

STATE OF CALIFORNIA
Budget Change Proposal - Cover Sheet
 DF-46 (REV 08/15)

Fiscal Year 2016-17	Business Unit 0650	Department Governor's Office of Planning and Research	Priority No. 3
Budget Request Name 0650-001-BCP-BR-2016-GB		Program 0360 - STATE PLANNING & POLICY DEVELOPMENT	Subprogram

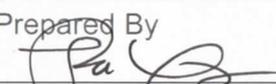
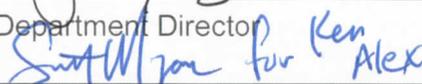
Budget Request Description
 CEQANet 2.0 Database Transfer, Upgrade, Hosting, and Maintenance

Budget Request Summary

The Governor's Office of Planning and Research (OPR) proposes to transfer the CEQANet 2.0 database from the University of Davis to the Department of Technology to upgrade, host, and maintain for the OPR State Clearinghouse. The database would allow on-line submission, posting, transmittal, and comment on all California Environmental Quality Act notices and environmental documents. The OPR is requesting for a one-time funding of \$200,000 in FY 2016-17 and an on-going annual funding of \$57,600 beginning in FY 2017-18 in General Funds. The one-time costs will be for the Department of Technology to upgrade the database to include better GIS functionality, mapping searches, and project impact analyses. The on-going costs will be for the long-term hosting and maintenance needs for the upgraded CEQANet 2.0.

Requires Legislation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Code Section(s) to be Added/Amended/Repealed	
Does this BCP contain information technology (IT) components? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, departmental Chief Information Officer must sign.</i>	Department CIO N/A	Date
For IT requests, specify the date a Special Project Report (SPR) or Feasibility Study Report (FSR) was approved by the Department of Technology, or previously by the Department of Finance. <input checked="" type="checkbox"/> FSR <input type="checkbox"/> SPR Project No. TBD Date: N/A		

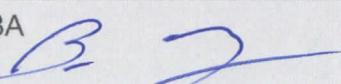
If proposal affects another department, does other department concur with proposal? Yes No
 Attach comments of affected department, signed and dated by the department director or designee.

Prepared By 	Date 1/5/16	Reviewed By 	Date 1/5/16
Department Director  for Ken Alex	Date 1/5/16	Agency Secretary	Date

Department of Finance Use Only

Additional Review: Capital Outlay ITCU FSCU OSAE CALSTARS Dept. of Technology

BCP Type: Policy Workload Budget per Government Code 13308.05

PPBA 	Date submitted to the Legislature 1/7/16
---	---

Analysis of Problem

A. Budget Request Summary

The Governor's Office of Planning and Research (OPR) proposes to transfer the CEQANet 2.0 database from the University of Davis (UC Davis) to the Department of Technology to upgrade, host, and maintain for the OPR State Clearinghouse. The database would allow on-line submission, posting, transmittal, and comment on all California Environmental Quality Act (CEQA) notices and environmental documents. The OPR is requesting for a one-time funding of \$200,000 in FY 2016-17 and an on-going annual funding of \$57,600 beginning in FY 2017-18 in General Funds. The one-time costs will be for the Department of Technology to upgrade the database to include better GIS functionality, mapping searches, and project impact analyses. The on-going costs will be for the long-term hosting and maintenance needs for the upgraded CEQANet 2.0. Such a new system will save all state agencies time and money complying with the CEQA process through reduced printing costs, reduced postage and a single depository to post documents for public review.

B. Background/History

CEQA was signed into law in 1970 and requires all California Public Agencies to disclose the environmental impacts of their discretionary approvals. Statute requires the State Clearinghouse (SCH) at OPR to coordinate state agency review and comment of CEQA environmental documents and notices. In that capacity, OPR receives approximately 10,000 notices and environmental documents per year from both state and local public agencies. The Public Resources Code (PRC) Section 21159.9 requires OPR to establish and maintain a database to assist in the preparation of environmental documents and to establish and maintain a central repository for the collection, storage, retrieval and dissemination of notices required by CEQA. Public agencies across the state must submit CEQA notices and environmental documents to the SCH for posting, setting of statutory review periods, and state agency review and comment. Public agencies must also make all CEQA documents and notices available to the public.

The current CEQANet database was developed by UC Davis in the early 1990's and the staff who built and maintains it has retired. The OPR relies solely on this antiquated database to track all CEQA notices and environmental documents that are statutorily required to be submitted to the SCH. The current process requires all public agencies to physically mail CEQA notices and environmental documents to OPR and OPR is required to send paper copies of CEQA environmental documents to reviewing state agencies and departments throughout the state. The OPR hires student assistants to enter the information manually for the approximately 10,000 notices and environmental documents received every year. The current system does not allow for posting of the actual "notices" to the internet, just information about the notices and only allows for OPR staff to enter information into the system. The current paper process requires OPR to scan notices and make them available bi-monthly on the OPR web-site (www.ceqanet.ca.gov). Depending on the number of documents and notices received in a given time period, there can be delay in the information being entered into the database and then posted to the internet.

In addition, the current CEQANet database does not have the functionality to provide the list for the Native American Heritage Commission (NAHC) as required by Assembly Bill (AB) 52, Chapter 532, Statutes of 2014. AB 52 requires a list of all public agencies that may be a lead agency under CEQA to be provided to Native American tribes for consultation purposes per PRC Section 5097.94.

C. State Level Considerations

This proposal is consistent with the Administration's current policies and priorities and is needed to properly implement the requirements of statute. This proposal is consistent with the statutory requirements and duties of OPR. The proposal, if implemented, will save time and money for all state agencies that must comply with CEQA.

The OPR submitted a Stage 1 Business Analysis on February 21, 2015, which has been approved by the Department of Technology. Based on feedback from the Department of Technology the OPR submitted a Feasibility Study Report exemption request on July 27, 2015 to the Department of

Analysis of Problem

Technology. The Department of Technology concurs with this Budget Change Proposal and a letter from the Department of Technology is attached to this BCP.

The OPR has presented the idea of a new CEQANet database at several Environmental and Planning Association Conferences around the state. In addition, OPR has spoken with representatives from the League of Cities, the California State Association of Counties, the California Planning Director's Association and the Rural Country Representatives of California. All groups agreed that a new system that allows electronic submission and posting of CEQA notices and environmental documents was a good idea and that it will save public agencies time and money. The OPR had two user sessions for the CEQANet 2.0 database with state agency personnel that are responsible for CEQA compliance at their agencies, all thought the new system worked well and would save state agencies considerable time and money. The OPR would conduct stakeholder outreach during the implementation of the new system as well as provide training to users once the new system is implemented.

All public agencies that must comply with CEQA must make CEQA documents and notices available to the public. The new database will provide a single depository to post environmental documents and notices providing a streamlined process for state agencies to post their CEQA documents saving the state agencies time and money. The database will also provide all documents available to the public increasing transparency and public participation in the CEQA process. State reviewing agencies will receive the documents instantly via an e-mail notification as opposed to through the mail saving them time and allowing for the full review period for analyzing the documents and providing feedback to the lead agency. In addition state agencies will be able to use the database to help analyze cumulative impacts of state and local projects, identify mitigation measures on a local, regional and statewide level and map all projects that may impact state facilities or may impact state goals and policy implementation. The data base could be used to help develop state plans such as the 5-Year Infrastructure Plan, State Water Plan, State Hazard Mitigation Plan, Integrated Energy Policy Report, and the Scoping Plan.

D. Justification

This proposal is in dire need of implementation at this time as the old database is no longer maintained by UC Davis and could go down at any time leaving OPR unable to meet its current statutory obligation. The UC Davis Information Center for the Environment has developed a CEQANet 2.0 database that will allow lead agencies to electronically submit all CEQA notices and environmental documents to OPR. Because of OPR's antiquated system state lead agencies are currently burdened with undue printing and postage expenses, staff time associate with compliance, delays in posting, receiving, and analyzing of CEQA documents.

Implementing the new CEQANet 2.0 database will allow lead agencies submitting CEQA environmental documents directly to the web site and provide instant availability to the public and reviewing agencies, saving time and money for both local and state agencies. In addition, CEQANet 2.0 database would make all CEQA environmental documents available and searchable on-line with GIS mapping capabilities that will allow lead agencies to search for similar projects and use data from previous documents to assist in the preparation of new CEQA documents. In addition, having GIS functionality would allow for lead agencies to research cumulative impacts of projects in a geographic area.

The CEQANet 2.0 database would allow for establishment of the the statutory review periods and instant distribution of CEQA documents to state reviewing agencies, provide electronic submission of state agency comments, viewing of all submitted notices and environmental documents on-line, document search functionality, and a GIS interface for project location identification and mapping of projects statewide. The CEQANet 2.0 database will eliminate the need for OPR staff and student assistants to manually enter information and therefore reduce costs and delays associated with data entry. All cities, counties, special districts and state agencies, departments, boards and commissions that must comply with CEQA will benefit from a new updated system. This proposal is important to implement at this time because of the age of the existing CEQANet database, inability to maintain the current system into the future, and statutory requirements of AB 52 that can't be fulfilled without developing a new system.

Analysis of Problem

Implementing this proposal will save state agencies time and money on several fronts and will assist state agencies and departments in the review, comment and development of CEQA documents and will also be a benefit in developing many state plans and with the implementation of state goals and policies.

The California Research Bureau (CRB) did some initial research looking at the administrative costs for developing and processing CEQA notices and environmental documents at state agencies. The CRB research "estimated that the cumulative annual cost to State entities in staff time commitments for clerical processing and handling of CEQA-related documents exceeds \$250,000, and may easily be in excess of \$500,000, with additional expenditures for materials, supplies, and delivery services. Not all of these staff expenditures are truly avoidable costs, as few State entities delegate any clerical staff full-time to CEQA-related document handling functions. But it appears plausible that an effective, electronic document management system and web-based application for CEQA-related document submission and retrieval by Lead Agencies and Reviewing Agencies could generate substantial cost savings across the state."

Currently state and local agencies submit environmental documents to the SCH in paper hard copies or project summaries on paper with the document on a CD. Fifteen copies of the environmental documents are required to be submitted for each project being considered and all CEQA notices are submitted to the SCH in paper hardcopies. All submissions are either delivered by carriers (FedEX, UPS, USPS, other) or dropped off by agency personnel. Once the SCH staff reviews the environmental documents and applies the statutorily required review period the documents are sent back out in the mail to the state reviewing agencies. This includes mailing of documents to state agency regional and district offices across the state. The OPR's annual postage expenses were \$15,005.02 in FY 2013-14 and \$17,638.14 in FY 2014-15, which include both US Postage and Fed Ex contract expenses. In addition, 90% of the annual postage expenses can be attributed to sending CEQA environmental documents to state reviewing agencies.

The OPR would require a one-time cost of \$200,000 General Fund in order to transfer the CEQANet 2.0 database to the Department of Technology, and for any necessary upgrades to the database, including GIS functionality, mapping capabilities, and impact analysis. The costs are estimates provided by the Department of Technology. The on-going annual cost of \$57,600 General Fund would be for geocoding, mapping services, GIS application hosting services, and maintenance provided by the Department of Technology. The OPR currently does not have sufficient funding in our General Fund budget to cover for the costs of the transfer, upgrade, hosting, and maintenance of the new database.

E. Outcomes and Accountability

Under this proposal, the CEQANet 2.0 database would be transferred from the UC Davis servers to the Department of Technology with envisioned long term hosting on the CalCloud system. This proposal will have the Department of Technology provide upgrades to the database, including the GIS functionality of the database, as well as provide hosting and maintenance for future years. The OPR would conduct stakeholder outreach during the implementation of the new system as well as provide training to users once the new system is implemented.

F. Analysis of All Feasible Alternatives

OPR has considered three alternatives:

Alternative 1: Approve Proposal. The OPR requests \$200,000 in General Fund to upgrade the database to allow for GIS functionality, mapping capabilities, and impact analysis. The OPR also requests for \$57,600 in General Fund annually for geocoding, mapping services, GIS application hosting, and maintenance services provided by the Department of Technology for the CEQANet 2.0 database. These resources are needed to carry out the statutory requirements of the OPR.

Alternative 2: Maintain current CEQANet via UC Davis. Continue to contract with UC Davis to run and maintain the current CEQANet database. Maintaining the current system is not a viable alternative due

Analysis of Problem

to the age and platform of the current application. It is not possible to update the current database in the environment it is currently in to support ongoing data collection requirements for OPR. The likelihood that this system will fail in the future is high. Failure of the system will result in the OPR not being able to fulfill its CEQA statutory obligations.

Alternative 3: Procure a new database system via a third party. The business requirements for CEQANet 2.0 could be met by using contracted resources to develop a new system from scratch. This would involve contracting with a third party vendor to develop a custom database that met and exceed the current reporting, analytical, and optimization of the CEQANet 2.0 database. Developing a customized database with a third party vendor would be of benefit to OPR. The OPR would have complete control over aspects of the initial design and enhancements of the database through working with the third party vendor. Contracting and developing a new, viable database would ensure that the level of service provided by CEQANet 2.0 is consistent and in keeping with standardized implementation as well as records management goals. Development of customizable functions results in an environment that meets core needs. It is easier to support a database that was customized for specific reporting purposes related to core functions of the agency it was developed for. It also leads to an environment that is easier to support from a technical perspective as there is more control over the infrastructure. The primary disadvantages to custom development are the extensive time and resources required to develop and support the solution. The complexity of developing an entirely new system to support CEQA reporting functions would require compromises to be made under the custom development approach. These compromises include time, additional cost, and delays in CEQA reporting for lead agencies.

G. Implementation Plan

The database will be transferred on or before July 30th, 2016 from the UC Davis servers to the Department of Technology with envisioned long term hosting on the CalCloud system. The Department of Technology will provide upgrades to the GIS functionality of the database. In addition, the Department of Technology would work with OPR on a hosting and maintenance program for future years. OPR would look to contract with the Department of Technology as soon as possible to transfer the database from UC Davis and upgrade the system to meet statutory requirements. OPR would conduct stakeholder outreach during the implementation of the new system as well as provide training to users once the new system is implemented.

H. Supplemental Information

There is no supplemental information to report.

I. Recommendation

The OPR recommends approving Alternative 1 requesting one-time funding of \$200,000 in FY 2016-17 to transfer the CEQANet 2.0 database from UC Davis to the Department of Technology and have the Department of Technology upgrade the database. Alternative 1 also requests an annual on-going cost of \$57,600 beginning FY 2017-18 for long-term hosting and maintenance needs for the upgraded CEQANet 2.0.



CALIFORNIA DEPARTMENT OF TECHNOLOGY

P.O. Box 1810
Rancho Cordova, CA 95741-1810
(916) 319-9223

Carlos Ramos
Director

Scott Morgan
State Clearinghouse Director
Deputy Director, Administration
Governor's Office of Planning and Research

September 4, 2015

SUBJECT: CEQANet Database

The California Department of Information Technology (CDT) concurs that the current CEQA database used by the Governor's Office of Planning and Research and hosted and maintained by the University of California at Davis is antiquated and in need of replacement.

A handwritten signature in black ink, appearing to read "Scott Gregory", written over a faint, larger signature.

Scott Gregory
Deputy Director - GIS
State Geographic Information Officer
California Department of Technology
10860 Gold Center Drive
Rancho Cordova, CA. 95670

BCP Fiscal Detail Sheet

BCP Title: CEQANet 2.0 Database Transfer, Upgrade, Hosting, and Maintenance

DP Name: 0650-001-BCP-DP-2016-GB

Budget Request Summary

	FY16					
	CY	BY	BY+1	BY+2	BY+3	BY+4
Operating Expenses and Equipment						
5346 - Information Technology	0	200	58	58	58	58
Total Operating Expenses and Equipment	\$0	\$200	\$58	\$58	\$58	\$58
Total Budget Request	\$0	\$200	\$58	\$58	\$58	\$58

Fund Summary

Fund Source - State Operations						
0001 - General Fund	0	200	58	58	58	58
Total State Operations Expenditures	\$0	\$200	\$58	\$58	\$58	\$58
Total All Funds	\$0	\$200	\$58	\$58	\$58	\$58

Program Summary

Program Funding						
0360 - State Planning & Policy Development	0	200	58	58	58	58
Total All Programs	\$0	\$200	\$58	\$58	\$58	\$58