

**Information Technology Project Request**



**Special Project Report  
Executive Approval Transmittal**

**Agency/state entity Name**

**Project Title (maximum of 75 characters)**

**Project Acronym**

**Project ID**

**Approval Date**

**State entity Priority**

**Agency Priority**

I am submitting the attached Special Project Report (SPR) in support of our request for the California Department of Technology's approval to continue development and/or implementation of this project.

I certify:

- The SPR was prepared in accordance with the State Administrative Manual Sections 4945-4945.2, my agency/state entity has considered the cost benefits analysis associated with the proposed project changes and the changes are consistent with our information management strategy as expressed in our current Agency Information Management Strategy (AIMS).
- The acquisition of the applicable information technology (IT) product(s) or service(s) required by my department that are subject to Government Code 7405 applying Section 508 of the Rehabilitation Act of 1973 as amended meets the requirements or qualifies for one or more exceptions (see following page).
- The document(s) being submitted are accessible to persons with disabilities based on the requirements specified in Section 508 of the federal Rehabilitation Act of 1973, as amended, the Government Code section 11135, and the Web Content Accessibility Guidelines (WCAG 2.0).

I have reviewed and agree with the information in the attached Special Project Report.

APPROVAL SIGNATURES		
<b>Chief Information Officer</b>		<b>Date Signed</b>
<b>Printed name:</b>		
<b>Budget Officer</b>		<b>Date Signed</b>
<b>Printed name:</b>		
<b>State Entity Director</b>		<b>Date Signed</b>
<b>Printed name:</b>		
<b>Agency Chief Information Officer</b>		<b>Date Signed</b>
<b>Printed name:</b>		
<b>Agency Secretary</b>		<b>Date Signed</b>
<b>Printed name:</b>		

### Executive Approval Transmittal IT Accessibility Certification

**Yes or No**

	<b>The Proposed Project Meets Government Code 7405 / Section 508 Requirements and no exceptions apply.</b>
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**Exceptions Not Requiring Alternative Means of Access**

Yes or No	Accessibility Exception Justification
	The IT project meets the definition of a national security system.
	The IT project will be located in spaces frequented only by service personnel for maintenance, repair, or occasional monitoring of equipment (i.e., "Back Office Exception.")
	The IT acquisition is acquired by a contractor incidental to a contract.

**Exceptions Requiring Alternative Means of Access for Persons with Disabilities**

Yes or No	Accessibility Exception Justification
	Meeting the accessibility requirements would constitute an "undue burden" (i.e., a significant difficulty or expense considering all agency resources). Explain:

	<p>Describe the alternative means of access that will be provided that will allow individuals with disabilities to obtain the information or access the technology.</p>
	<p>No commercial or solution is available to meet the requirements for the IT project (does not require a fundamental alteration) or provides for accessibility. Explain:</p> <p>Describe the alternative means of access that will be provided that will allow individuals with disabilities to obtain the information or access the technology.</p>