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Budget Change Proposals (BCPs)

Description:

Each year, the project must develop a Budget Change Proposal (BCP). BCPs must be submitted to the Department of Finance (DOF) in the format and within the time frames specified in the annual budget letters. DOF is responsible for reviewing budget proposals to build the Governor's budget for legislative approval. Once approved, the project receives its allocation of that year's State budget.

Before the BCP is sent to DOF, it is **reviewed and approved** by the department budget office and agency, as appropriate.

TIP The project must obtain DOF approval of the project through a **Feasibility Study Report (FSR)** or **Special Project Report (SPR)**; however, some projects have gotten permission to use the **Advanced Planning Document (APD)** to take the place of the FSR since the contents are similar. It should also be noted that in an alternative procurement, the FSR is not required until the end of the solicitation effort so the FSR may not be a factor for BCPs submitted in the initiation and planning phases.

References:

[State Administrative Manual, 4819.42](#) (DGS link)

[DOF Budget Letters](#) (DOF link)

[DOF BCP Form](#) (DOF link)

Samples and Supporting Materials:

[BCP from CCSA - 1998](#) (pdf)

[BCP from CWS/CMS - 1999](#) (pdf)



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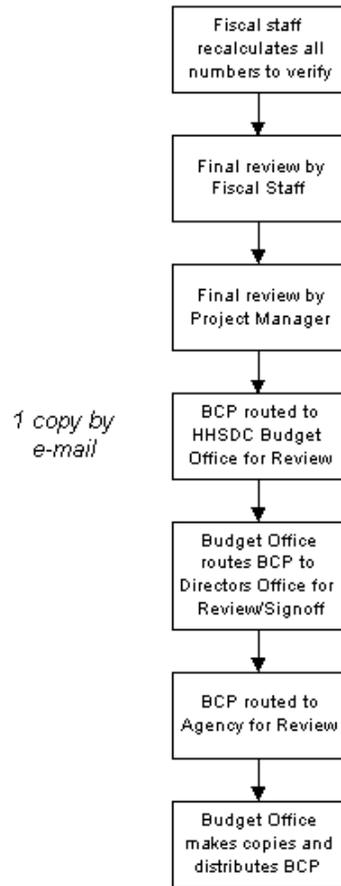
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BCP Approval Process

The following diagram represents the typical flow of BCP approvals for projects within HHSDC. The figure is meant to provide general guidance only.

BCP Approval Procedures

Note: Refer also to Departmental memo, Agency memo, and DOF Budget Letters on preparation of BCPs.



Note: Program organization gets copies from Budget Office