

Government  
Information  
Technology  
Agency

Statewide  
**STANDARD**

P340-S342 Rev 1.0

**TITLE: Request for Special  
Funding (PIJ Projects)**

**Effective Date: March 5, 2009**

**1. AUTHORITY**

The Government Information Technology Agency (GITA) shall develop, implement and maintain a coordinated statewide plan for information technology (IT) (A.R.S. § 41-3504(A (1))), including, adopting statewide technical, coordination, and security standards (A.R.S. § 41-3504(A (1(a)))).

**2. PURPOSE**

The purpose of this standard is to establish a statewide Request for Special Funding (PIJ) standard for the state of Arizona.

**3. SCOPE**

This applies to all budget units. Budget unit is defined as a department, commission, board, institution or other agency of the state organization receiving, expending or disbursing state funds or incurring obligations of the state including the Arizona Board of Regents but excluding the universities under the jurisdiction of the Arizona Board of Regents, the community college districts and the legislative or judicial branches (A.R.S. § 41-3501(2)).

The Budget Unit Chief Executive Officer (CEO), supported by the Budget Unit Chief Information Officer (CIO), shall be responsible for ensuring the effective implementation of Policies, Standards, and Procedures (PSPs) within each budget unit.

Specifically those budget units as defined above, which are undertaking:

- A. Major IT projects and investments with development costs of \$1 million or more;
- B. IT projects and investments that are critical in nature or have a major impact on a Budget Unit (BU) as a whole; and/or
- C. IT projects and investments requesting special funding from GITA.

**4. STANDARD**

The standard defines the means by which a budget unit shall request special funding from GITA, as described below:

GITA Administrator controls the special funds. These funds are allocated based on the amount requested and approved during the project justification process.

Funding can be requested during the first month of the quarter. The GITA Oversight Analyst will review the status of the work completed and evaluate the progress in relation to the project management timeline. If status indicates progress is on schedule, the

request will be forwarded for processing. If the status does not indicate adequate progress, the request will be returned with a letter of explanation.

If the agency has understated its needs on the PIJ, the agency must complete a modified PIJ and obtain approval before additional funding can be allocated. If the agency has overstated its need, prompt notification allows other agencies to use these funds. Additional information is included in the funding request.

The following are detailed instructions.

A. *Amount Received Fiscal Year-to-Date*

This amount does not include the amount being requested. It is the basis for the following three calculations.

B. *% of Fiscal Year-to-Date Allocation*

This is the usage of the amount allocated to the BU for the current fiscal year.

C. *% Received to Total Amount Authorized per PIJ Request*

This is the percentage of amount received of the total amount authorized for the total project. This percentage can serve as a warning that the agency has over- or under-calculated the funding needs for the project.

D. *Ratio Received to Activities Completed*

This is the ratio of the percentage amount received of the total authorized (calculated in the previous step) to the percentage completed (located on the Monthly Project Status Report, page 2). Funding could be held pending additional information, if this ratio appears to be too low.

**5. DEFINITIONS AND ABBREVIATIONS**

Refer to the PSP Glossary of Terms located on the GITA website for definitions and abbreviations.

**6. REFERENCES**

- 6.1. A. R. S. § 41-621 et seq., “Purchase of Insurance; coverage; limitations, exclusions; definitions.”
- 6.2. A. R. S. § 41-761 et seq., “Personnel Administration.”
- 6.3. A. R. S. § 41-1335 ((A (6 & 7))), “State Agency Information.”
- 6.4. A. R. S. § 41-1339 (A), “Depository of State Archives.”
- 6.5. A. R. S. § 41-2501 et seq., “Arizona Procurement Codes, Applicability.”
- 6.6. A. R. S. § 41-3501, “Definitions.”
- 6.7. A. R. S. § 41-3504, “Powers and Duties of the Agency.”
- 6.8. A. R. S. § 41-3521, “Information Technology Authorization Committee; members; terms; duties; compensation; definition.”
- 6.9. A. R. S. § 41-7041, “Governmental Electronic Records.”
- 6.10. Arizona Administrative Code, Title 2, Chapter 5.
- 6.11. Arizona Administrative Code, Title 2, Chapter 7.
- 6.12. Arizona Administrative Code, Title 2, Chapter 10.
- 6.13. Arizona Administrative Code, Title 2, Chapter 18.
- 6.14. Statewide Policy P100, Information Technology.

**7. ATTACHMENTS**

- A. Request for Special Funding Form

ATTACHMENT A. Request for Special Funding Form

**Request For Special Funding Form**

(To be completed only if requesting funding)

Agency Name:	
Amount received fiscal year-to-date:	% of fiscal year-to-date allocation:
% received to total amount authorized per PIJ:	Ratio received to activities completed:
Amount requested:	Date of request:

The Governor’s Office of Strategic Planning and Budgeting and the Joint Legislative Budget Committee staff shall compile this information and report to the Joint Legislative Budget Committee.

- The agency has **not** reallocated funds that would cause reduction of service.
- The agency has reallocated funds that adversely affect service. Please notify the Governor’s Office of Strategic Planning and Budgeting, and Joint Legislative Budget Committee.

Authorization	
Agency Director:	Agency CIO:
Date:	Date:
Processing Milestones	
GITA Oversight:	Date received:
GITA Administrator:	Date received:
GITA Administrator:	Date funds made available: