: Solution Integrator to develop

4.10 Risk Register

Attach Risk Register to your email submission.

End of Stage 4 Project Readiness and Approval Document.

Please ensure ADA compliance before submitting this document to CDT.

When ready, submit Stage 4 and all attachments in an email to ProjectOversight@state.ca.gov.

TIP: Use the Gate 4 Project Readiness and Approval Evaluation Scorecard ([SIMM Section 19-D](#)) as an internal tool to ensure a quality submission.

Department of Technology Use Only

Original "New Submission" Date: 6/29/2023

Form Received Date: 6/29/2023

Form Accepted Date: 6/29/2023

Form Status: Completed

Form Status Date: 6/29/2023

Form Disposition: Approved

Form Disposition Date: 6/29/2023