



# Stage 1 Business Analysis

California Department of Technology, SIMM 19A.2 (Rev. 2.5, July/2021)

## 1.1 General Information

Agency or State Entity Name: Department of Motor Vehicles

If agency/state entity not in list, then enter here. Click or tap here to enter text.

Organization Code: 2740

Proposal Name: AB 796 New Motor Voter Program

Proposal Description: Pursuant to Assembly Bill (AB) 796 (Berman, Chapter 314, Statutes of 2021), the Department will implement changes to the California New Motor Voter program including, but not limited to, modifying voter registration application acceptance dates, and requiring the Department to establish a National Voter Registration Act Coordinator. The Department will need to reengineer its driver license and identification card workflows for multiple service channels (online, field office, kiosk, by mail) to allow for the transmission of the completed voter registration application irrespective of whether the driver license or identification card transaction is completed. The IT modifications will be in operation by the completion of the Digital eXperience Platform (DXP) project, or on July 1, 2025, whichever is earlier.

When do you want to start the project? 7/1/2023

Department of Technology Project Number (0000-000): 2740-232

## 1.2 Submittal Information

### Contact Information

Contact First Name: Deanna

Contact Last Name: Wida

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Contact Phone Number: (916) 657-6458

Submission Date: 12/31/2021

Version Number: 2.0

## 1.3 Business Sponsorship

### Executive Sponsors

Title: ISD Acting Deputy Director

First Name: Ajay

Last Name: Gupta

### Business Program Area: (Name of the business program area represented by the Executive Sponsor(s))

Title: LOD Deputy Director

First Name: Trina

Last Name: Washington

### Business Owners

Title: Program and Policy Development Branch Chief

First Name: Kristin

Last Name: Triepke

Business Program Area: Licensing Policy Section

Title: Acting NVRA Coordinator

First Name: Deanna

Last Name: Wida

Business Program Area: Motor Voter Program

### Program Background and Context

The National Voter Registration Act (NVRA) of 1993 requires a state to, among other things, establish procedures to register a person to vote for federal office by an application made simultaneously with a driver license application. In conformance with federal law, and AB 1461 (2015) which required electronic delivery of the federal voter registration information, the Department and the Secretary of State (SOS) implemented the California New Motor Voter Program (NMVP) in 2018.

The California NMVP is California's Automatic Voter Registration process. Eligible applicants completing a driver license (DL), identification (ID) card or change of address

transaction online, by mail or in person at the DMV will be automatically registered to vote by the California Secretary of State, unless they choose to opt out of automatic voter registration. The information transmitted to SOS constitutes a completed affidavit of registration, and SOS is required to register or pre-register the person to vote. DMV sent 9,027,634 records to SOS in 2019 and 8,183,149 records in 2020.

The California NMVP is compliant with the NVRA and the state statutes/regulations for the following features: applicant's attestation of eligibility to vote, signature, and minimum identifying information, such as name, address, birthdate and DL or ID card number, are delivered electronically to the State's registrar of voters within 10 days of being accepted by DMV. The California NMVP also requires registrants be given the ability to select a party, voter material language, whether to be a permanent mail-in voter, and to get phone or email updates related to their voter status and activities.

The opportunity to register to vote is offered to any applicant updating an address or applying for a DL or ID card, except for cards issued under AB 60 (Alejo, Chapter 524, Statutes of 2013). Once DL/ID card applications are sufficiently complete for the system to accept, confirm no duplicate transactions, and process, the voter registration records are delivered to SOS less than five days, and often within two days of that acceptance.

The SOS has adopted regulations to assist the Department in collecting the required information and an Inter-Agency Agreement has been established to ensure the system continues to operate as designed, and to be safely modified as technology evolves. As part of that agreement, the SOS and the Department meet regularly, update each other on system or program changes, coordinate electronic system upgrades, and report any performance issues within three days of discovery.

Amongst other requirements, AB 796 (Berman, Chapter 314, Statute of 2021) makes the following changes to the California NMVP:

- Defines a "driver's license application" to include the change of address as well as the DL or ID card application and renewal.
- Separates the processing for the DL application from the voter registration application.
- Defines a new term "Completed Voter Registration" as the "part" of the DL application containing voter registration information for an applicant who has not declined to register to vote, does not contain a confidential address and that contains enough information to determine eligibility, prevent duplicates, and allow the SOS and counties to administer voter registration.
- Effective the earlier of July 1, 2025, or the completion of the Department's enterprise modernization effort, specifies that:
  - The Department shall accept a Driver License's application with voter registration information once the documentation of identity has been verified.

- The Department shall transmit the voter registration information to SOS no later than 10 days after acceptance. In the instance of a federal or statewide election, transmission shall occur no later than 5 days of the close of the registration.
    - The Department shall accept and transmit a completed voter registration application included with a DL application even if the DL application is incomplete. Additionally, the Department shall transmit if the DL or ID card is inactive or ineligible for the DL/ID due to a failure to pay fees, or any other reason that is unrelated to the Department's approval of an applicant's identity documentation.
- Requires the Department and the SOS to develop and enter into an inter-agency agreement (IAA) specifying how the Department and the SOS will cooperate to fulfill the requirements of the program effective January 1, 2022.
- Requires both the Department and the SOS to designate an employee as their department's NVRA Coordinator, who shall be responsible for that department's compliance with the California NMVP and the NVRA effective January 1, 2022.

AB 796 (Berman, Chapter 314, Statutes of 2021) contains provisions to prevent the transmission of a completed voter registration when the Department has not approved the applicant's identity documentation and continues existing provisions that prohibit the transmission of data on AB 60 (Alejo, Chapter 524, Statutes of 2013) applicants. The Department will need to reengineer its DL and ID card workflows for multiple service channels (online, field office, kiosk, by mail) to allow for the transmission of the completed voter registration application whether or not the DL or ID card transaction is complete. For that reason, AB 796 (Berman, Chapter 314, Statute of 2021) contains a delayed operative date for the provisions requiring IT modifications, which are effective upon the completion of the DXP project, or on July 1, 2025, whichever is earlier.

## 1.4 Stakeholders

### Key Stakeholders

**Organization Name: Licensing Operations Division (LOD)**

Stakeholder Name: Trina Washington

Stakeholder Internal or External? Internal

When is the Stakeholder Impacted?

Input to Business Process: Yes

During Business Process: Yes

Output of Business Process: Yes

How are Stakeholders impacted?

LOD will lead project efforts including development of project scope, contract development, business requirements, user acceptance testing, end to end testing with SOS, develop policy and procedures, and provide ongoing program maintenance and production support. LOD will be impacted from a resource(time/staff/budget) perspective.

How will the Stakeholder participate in the project?

- Oversee project efforts
- Obtain required resource adjustments (staff & budget)
- Review procurement documents
- Ensure Contractor meets obligations
- Ensure buy-in among project stakeholders
- Mitigate and/or resolve issues to ensure successful implementation.

**Organization Name: Registration Operations Division (ROD)**

Stakeholder Name: Bernard Soriano

Stakeholder Internal or External? Internal

When is the Stakeholder Impacted?

Input to Business Process: Yes

During Business Process: Yes

Output of Business Process: Yes

How are Stakeholders impacted? (Describe how the stakeholder is involved in the process)

ROD will assist with implementation efforts and process impacted transactions and will be impacted from a resource(time/staff/budget) perspective.

How will the Stakeholder participate in the project? (Describe how the stakeholder will be involved in the project)

- These areas will participate by being involved in defining their requirements and ensuring that they are addressed and delivered in the solution as provided by the solution provider.
- ROD will be responsible for developing and implementing policies and procedures as it relates to transactions.

**Organization Name: Information Systems Division (ISD)**

Stakeholder Name: Ajay Gupta

Stakeholder Internal or External? Internal

When is the Stakeholder Impacted?

Input to Business Process: Yes

During Business Process: Yes

Output of Business Process: Yes

How are Stakeholders impacted? (Describe how the stakeholder is involved in the process)

ISD will provide input on the technology strategy and will be impacted from a resource (time/staff/budget) perspective.

How will the Stakeholder participate in the project? (Describe how the stakeholder will be involved in the project)

- Provide input and resources to assist in the development of a technical solution
- Provide relevant support and analysis
- Conduct testing and ongoing maintenance technology system
- Work with California Department of Technology to ensure compliance with State policy and law for IT projects
- Provide secure network communications with SOS
- Ensure State-level IT standards and policies are met.

**Organization Name: Field Operations Division (FOD)**

Stakeholder Name: Coleen Solomon

Stakeholder Internal or External? Internal

When is the Stakeholder Impacted?

Input to Business Process: Yes

During Business Process: Yes

Output of Business Process: Yes

How are Stakeholders impacted? (Describe how the stakeholder is involved in the process)

FOD will assist with implementation efforts and process impacted transactions and will be impacted from a resource (time/staff/budget) perspective.

How will the Stakeholder participate in the project? (Describe how the stakeholder will be involved in the project)

- Provide input and resources to assist in the business process flow solution
- Provide relevant support and analysis
- Conduct production validation in collaboration with the Department's Customer service Division (CSD) helpdesk
- Provide continued field staff training to ensure Motor Voter integrity

- Provide assistance to customers requesting information about their voter registration information.

**Organization Name: Administrative Services Division (ASD)**

Stakeholder Name: Robert Crockett

Stakeholder Internal or External? Internal

When is the Stakeholder Impacted?

Input to Business Process: Yes

During Business Process: Yes

Output of Business Process: Yes

How are Stakeholders impacted? (Describe how the stakeholder is involved in the process)

ASD will provide assistance with acquiring additional resources, budgetary adjustments, acquisition of a Contractor/technical solution, and implement administrative changes. ASD will be impacted from a resource (time/staff/budget) perspective.

How will the Stakeholder participate in the project? (Describe how the stakeholder will be involved in the project)

- Provide support and resources to obtain additional funding through a budget change proposal
- Make budgetary adjustments
- Procure Contractor services and/or technical solution
- Provide administrative updates of forms, manuals, etc.

**Organization Name: Customer Services Division (CSD)**

Stakeholder Name: Sonia Huestis

Stakeholder Internal or External? Internal

When is the Stakeholder Impacted?

Input to Business Process: Yes

During Business Process: Yes

Output of Business Process: Yes

How are Stakeholders impacted? (Describe how the stakeholder is involved in the process)

CSD will provide communications-related support/resources, develop administrative updates and will be impacted from a resource (time/staff/budget) perspective.

How will the Stakeholder participate in the project? (Describe how the stakeholder will be involved in the project)

- Provide updated training materials to contact center staff
- Implement administrative updates for digital content, website, handbooks, Fast Facts, How To pamphlets, etc.

**Organization Name: Digital Services Division (DSD)**

Stakeholder Name: Serenity Thompson

Stakeholder Internal or External? Internal

When is the Stakeholder Impacted?

Input to Business Process: Yes

During Business Process: Yes

Output of Business Process: Yes

How are Stakeholders impacted? (Describe how the stakeholder is involved in the process)

DSD support the digital customer services channel that involve self-service kiosks, business to business and government to government channels. DSD will be involved with development of the business requirements, user acceptance testing, end to end testing with SOS, and provide ongoing digital program maintenance and production support. DSD will be impacted from a resource (time/staff/budget) perspective.

How will the Stakeholder participate in the project? (Describe how the stakeholder will be involved in the project)

- Provide input and resources to assist in the business process flow, identify changes in the customer identity verification process, and define requirements
- Provide relevant support and analysis
- Conduct testing and ongoing maintenance digital service channels
- Mitigate and/or resolve issues related to digital service channels

**Organization Name: Legal Affairs Division (LAD)**

Stakeholder Name: Juan F. Cornejo

Stakeholder Internal or External? Internal

When is the Stakeholder Impacted?

Input to Business Process: Yes

During Business Process: Yes

Output of Business Process: Yes



How are Stakeholders impacted? (Describe how the stakeholder is involved in the process)

Legal Affairs is impacted from a resource (time/staff/budget) perspective, during both the planning and project by having its resources (Attorney IV, Attorney I, and managers) consult with the development team to ensure compliance with AB 796, and that the project is implemented without violating other Federal and State voter registration laws. LAD attorneys are experts in, and have the duty to ensure compliance with, federal voter registration laws. LAD attorneys currently assigned to ongoing litigation and program support will continue to be assigned this work.

How will the Stakeholder participate in the project? (Describe how the stakeholder will be involved in the project)

- Actively involved in requirements development
- Responsible for IAA development
- Attorneys will review changes in requirements
- Serve as consultants and advisors to program and technical staff
- Support communications with external stakeholders (SOS)
- Represent the Department's interests with external entities.
- Ensure compliance with AB 796.

**Organization Name: Executive Division (EXE)**

Stakeholder Name: Office of Public Affairs (OPA)

Stakeholder Internal or External? Internal

When is the Stakeholder Impacted?

Input to Business Process: Yes

During Business Process: Yes

Output of Business Process: Yes

How are Stakeholders impacted? (Describe how the stakeholder is involved in the process)

The OPA staff handles inquiries about the departmental programs and policies that come from media outlets. They will assist with communications and marketing strategies for both internal and external parties. Provides professional media expert advice and will be impacted in terms of time and resources.

How will the Stakeholder participate in the project? (Describe how the stakeholder will be involved in the project)

- Provide input and ideas with regards to processes, procedures, surveys, media and executive management critical briefings.
- Provide expert advice on customers and external stakeholder messaging and feedback.
- Assist with surveys and related analytics needed for any reporting.

- Provide resources to assist with messaging and communication content related to outreach and education and the website.

**Organization Name: Investigations Division (INV)**

Stakeholder Name: Christina Michel

Stakeholder Internal or External? Internal

When is the Stakeholder Impacted?

Input to Business Process: Yes

During Business Process: Yes

Output of Business Process: Yes

How are Stakeholders impacted? (Describe how the stakeholder is involved in the process)

As a core DMV function, INV is involved and providing resources to assist with the project, defining acceptable identity documentation, and provide secondary verification and validation, as needed.

How will the Stakeholder participate in the project? (Describe how the stakeholder will be involved in the project)

- Participate in defining the criteria to ensure AB 60 information will not be shared with SOS.
- Participate in ensuring appropriate guidelines for acceptable identity documentation.
- Provide secondary verification and validation of identity documentation, as needed, prior to transmission of data to SOS.

Organization Name: Secretary of State

Stakeholder Name: Harjit Basi

Stakeholder Internal or External? External

When is the Stakeholder Impacted?

Input to Business Process: Yes

During Business Process: Yes

Output of Business Process: Yes

How are Stakeholders impacted? (Describe how the stakeholder is involved in the process)

SOS will be involved in development of project scope, updating IAA, business requirements, end to end testing with LOD, participation in Working Groups, and provide ongoing program maintenance and production support.

How will the Stakeholder participate in the project? (Describe how the stakeholder will be involved in the project)

- Oversee project efforts
- Obtain required resource adjustments (staff & budget)
- Ensure buy-in among project stakeholders
- Mitigate and/or resolve issues to ensure successful implementation.

## 1.5 Business Program

Organization Name: LOD

Business Program Name: Motor Voter Automation Unit

When is the unit impacted?

Input to the Business Process: Yes

During the Business Process: Yes

Output of the Business Process: Yes

How is the business program unit impacted? (Describe how the business program unit will be involved in the project)

The Motor Voter Automation Unit will lead project effort including development of project scope, contract development, and ongoing program maintenance. LOD will be impacted from a resource(time/staff/budget) perspective.

How will the business program unit participate in the project?

- Oversee project efforts
- Obtain required resource adjustments (staff & budget)
- Review procurement documents
- Ensure Contractor meets obligations
- Ensure buy-in among project stakeholders
- Mitigate and/or resolve issues to ensure successful implementation.

## 1.6 Business Alignment

### Business Driver(s)

Financial Benefit: No

Increased Revenue: No

Cost Savings: No

Cost Avoidance: No

Cost Recovery: No

**Mandate(s):** State

### **Improvement**

Better Services to Citizens: Yes

Efficiencies to Program Operations: Yes

Improved Health and/or Human Safety: No

Technology Refresh: No

### **Security**

Improved Information Security: Yes

Improved Business Continuity: Yes

Improved Technology Recovery: Yes

Technology End of Life: No

### **Strategic Business Alignment**

Strategic Plan Last Updated? 1/1/2021

Strategic Business Goal: Goal 2: Digital Services

Alignment: Deliver simpler, faster ways to fulfill customer needs through expanded digital services.

Strategic Business Goal: Goal 3: Technology & Data

Alignment: Create flexible, secure technology systems to enable innovation and continuous improvement.

### **Executive Summary of the Business Problem or Opportunity:**

The DMV continues to improve its services to better meet the needs of customers. This is being accomplished through continuous improvements and new offerings through web and mobile options, and improved technology for telephone interactions. Providing these options, the DMV is bringing its services to customers where they are, when it's convenient, and through whatever means are most convenient for them.

AB 796 (Berman, Chapter 314, Statute of 2021) contains provisions to prevent the transmission of a completed voter registration when the Department has not approved the applicant's identity documentation and continues existing provisions that prohibit the transmission of data on AB 60 (Alejo, Chapter 524, Statutes of 2013) applicants.

This will require the Department to reengineer its DL and ID card workflows for multiple service channels (online, field office, kiosk, by mail) to allow for the transmission of the completed voter registration application whether or not the DL and ID card transaction is completed. For that reason, AB 796 (Berman, Chapter 314, Statute of 2021) contains a delayed operative date for the provisions requiring IT modifications, which are effective upon the completion of the DXP project, or on July 1, 2025, whichever is earlier.

## **Business Problem/Opportunities and Objectives List**

Business Problem/Opportunity ID: **1.0**

Business Problem/Opportunity Description:

DMV must transmit voter registration information to SOS no later than 10 days, or 5 days in instance of a federal or statewide election, after acceptance of a completed voter registration application within the DL/ID application, regardless whether or not the DL/ID application transaction has been completed.

Objective ID: **1.1**

Objective: Effective July 2025 or upon completion of the DXP project (whichever is earlier), modify DMV information technology systems and processes to transmit voter registration information to Secretary of State (SOS) once completed voter registration application has been received and identity documentation has been verified, regardless of payment of fees or additional DL/ID application requirements.

Metric: Number of voter registration records that are transmitted to SOS for incomplete DL/ID applications.

Baseline: 0

Target: 100%

Measurement Method: Transaction Report

Objective ID: **1.2**

Objective:

Effective July 2025 or upon completion of the DXP project (whichever is earlier), create a system that prevents and monitors during the DMV transaction flow for duplicate voter registration information prior to being submitted to Secretary of State.

Metric: Number of duplicate records prevented from being sent to SOS

Baseline: 0%

Target: 100%

Measurement Method: Duplicate Records Report

Objective ID: **1.3**

Objective:

Effective January 1, 2022, enhance the existing reporting mechanism to provide performance metrics and trends related to the California New Motor Voter program and submit to SOS.

Metric: Number of voter registration applications submitted

Baseline: 100%

Target: 100% eligible records submitted to SOS.

Measurement Method: Performance Metrics Report

Objective ID: **1.4**

Objective:

Effective July 1, 2025, create a mechanism for the Business Program area to make ad-hoc modifications to the system in response to task force oversight recommendations or other minor change requests.

Metric: Time it takes to make modifications to the Motor Voter system

Baseline: 90 days

Target: 5 days

Measurement Method: Task Force Change Requests

Objective ID: **1.5**

Objective:

Prevent the transmission of a complete voter registration when the DMV has not approved the applicant's identity documentation and continue existing provisions that prohibit the transmission of data on AB 60 applicants.

Metric: Voter registration applications passing DMV's identity verification process

Baseline: 0

Target: 100% identification

Measurement Method: Performance Metrics Report

## Project Approval Lifecycle Completion and Project Execution Capacity Assessment

1. Does the proposal development or project execution anticipate sharing resources (state staff, vendors, consultants or financial) with other priorities within the agency/state entity (projects, PALs, or programmatic/technology workload)?

Answer (yes or no): Yes

2. Does the agency/ state entity anticipate this proposal will result in the creation of new business processes or changes to existing business processes?

Answer (No, New, Existing, or Both): Existing Processes

## 1.7 Project Management

Project Management Risk Score: 1.1

(Attach a completed Statewide Information Management Manual (SIMM) Section 45 Appendix A to the email submission.)

### Existing Data Governance and Data

1. Does the agency/state entity have an established data governance body with well-defined roles and responsibilities to support data governance activities?

Answer (Unknown, Yes, No, Clear): No

If Yes, include the data governance organization chart as an attachment to your email submission.

2. Does the agency/state entity have data governance policies (data policies, data standards, etc.) formally defined, documented, and implemented?

Answer (Unknown, Yes, No, Clear): No

If Yes, include the data governance policies as an attachment to your email submission.

3. Does the agency/state entity have data security policies, standards, controls, and procedures formally defined, documented, and implemented?

Answer (Unknown, Yes, No, Clear): Yes

If Yes, attach the existing documented security policies, standards, and controls used to your email submission.

4. Does the agency/state entity have user accessibility policies, standards, controls, and procedures formally defined, documented, and implemented?

Answer (Unknown, Yes, No, Clear): Yes

If Yes, attach the existing documented policies, accessibility governance plan, and standards used to the email submission.

5. Do you have existing data that you are going to want to access in your new solution?

Answer (Unknown, Yes, No, Clear): Unknown

If Yes, include the data migration plan as an attachment to your email submission.

6. If data migration is required, please rate the quality of the data.

Select data quality rating: No information available

## 1.8 Criticality Assessment

### Business Criticality

**Legislative Mandates:** Yes

Bill Number(s)/Code(s): AB 796

Language that includes system relevant requirements: Click or tap here to enter text.

**Business Complexity Score:** 2.9

(Attach a completed SIMM Section 45 Appendix C to the email submission.)

**Noncompliance Issues:** Indicate if your current operations include noncompliance issues and provide a narrative explaining how the business process is noncompliant.

Programmatic regulations: No

HIPAA/CIIS/FTI/PII/PCI: No

Security: No

ADA: No

Other: Choose an item.



N/A: Choose an item.

**Noncompliance Description:** Click or tap here to enter text.

### **Additional Assessment Criteria**

1. What is the proposed project Implementation start date? 7/1/2023
2. Is this proposal anticipated to have high public visibility? No  
If "Yes", then please identify the dynamics of the anticipated high visibility below:  
Click or tap here to enter text.
3. If there is an existing Privacy Threshold Assessment/Privacy Information Assessment, then include as an attachment to your email submission.
4. Does this proposal affect business program staff located in multiple geographic locations? Yes

If Yes, provide an overview of the geographic dynamics below and enter the specific information in the space provided.

City Statewide State: CA

Number of locations: Over 170 Field Office locations, Call Centers, and DMV HQ

Approximate number of Staff: 7,600

## **1.9 Funding**

1. Does the agency/state entity anticipate requesting additional resources through a budget action to complete the project approval lifecycle?

Answer (Yes, No, Clear): Yes

2. Will the state possibly incur a financial sanction or penalty if this proposal is not implemented?

Answer (Yes, No, Clear): No

If yes, please identify the financial impact to the state:

Click or tap here to enter text.

### **FUNDING SOURCE**

General Fund: Yes

### **FUND AVAILABILITY DATE**

7/1/2022

Special Fund: Choose an item. Click or tap to enter a date.

Federal Fund: Choose an item. Click or tap to enter a date.

Reimbursement: Choose an item. Click or tap to enter a date.

Bond Fund: Choose an item. Click or tap to enter a date.

Other Fund: Choose an item. Click or tap to enter a date.

If "Other Fund" is selected, specify the funding source: Click or tap here to enter text.

## 1.10 Reportability Assessment

1. Does the agency/state entity's IT activity meet the definition of an IT Project found in the State Administrative Manual (SAM) Section 4819.2?

Answer (Yes, No, Clear): Yes

If No" this initiative is not an IT project and is not required to complete the Project Approval Lifecycle. (Reportable Project Decision Tree (RPDT) Reference Guide, Reference R1.)

2. Does the activity meet the definition of Maintenance or Operations found in SAM Section 4819.2?

Answer (Yes, No, Clear): No

If Yes, this initiative is not required to complete the Project Approval Lifecycle. Please report this workload on the Agency Portfolio Report and provide an explanation below:

Click or tap here to enter text.

3. Has the project/effort been previously approved and considered an ongoing IT activity identified in SAM Section 4819.2, 4819.40? **NOTE:** Requires a Post Implementation Evaluation Report (PIER) submitted to the CDT.

Answer (Yes, No, Clear): No

If Yes, this initiative is not required to complete the Project Approval Lifecycle. Please report this workload on the Agency Portfolio Report.

4. Is the project directly associated with any of the following as defined by SAM Section 4812.32? Includes single-function process-control systems; analog data collection devices, or telemetry systems; telecommunications equipment used exclusively for voice communications; Voice Over Internal Protocol (VOIP) phone systems; acquisition of printers, scanners and copiers.

Answer (Yes, No, Clear): No

If Yes, this initiative is not required to complete the Project Approval Lifecycle. Please report this workload on the Agency Portfolio Report.

5. Is the primary objective of the project to acquire desktop and mobile computing commodities as defined by SAM Section 4819.34, 4989 (RPDT Reference Guide, References R8)?

Answer (Yes, No, Clear): No

If Yes, this initiative is a non-reportable project. Approval of the Project Approval Lifecycle is delegated to the head of the state entity. Submit a copy of the completed, approved Stage 1 Business Analysis to the CDT and track the initiative on the Agency Portfolio Report.

6. Does the Project meet all of the criteria for Commercial-off-the-Shelf (COTS) Software and Cloud Software-as-a-Service (SaaS) delegation as defined in SAM Section 4819.34, 4989.2, and SIMM Section 22? (RPDT Reference Guide, Reference R9.)

Answer (Yes, No, Clear): No

If Yes, this initiative is a non-reportable project. Approval of the Project Approval Lifecycle is delegated to the head of the state entity; however, submit an approved SIMM Section 22 COTS/SaaS Acquisition Information Form to the CDT.

7. Will the project require a Budget Action to be completed?

Answer (Yes, No, Clear): Yes

8. Is it anticipated that the project will exceed the delegated cost threshold assigned by CDT as identified in SIMM Section 15 Departmental Project Cost Delegation?

Answer (Yes, No, Clear): Yes

9. Are there any previously imposed conditions place on the state entity or this project by the CDT (e.g. Corrective Action Plan)?

Answer (Yes, No, Clear): No

If Yes, provide the details regarding the conditions below: Click or tap here to enter text.

10. Is the system specifically mandated by legislation?

Answer (Yes, No, Clear): Yes

### Department of Technology Use Only

Original "New Submission" Date: [12/31/2021](#)

Form Received Date: [12/31/2021](#)

Form Accepted Date: [12/31/2021](#)

Form Status: [Completed](#)

Form Status Date: [12/31/2021](#)

Form Disposition: [Approved](#)

If Other, specify: Click or tap here to enter text.

Form Disposition Date: [12/31/2021](#)