

STATE *of* CALIFORNIA
**COMMISSION ON STATE
MANDATES**



Navigating the Mandates Process



I. General Introduction to the State Mandates Process and tour of the website.

II. Was a test claim already filed on the statute or executive order?

III. How do I file comments on a pending matter and what are the evidence, certification, filing, and service requirements?

IV. How do I join a mailing list?

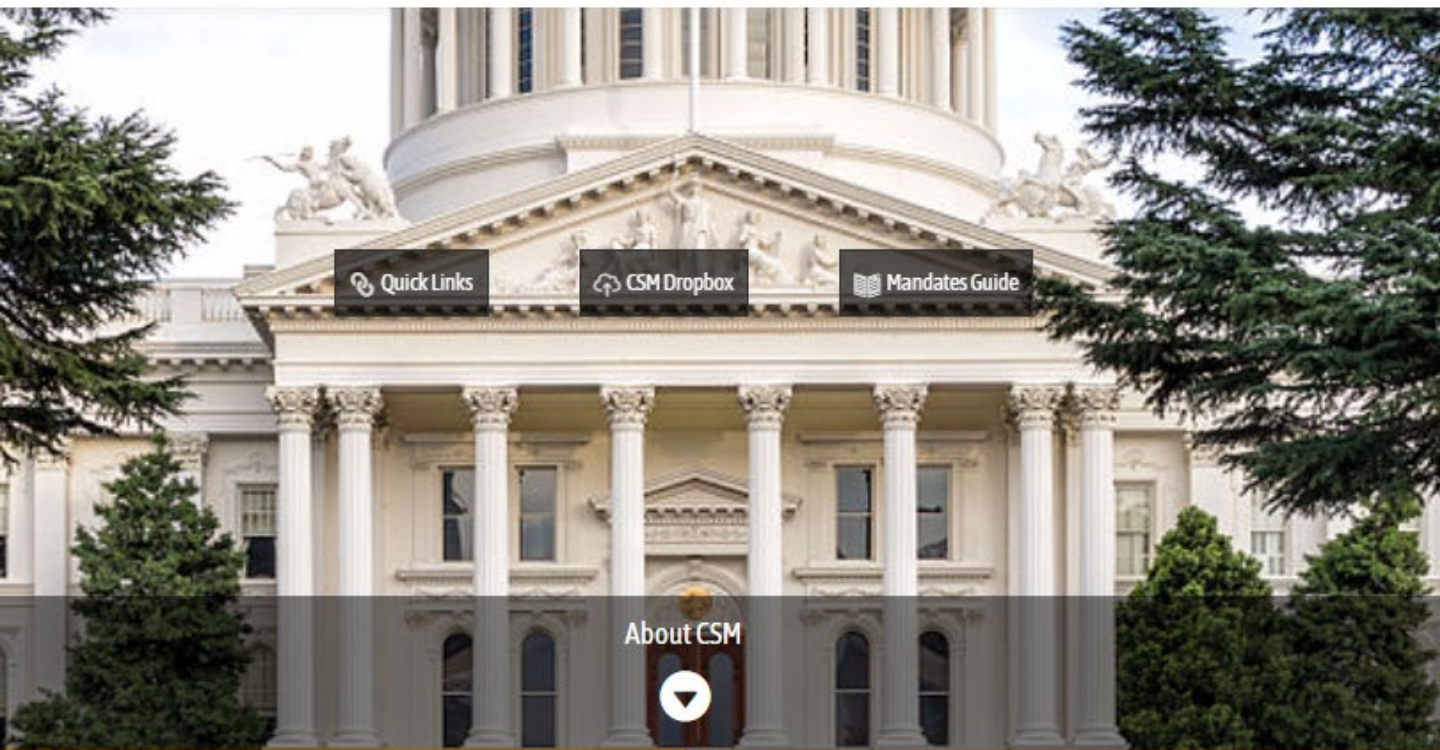
V. What is being heard on the next agenda?




I. General Introduction to the State Mandates Process and tour of the website.



The Commission on State Mandates (Commission) provides on its [website](#) a [Guide](#) to the mandate determination process and a telephone number (916) 323-3562 and email address csminfo@csm.ca.gov to contact Commission staff for assistance with questions between 8:00 am to 5:00 pm weekdays.



 [Quick Links](#)

 [CSM Dropbox](#)

 [Mandates Guide](#)

About CSM



and if a test claim is approved, adopt parameters and guidelines for claiming
facts.
subsequent change in law.
in any three consecutive years, should be included in the State Mandates
Assistance Aid payments.



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Quick Links

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California Law on State Mandates

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980 9th Street, Suite 300
Sacramento, CA 95814

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Guide





The [Guide](#) provides an overview of the process claimants, the Commission, affected state and local agencies (parties and interested parties), and interested persons follow when local agencies and school districts seek reimbursement by filing a test claim with the Commission.



The first four sections of the [Guide](#) describe the test claim process.

The screenshot displays a PDF document titled "MANDATE DETERMINATION PROCESS" within the Adobe Acrobat Pro 2017 interface. The document is divided into two main sections: a list of stakeholders and a four-step process flowchart.

Stakeholders:

- Claimant
- Commission on State Mandates
- Affected State and Local Agencies (Parties and Interested Parties) and Interested Persons
- State Controller

Statute or Executive Order:

In enacting a statute or imposing an executive order, the Legislature, Governor, or a state agency may impose a new program or higher level of service on local agencies or school districts. If the statute or executive order does not contain sufficient funding and there are increased costs as a result of the above, affected local agencies

Process Flowchart:

- 1** Local agency or school district files a test claim with the Commission on State Mandates.
 - If filing is complete, Commission staff issues notice of completion and request for comments.
 - Comment period for parties, interested parties and interested persons on complete test claim filings.
 - Claimant rebuttal period.
- 2** Commission staff issues draft proposed decision.
 - Comment period for parties, interested parties and interested persons on draft proposed decision.
- 3** Commission staff issues proposed decision.
- 4** Commission Hearing to approve or deny test claim. If test claim is denied, the file is closed. Staff reports the decision to Legislature.



For test claims that are denied, this is the end of the Commission on State Mandates process. See the Key Explanations listed on the [Decisions](#) page for more details.

Commission Decisions

This page provides access to the following documents:

1. Test claim statements of decision adopted by the Commission for test claims approved or partially approved;
2. The current version of parameters and guidelines;
3. Statements of decision for test claims denied by the Commission since 2001;
4. Statutes the Legislature determined were reimbursable state-mandated programs; and
5. Other Matters:
 - [Appeal of Executive Director Decisions \(AEDDs\)](#)
 - [Incorrect Reduction Claims \(IRCs\)](#)
 - [Review of Claiming Instructions \(RCI\)](#)

Key Explanations

1. Board of Control decision – Decision no longer available.
- 1a. Legislatively-determined mandate. There is no Decision; however the Commission adopted parameters and guidelines.
2. Legislatively-determined mandate. There is no Decision or parameters and guidelines. Click on Decision to find legislation.
3. No parameters and guidelines – test claim was denied.
4. No parameters and guidelines – test claim was dismissed.
5. Test Claim Decision adopted – parameters and guidelines pending.
6. No Statewide Cost Estimate – matter was denied, dismissed, or program is no longer reimbursable.

This page is a work in progress and will be continually updated to include past Commission decisions. Please assist us by reporting errors, problems or suggestions to csminfo@csm.ca.gov.



The following three sections of the [Guide](#) describe the process for adopting parameters and guidelines, if the test claim is approved.

brochure (1).pdf - Adobe Acrobat Pro 2017

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Home Tools brochure (1).pdf x Sign In

not contain sufficient funding and there are increased costs as a result of the change, affected local agencies and school districts may seek reimbursement by filing a test claim with the Commission on State Mandates.

Test Claim

"Test Claim" means the first claim filed with the Commission alleging that a particular statute or executive order imposes costs mandated by the state, and functions like a class action. The claim must be filed within twelve months of the effective date of the law or of the claimant first incurring costs. The claim is required to include the identification of specific sections of the statute or executive order alleged to contain the mandate, provide a detailed description of the activities and costs alleged to be mandated and otherwise comply with the filing requirements of Government Code 17553 and the Commission's regulations. The Commission hears and makes a determination on each claim.

Parameters and Guidelines

For approved test claims, the Commission must determine the amount to be reimbursed. Either the test claimant develops proposed parameters and guidelines or Commission staff prepares draft expedited parameters and guidelines that identify the mandated program, eligible claimants, period of reimbursement, reimbursable activities, and other necessary claiming information. The Commission hears and may adopt, amend, or reject the proposed parameters and guidelines.

State Controller's Claiming Instructions

Within 90 days of the Commission's adoption of parameters and guidelines, the State Controller issues claiming instructions, which local agencies and school

5

- If test claim is approved, claimant files with the Commission, or Commission staff prepares, draft proposed parameters and guidelines.
- Comment period for interested parties and interested persons on the draft proposed parameters and guidelines.
- Claimant rebuttal period.

6

- For claimant prepared parameters and guidelines only, Commission staff issues draft decision and proposed parameters and guidelines.
- Comment period for claimant, parties, interested parties and interested persons on draft decision and proposed parameters and guidelines.

7

- Commission Hearing to adopt decision and parameters and guidelines.

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The last four sections of the [Guide](#) describe the process for the State Controller, once the parameters and guidelines are approved, to issue the claiming instructions for the new program and for the Commission to adopt the statewide cost estimate.

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File Edit View Window Help

Home Tools brochure (1).pdf x Sign In

claiming instructions, which local agencies and school districts follow when filing claims for reimbursement. Initial reimbursement claims must be filed within 120 days of the issuance of the claiming instructions. Annual claims must be filed by February 15, following the fiscal year for which costs were incurred. The Controller shall pay eligible claims by October 15 or 60 days after the date an appropriation for the claim is effective, whichever is later.

Statewide Cost Estimate
After initial claims have been filed, a statewide cost estimate for eligible costs is adopted by the Commission. These estimates are reported to the Legislature and form the basis of state budget appropriations to fund the costs of the mandated program.

This chart depicts a simplified overview of the Mandate Determination Process. The 11-step process shows what entity or activity is involved at each step.

- 8 90 days after adoption of parameters and guidelines, State Controller issues claiming instructions.
- 9 Eligible claimants can file reimbursement claims with the State Controller.
- 10 **Commission Hearing** to adopt statewide cost estimate based on initial claims filed.
- 11 Once adopted, staff includes statewide cost estimate in report to the Legislature for inclusion in the annual budget bill.

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The Commission's [File a Claim](#) webpage provides links to the request form for test claim, incorrect reduction claim, and mandate redetermination forms.

File a Claim

State of California
COMMISSION ON STATE
MANDATES

File a Claim Dropbox For Comment Pending Caseload Hearings Decisions Reports

File a Claim

- ▶ File a Claim
 - > [Test Claim](#)
The first claim filed with the Commission alleging that a particular statute or executive order imposes costs mandated by the state.
 - > [Request to Adopt a New Test Claim Decision \(Mandate Redetermination\)](#)
A request to adopt a new test claim decision to supersede a previously adopted test claim decision by making a showing that the state's liability has been modified based on a "subsequent change in law" as defined by Government Code section 17570.
 - > [Incorrect Reduction Claim \(IRC\)](#)
A claim alleging that the State Controller incorrectly reduced the reimbursement claim of a local agency or school district.

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The Commission's [Form Request](#) webpage provides the request form for the official forms which must be used to file each type of claim, links to reference forms, and links to the sections of the Commission's regulations that govern each process.

Form Request

Requesting a Digital Form

Please use this request form to assign one or more Form Filler(s) and one Form Signer by including each person's name and email address in the text box provided, in the order in which you wish them to receive the form. The requester will not receive the link to the form unless they are assigned as a Form Filler or Form Signer. Once a form is requested via the link, the request will be sent to Commission staff, who will log in to Adobe Sign and send the electronic claim form to the first Form Filler listed on the request form. Please note that Commission staff will respond Monday-Friday from 8:00 a.m. to 5:00 p.m., excluding State holidays, only. Therefore, please plan to request the form as soon as you know you will need it and do not wait for your filing deadline to request the form.

This digital claim form link is unique to your claim and will allow saving of your progress automatically. Once the first Form Filler completes their work, they may click Submit to send the form to the next Form Filler (if any). Once "Submit" is clicked, the Form Filler may not return to the form and the final person to receive it will be the Form Signer, which must be the person authorized to file a claim pursuant to sections 11333.1, 11355.1 or 11361.1 of the Commission's regulations, as applicable. Once it is digitally signed, the form will become locked and not able to be further edited, and a PDF version will be sent to the Form Filler(s) and the Signer. In addition, the names and email addresses of all Form Fillers and Form Signers will be included in the form as part of the digital signature technology and authentication process. The Form Filler (usually the claimant representative) shall, then separately, upload the digitally signed PDF and any supporting materials to the Commission's Dropbox to complete the filing.

Your Name

Your Email

Your Phone

Enter name(s) and email address(es) of anyone who will be responsible for filling out the form
NOTE: One name and email address per line please
Example: Jane Doe - jane.doe@yahoo.com
Bill Smith - bill.smith@yahoo.com

Enter name and email address of individual who will sign the form
Example: John Doe - john.doe@yahoo.com

Form
Select a Form

I'm not a robot

Applicable Code of Regulations

- Section 11333.1
- Section 11355.1
- Section 11361.1

Reference PDF Forms

For your reference only, to help with gathering materials to complete and file the digital claim form, are PDF copies of the forms which are not to be filed with the claim:

- Text Claim Form
- Text Claim Form Instructions
- Incorrect Reduction Claim Form

Worksheet Form

- Text Claim Worksheet Form



The Commission's [Form Request](#) webpage also provides a sample [Test Claim Form](#) that includes links to the California Constitution, Government Code, and Commission regulations that can be downloaded directly from the page.

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For CSM Use Only

TEST CLAIM FORM AND TEST CLAIM AMENDMENT FORM (Pursuant to Government Code section 17500 et seq. and Title 2, California Code of Regulations, section 1181.1 et seq.)

Section 1
Proposed Test Claim Title:

Section 2
Local Government (Local Agency/School District) Name:
Name and Title of Claimant's Authorized Official pursuant to CCR, tit. 2, § 1183.1(a)(1-5):
Street Address, City, State, and Zip:
Telephone Number Email Address

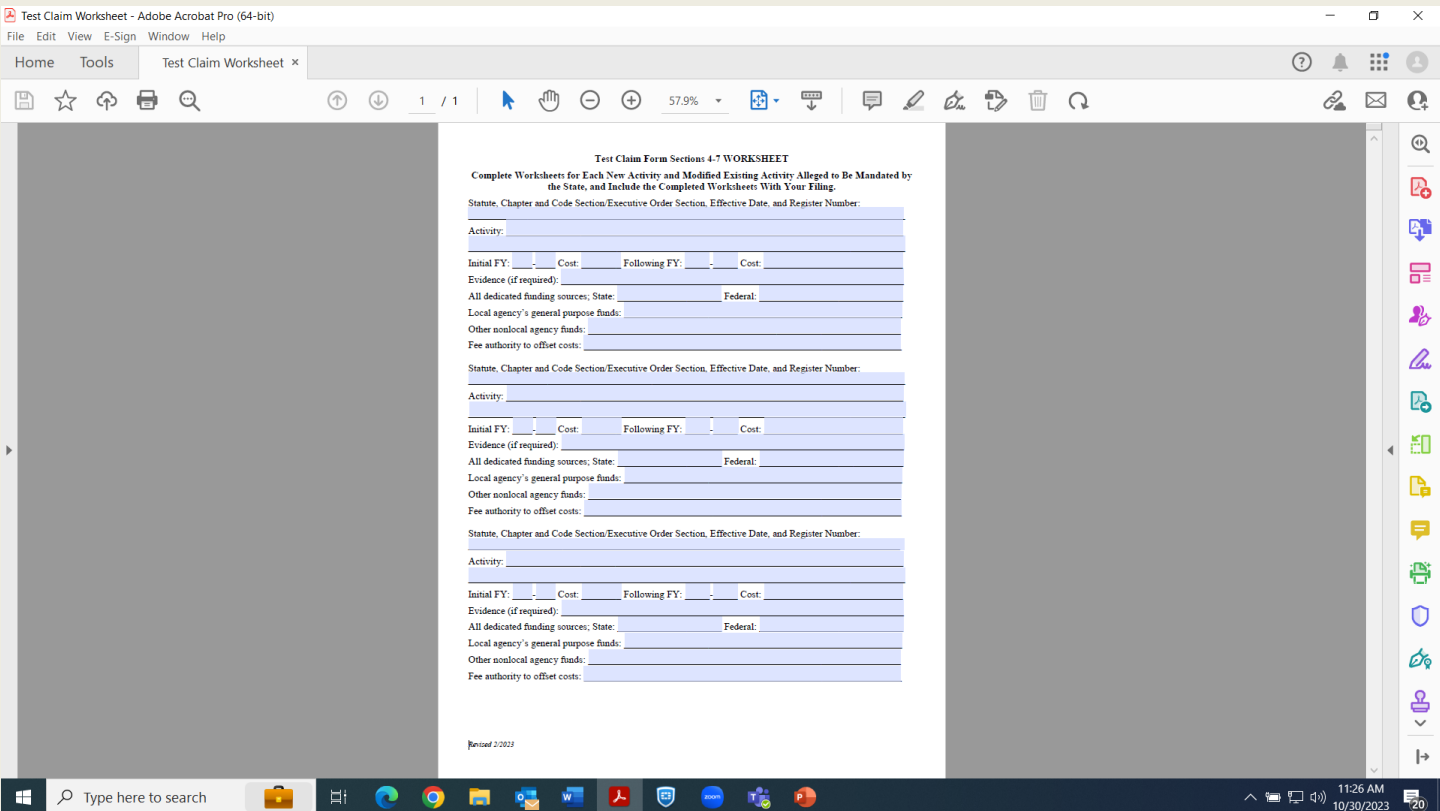
Section 3 - Claimant designates the following person to act as its sole representative in this test claim. All correspondence and communications regarding this claim shall be sent to this representative. Any change in representation must be authorized by the claimant in writing, and e-filed with the Commission on State Mandates. (CCR, tit. 2, § 1183.1(b)(1-5))
Name and Title of Claimant Representative:
Organization:
Street Address, City, State, Zip:
Telephone Number Email Address

Revised 2/2023

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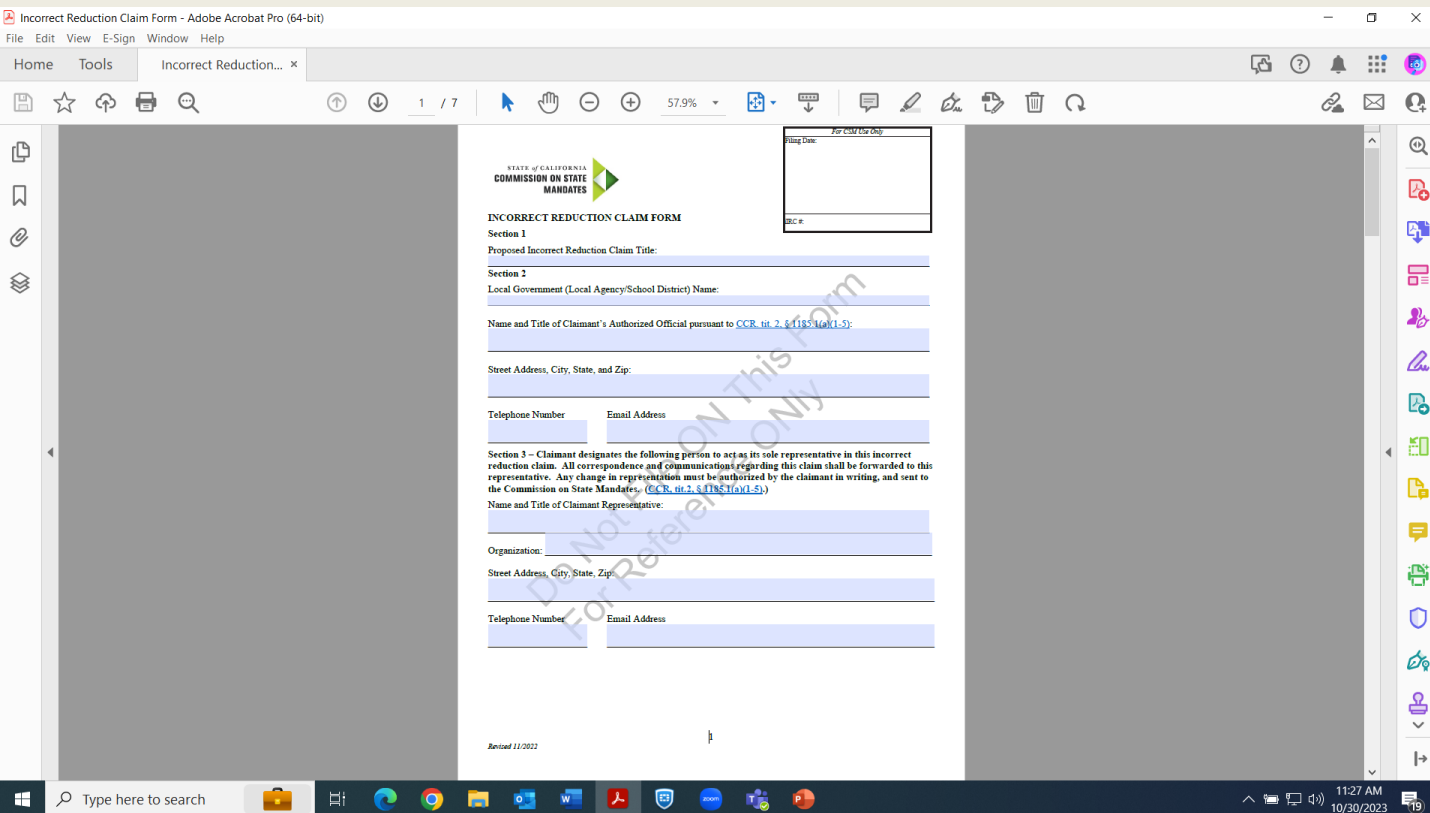


The Commission's [Form Request](#) webpage also includes the test claim [Worksheet](#) that was developed specifically as a tool to assist local agencies and school districts in identifying and organizing the information necessary to file a test claim.





The Commission's [Form Request](#) webpage for incorrect reduction claims includes a PDF copy of a sample [Incorrect Reduction Claim Form](#) that also includes links to the California Constitution, Government Code, and Commission regulations that can be downloaded directly from the page.





The [For Comment](#) webpage provides a list of new matters issued for comment.

For Public Comment

Documents Issued For Comment

Test Claims

» **Disclosure Requirements and Deferral of Property Taxation, 22-TC-06** ([View Matter](#))

Statutes 2022, Chapter 712, Sections 1 (a)-(b) and 2 (a)-(c) (SB 989); Revenue and Taxation Code Sections 2610.8 (a)-(b) and 2636.1 (a)-(c), Effective September 28, 2022

For Comment:

- Notice of Complete Test Claim, Schedule for Comments, and Notice of Tentative Hearing Date issued August 8, 2023
- Test Claim filed by the County of Los Angeles on May 2, 2023

Claimant: County of Los Angeles

» **Free Application for Federal Student Aid (FAFSA), 22-TC-05** ([View Matter](#))

Statutes 2021, Chapter 144, Sections 10 (AB 132); Education Code Section 51225.7; Government Code Section 30035, Appendix A, Appendix B, Effective July 27, 2021

For Comment:

- Notice of Complete Test Claim, Schedule for Comments, and Notice of Tentative Hearing Date issued July 7, 2023
- Test Claim filed by the Fresno Unified School District on June 23, 2023

Claimant: Fresno Unified School District

» **California Regional Water Quality Control Board, Los Angeles Region, Order No. R4-2021-0105, 22-TC-01** ([View Matter](#))

Los Angeles Regional Water Quality Control Board Order No. R4-2021-0105: Parts III.A.1, A.3.a, A.3.b, A.5.a, A.5.b, A.5.c, A.6; Parts IV.A.2 and B and Attachments J through S (except Attachments K, L and N); Part VII and Attachment E; Parts VIII.D.1, D.3, D.4; Parts VIII.F.3.c.i, F.3.c.ii, F.3.c.iii; Parts VIII.G.4.a, G.5.a, G.5.b.i, G.5.b.ii; Parts VIII.H.2 and H.5.b; and Parts VIII.I.5, I.6, I.8., effective September 11, 2021

For Comment:

- Notice of Complete Test Claim, Schedule for Comments, and Notice of Tentative Hearing Date issued October 14, 2022
- Test Claim filed by the County of Los Angeles and the Los Angeles County Flood Control District on July 22, 2022



The [For Comment](#) webpage also includes upcoming hearing agenda items issued for comment.

For Public Comment

csm.ca.gov/public-comment.shtml

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File a Claim Dropbox For Comment Pending Caseload Hearings Decisions Reports

Claimant: County of Los Angeles and Los Angeles County Flood Control District

▶ Matters Issued for December 1, 2023 Hearing

Test Claim Reconsideration on Remand

▶ Lead Sampling in Schools: Public Water System No. 3710020, 17-TC-03-R [View Matter](#)

On Remand from City of San Diego v. Commission on State Mandates, Court of Appeal, Third Appellate District, Case No. C092800; Judgment and Writ of Mandate issued by the Sacramento County Superior Court, Case No. 34-2019-80003169-CU-WM-GDS; Permit Amendment No. 2017PA-SCHOOLS, City of San Diego Public Water System No. 3710020, effective January 18, 2017

For Comment:

- Draft Proposed Decision, Schedule for Comments, and Notice of Hearing issued March 23, 2023

Claimant: City of San Diego

▶ Matters Issued for January 26, 2024 Hearing

Parameters and Guidelines

▶ California Regional Water Quality Control Board, San Diego Region, Order No. R9-2009-0002, Sections D.2.; F.1.d.7.i.; F.4.b.; G.6.; K.1.b.4.n.; K.3.a.3.c.; J.1.; J.3.; J.4.; and Attachment D, Section D-2, Adopted December 16, 2009, 10-TC-11 [View Matter](#)

For Comment:

- Draft Expedited Parameters and Guidelines, Schedule for Comments, and Notice of Tentative Hearing Date issued October 31, 2023

Claimants: Cities of Dana Point, Laguna Hills, Laguna Niguel, Lake Forest, Mission Viejo, San Juan Capistrano, the County of Orange, and the Orange County Flood Control District

▶ California Regional Water Quality Control Board, San Diego Region, Order No. R9-2010-0016, 11-TC-03 [View Matter](#)

For Comment:

- Draft Expedited Parameters and Guidelines, Schedule for Comments, and Notice of Tentative Hearing Date issued October 3, 2023

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11/2/2023



The [Pending Caseload](#) webpage includes the caseload schedule for pending matters and their tentative hearing dates according to the phase of the matter and provides links to all pending matter pages.

Pending Caseload

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File a Claim Dropbox For Comment Pending Caseload Hearings Decisions Reports

Pending Caseload

▶ Caseload Spreadsheets

- ▶ [Test Claims](#) (Updated 10/27/23)
- ▶ [Parameters and Guidelines](#) (Updated 10/27/23)
- ▶ [Statewide Cost Estimates](#) (Updated 10/27/23)
- ▶ [Incorrect Reduction Claims](#) (Updated 10/27/23)

Below are matters that have not yet been decided by the Commission on State Mandates. These include:

- ▶ [Test Claims \(TC\)](#)
- ▶ [Parameters and Guidelines \(Ps&Gs\)](#)
- ▶ [Requests to Amend Parameters and Guidelines \(PGA\)](#)
- ▶ [Statewide Cost Estimates \(SCE\)](#)
- ▶ [Appeal of Executive Director Decisions \(AEDD\)](#)
- ▶ [Mandate Redeterminations \(MR\)](#)
- ▶ [Review of Claiming Instructions \(RCI\)](#)
- ▶ [Joint Reasonable Reimbursement Methodologies \(Joint BRM\)](#)
- ▶ [Incorrect Reduction Claims \(IRC\)](#)
- ▶ [Requests for Reconsideration of an Adopted Decision \(RAD\)](#)

Note:
- By clicking on a claim or request listed below you will link to the page for that matter where you will find all documents that have been issued by or filed with the Commission. To be added to or removed from a matter mailing list, please submit your complete contact information along with the matter name and matter number to csminfo@csm.ca.gov.

▶ [Test Claims \(TC\)](#)

A "Test claim" means the first claim filed with the Commission alleging that a particular statute or executive order imposes costs mandated by the state. (Gov. Code 17521.) An "executive order" means any order, plan requirement, rule or regulation issued by the Governor, an officer or official serving at the pleasure of the Governor, or any agency, department, board or commission of state government. (Gov. Code 17516.) "Costs mandated by the State" means any increased costs which a local agency or school district is required to incur as a result of any statute enacted on or after January 1, 1975, or any executive order implementing any statute enacted on or after January 1, 1975, which mandates a new program or higher level of service of an existing program within the meaning of article XIII B, section 6 of the California Constitution. (Gov. Code 17514.)

▶ [California Regional Water Quality Control Board, Los Angeles Region, Order No. R4-2012-0175, 13-TC-01 and 13-TC-02](#)



The [Decisions](#) webpage provides links to all active mandated programs, all Commission decisions since 2010, as well as a Search button that may be used to search for specific legislation or program names identified in current or prior claims.

Commission Decisions

This page provides access to the following documents:

1. Test claim statements of decision adopted by the Commission for test claims approved or partially approved;
2. The current version of parameters and guidelines;
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Key Explanations

1. Board of Control decision – Decision no longer available.
- 1a. Legislatively-determined mandate. There is no Decision; however the Commission adopted parameters and guidelines.
2. Legislatively-determined mandate. There is no Decision or parameters and guidelines. Click on Decision to find legislation.
3. No parameters and guidelines – test claim was denied.
4. No parameters and guidelines – test claim was dismissed.
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6. No Statewide Cost Estimate – matter was denied, dismissed, or program is no longer reimbursable.

This page is a work in progress and will be continually updated to include past Commission decisions. Please assist us by reporting errors, problems or suggestions to csminfo@csm.ca.gov.

Mandate Determinations		
Local Agency	School District	Community College District

[Search Commission Decisions](#)

Local Agency



The [Reports](#) webpage provides links to the Commission's Reports to the Legislature and to the Director of Finance that describe the Commission's activities more broadly.

The screenshot shows the website for the State of California Commission on State Mandates. The browser address bar shows 'csm.ca.gov'. The website header includes the logo and navigation links: File a Claim, Dropbox, For Comment, Pending Caseload, Hearings, Decisions, and Reports. The Reports menu is expanded, showing a grid of report categories:

- Approved Mandate Claims**: A biannual report to the Legislature on mandates the Commission has found and the estimated costs of each.
- Denied Mandate Claims**: An annual report to the Legislature in January on test claims denied in the preceding calendar year.
- State Leadership Accountability Act (SLAA) 2015**: Government Code sections 13400 through 13407, known as the State Leadership Accountability Act (SLAA), was enacted to reduce the waste of resources and strengthen internal control. SLAA requires each state agency to maintain effective systems of internal control, to evaluate and monitor the effectiveness of these controls on an ongoing basis, and to biennially report on the adequacy of the agency's systems of internal control.
- Incorrect Reduction Claims**: An annual report to the Legislature in January on incorrect reduction claim (IRC) decisions in the preceding calendar year.
- Workload Levels and Backlog Reduction Plan**: An annual report to the Director of Finance identifying the workload levels and any backlog for the staff of the Commission.

The background of the website features a large image of the California State Capitol building. At the bottom of the page, there is a video player with the title 'About CSM' and a play button. The Windows taskbar is visible at the bottom of the screenshot, showing the time as 3:12 PM on 11/2/2023.



The homepage also includes links to the Commission's [regulations](#).

The screenshot shows a web browser window displaying the 'Regulations' page of the State of California Commission on State Mandates. The browser's address bar shows 'csm.ca.gov/regulations.shtml'. The website's header includes the commission's logo and a navigation menu with links for 'File a Claim', 'Dropbox', 'For Comment', 'Pending Caseload', 'Hearings', 'Decisions', and 'Reports'. The main content area is titled 'Regulations' and contains a dropdown menu for 'Regulations'. Below this, there is a section for 'Rulemaking Action Filed by the Office of Administrative Law (OAL) with the Secretary of State on July 11, 2022 and Final Regulation Text Effective October 1, 2022'. This section includes a paragraph explaining the regulatory process and a link to the 'Final Text of Regulatory Action'. A second section follows, titled 'Rulemaking Action Filed by the Office of Administrative Law (OAL) with the Secretary of State on August 31, 2022 and Final Regulation Text Effective September 30, 2022', also including a paragraph and a link to the 'Final Text of Regulatory Action'. The footer of the page contains links for 'Back to Top', 'Conditions of Use', 'Privacy Policy', 'Accessibility', and 'Contact Us'. The Windows taskbar at the bottom shows the system clock as 3:07 PM on 11/2/2023.



The homepage also includes links to the Commission's most recent [rulemaking](#).

The screenshot shows a web browser window with the URL csm.ca.gov/rulemaking.shtml. The page features a green navigation bar with the Commission's logo and several menu items: File a Claim, Dropbox, For Comment, Pending Caseload, Hearings, Decisions, and Reports. Below the navigation bar, the main heading is "Rulemaking". A green box contains a dropdown menu for "Rulemaking". The main content area provides information about the Commission's authority under Government Code sections 11123, 11346.4, 11347, 11347.1, and 17500 et seq. It describes the Commission as a seven-member quasi-judicial body and lists several links for more information on current rulemaking, including "Conflict of Interest (Order 22-01)", "Proposed Amendments to California Code of Regulations, Title 2, Division 2, Chapter 2.5, Article 9", "Emergency Electronic Signature (Order 22-02)", "Proposed Amendments to California Code of Regulations, Title 2, Division 2, Chapter 2.5, Article 1", and "Electronic Signature (22-03)", "Proposed Amendments to California Code of Regulations, Title 2, Division 2, Chapter 2.5, Articles 1, 2, 3, 5, 6, and 7". A link is provided to sign up for the Rulemaking Mailing List. A dark green box at the bottom of the content area contains the text "Click below to sign up for the Commission's Agenda or Rulemaking mailing lists" and a "Mailing Lists" button. The footer of the page includes links for "Back to Top", "Conditions of Use", "Privacy Policy", "Accessibility", and "Contact Us". The Windows taskbar at the bottom shows the date and time as 3:08 PM on 11/2/2023.



II. Was a test claim already filed on the statute or executive order?

Mandate Determination Process Example

[Statutes 2018, Chapter 120, \(AB 216\)](#)

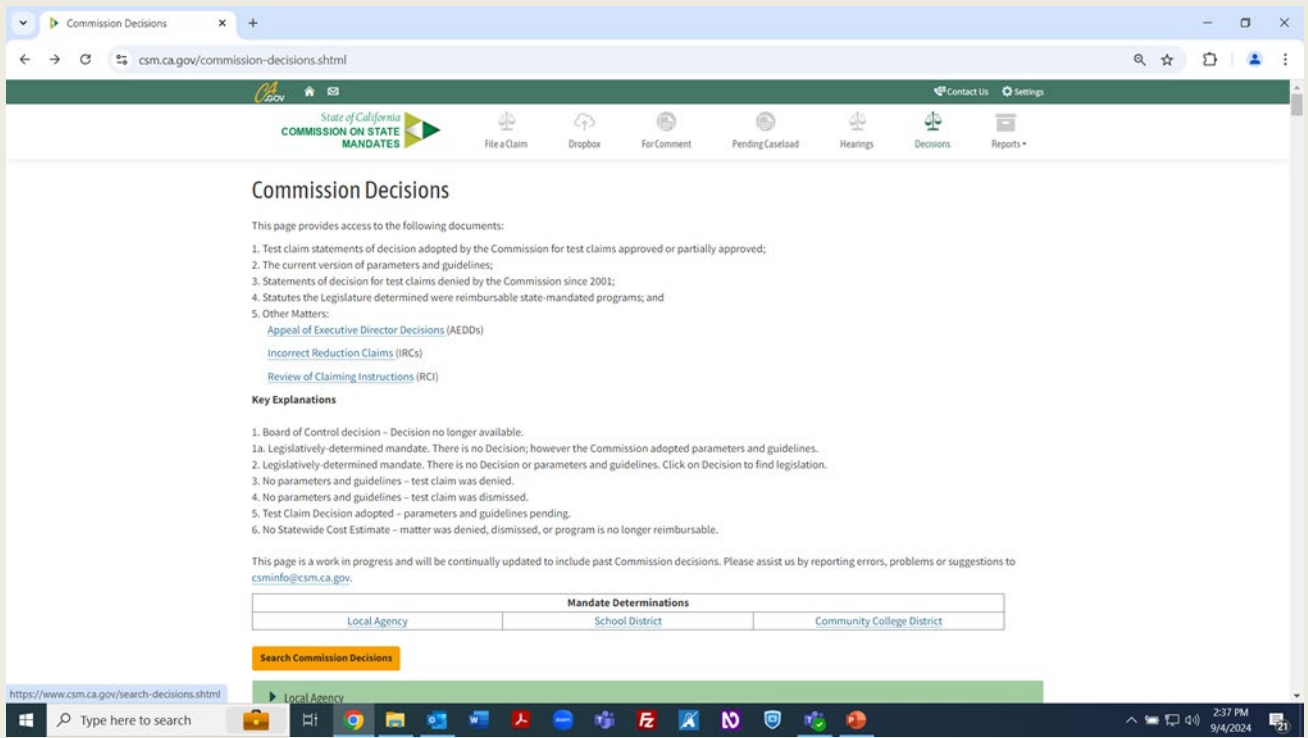
AB 216, Gonzalez Fletcher. Vote by mail ballots: identification envelopes: prepaid postage.

Existing law provides for the procedures by which a voter may apply for and receive a vote by mail ballot...

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

Mandate Determination Process Example

To determine whether a test claim has already been determined by the Commission, open the Homepage at www.csm.ca.gov; then, click on [Decisions](#), in the top ribbon; then, locate and click the orange [Search Decisions](#) button.



The screenshot shows a web browser window displaying the "Commission Decisions" page on the California State Mandates Commission website. The page title is "Commission Decisions" and the URL is "csm.ca.gov/commission-decisions.shtml". The navigation bar includes links for "File a Claim", "Dropbox", "For Comment", "Pending Caseload", "Hearings", "Decisions", and "Reports". The main content area is titled "Commission Decisions" and provides access to various documents, including test claim statements, parameters and guidelines, and statutes. It also includes a "Key Explanations" section and a table for "Mandate Determinations".

Commission Decisions

This page provides access to the following documents:

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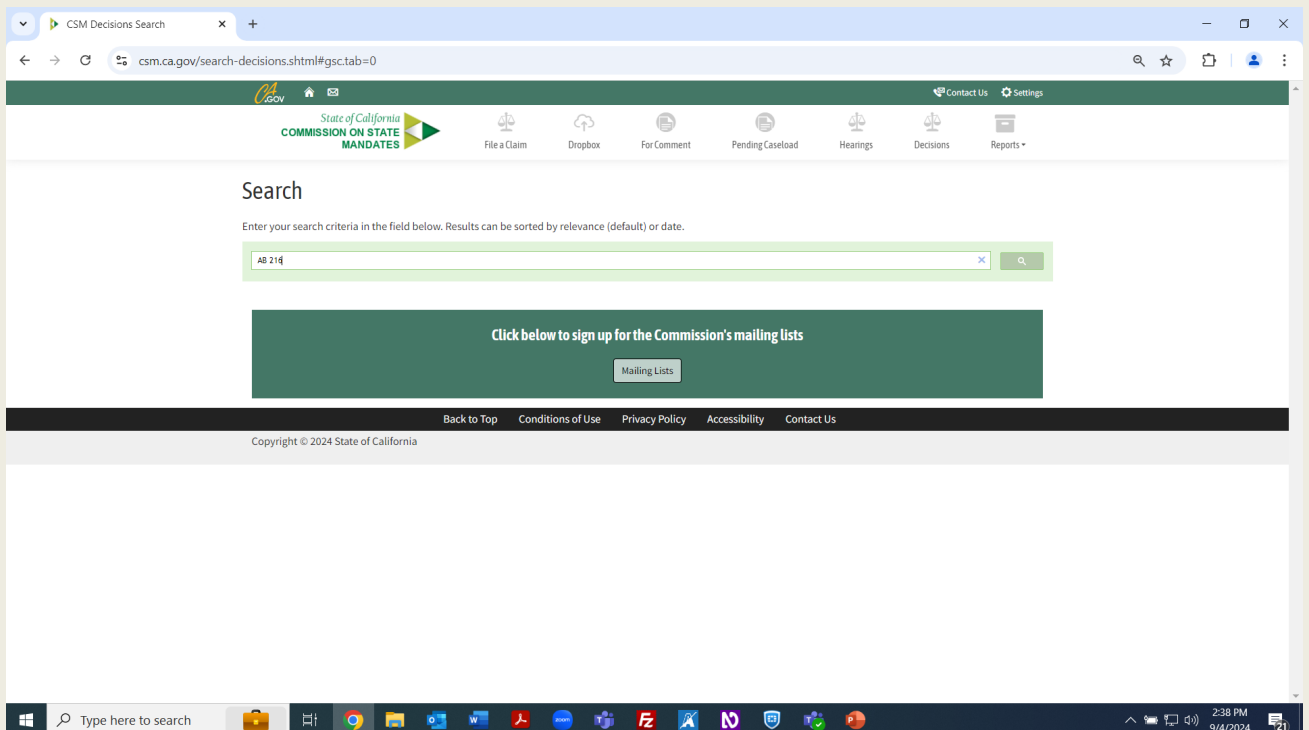
This page is a work in progress and will be continually updated to include past Commission decisions. Please assist us by reporting errors, problems or suggestions to csminfo@csm.ca.gov.

Mandate Determinations		
Local Agency	School District	Community College District

[Search Commission Decisions](#)

Mandate Determination Process Example

Type in the house (AB or SB) and bill number (or executive order number), then click Search.



Mandate Determination Process Example

Then, review the results. The first two items listed include [Statutes 2018, Chapter 120, \(AB 216\)](#) which was the subject statute of the Test Claim, *Vote by Mail Ballots: Prepaid Postage*, 19-TC-01.

The screenshot displays a web browser window with the URL csm.ca.gov/search-decisions.shtml#gsc.tab=0&gsc.q=AB%20216&gsc.sort=. The page header includes the State of California Commission on State Mandates logo and navigation links for File a Claim, Dropbox, For Comment, Pending Caseload, Hearings, Decisions, and Reports. The main content area is titled "Search" and contains a search bar with the text "AB 216". Below the search bar, it indicates "About 684 results (0.25 seconds)" and a "Sort by: Relevance" dropdown menu. The search results list several items, including "BEFORE THE COMMISSION ON STATE MANDATES STATE OF ...", "Local Agency Ethics (AB 1234), 07-TC-04 - Amended SCE (Adopted...)", "Prevalving Wage Rate, 01-TC-28 - Test Claim SOD (Adopted...)", and "Williams Case Implementation I, II, and III, 05-TC-01, 07-TC-06, and ...". The Windows taskbar at the bottom shows the time as 2:39 PM on 9/4/2024.

Mandate Determination Process Example

Then, search for this matter on the [Decisions](#) page using Control+F, type in the matter number, then click the hyperlink to the matter to review the matter.

The screenshot shows the website for the State of California Commission on State Mandates. The page displays a table of mandates with columns for the mandate name, matter number, and counts for hearings, decisions, and reports. The entry for 'Vote by Mail Ballots: Prepaid Postage' with matter number '19-TC-01' is highlighted in orange.

Mandate Name	Matter Number	Hearings	Decisions	Reports
Trial Court Delay Reduction Act	CSM 4283			
Tuberculosis Control	03-TC-14			
Upper Santa Clara River Chloride Requirements	10-TC-09		3	6
U Visa 918 Form, Victims of Crime: Nonimmigrant Status	17-TC-01			
Very High Fire Hazard Severity Zones	97-TC-13			
Victims Statements-Minors	04-LM-14		2	
Voter Accessibility	CSM-4363			
Vote by Mail Ballots: Prepaid Postage	19-TC-01			
Voter Identification Procedures	03-TC-23			
Voter Registration Procedures	04-LM-04		2	
Waste Discharge Requirements and Water Quality Certification for: Santa Clara Valley Water District and U.S. Army Corps of Engineers, Upper Berryessa Creek Flood Risk Management Project	17-TC-04		4	6
Water Conservation	10-TC-12 and 12-TC-01		3	6
Wildland Fire Clothing and Equipment		1		
Worker's Compensation Disability Benefits for Government Employees	00-TC-20; 02-TC-02		3	6
Youth Offender Parole Hearings	17-TC-29		3	6



To review existing state-mandated cost program information, navigate to the State Controller's website at www.sco.ca.gov. Then, click on [State and Local](#) then, [Local Government](#), then, [State-Mandated Programs](#). For this example, click Local Agencies [Fiscal Year 2022-23](#), then scroll down to *Vote by Mail Ballots Prepaid Postage* (Program No. 377) to review the claiming instructions.

The screenshot shows a web browser window with the URL sco.ca.gov/ard_mancost_la_man.html. The page header includes the California State Controller's Office logo and the name Matia M. Cohen. A search bar is present. The main content area displays a list of state-mandated programs, with the following items visible:

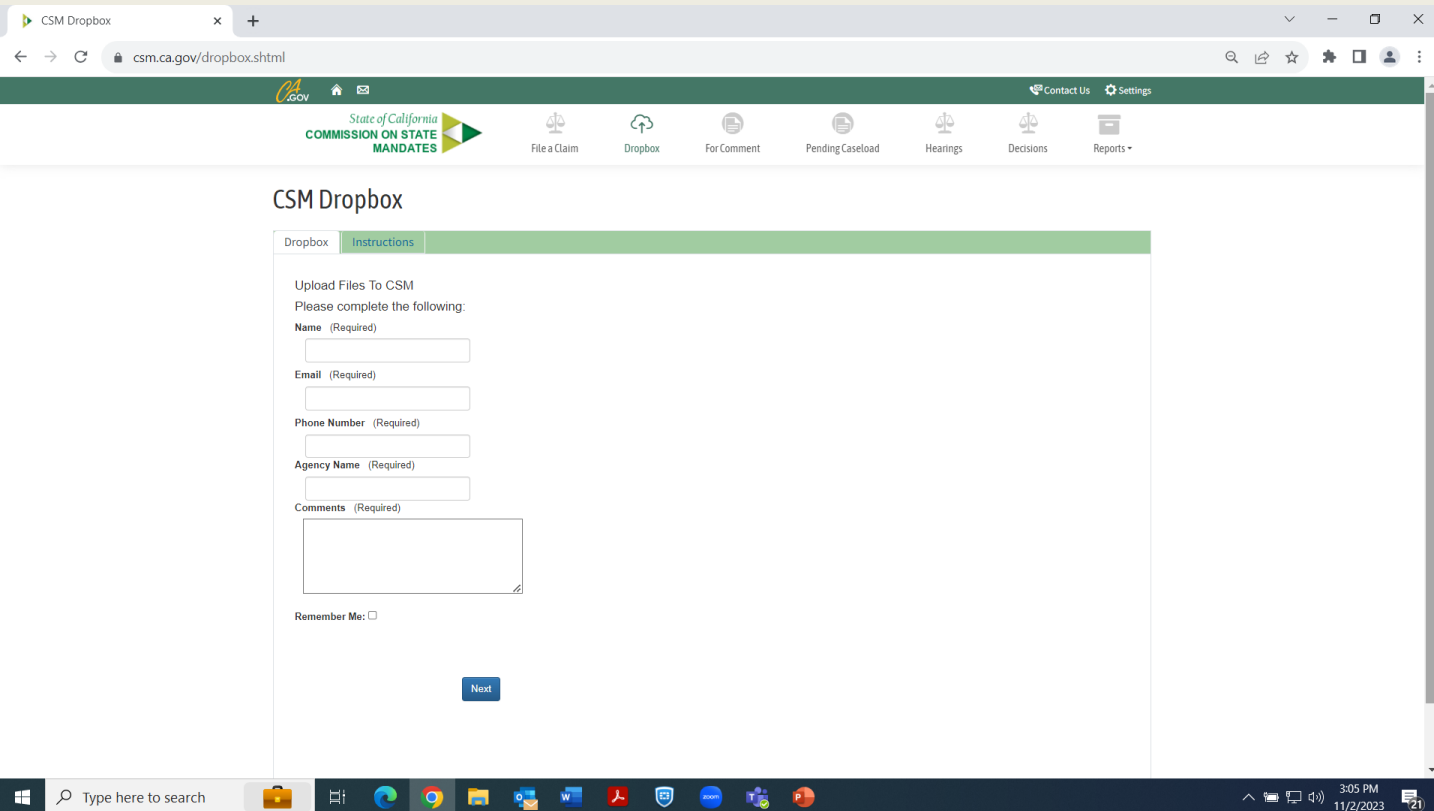
- Local Agency Employee Organizations: Impasse Procedures II - Program No. 371
- Local Agency Ethics - Program No. 334
- Local Elections: Consolidation - Program No. 259
- Local Government Employee Relations - Program No. 298
- Medi-Cal Beneficiary Probate - Program No. 43
- Medi-Cal Eligibility of Juvenile Offenders - Program No. 361
- Peace Officer Personnel Records: Unfounded Complaints and Discovery - Program No. 264
- Peace Officer Training: Mental Health/Crisis Intervention - Program No. 373
- Peace Officers Procedural Bill of Rights - Program No. 187
- Peace Officers Procedural Bill of Rights II - Program No. 356
- Pesticide Use Reports - Program No. 121
- Racial and Identity Profiling - Program No. 375
- Rape Victims Counseling Center: Notice - Program No. 127
- Sexual Assault Evidence Kits: Testing - Program No. 378
- Sexually Violent Predators - Program No. 175
- Sexually Violent Predators For the Period of July 1, 2011 through June 30, 2018 - Program No. 376
- State Authorized Risk Assessment Tool for Sex Offenders - Program No. 360
- Threats Against Peace Officers - Program No. 163
- Tuberculosis Control - Program No. 345
- U Visa 918 Form: Victims of Crime: Nonimmigrant Status - Program No. 372
- Vote by Mail Ballots: Prepaid Postage - Program No. 377**

Below the list, there is a note: "For moving and relocation expenses, visit the California Department of Human Resources' website." At the bottom, there is a "Contact Information" section with the text: "Questions? Contact the Local Reimbursements Section at LRSLGPSD@sco.ca.gov."



III. How do I file comments on a pending matter and what are the evidence, certification, filing, and service requirements?

On the homepage is a link to the Commission's [Dropbox](#) used for e-filing all documents with the Commission.



The screenshot shows a web browser window with the URL csm.ca.gov/dropbox.shtml. The page title is "CSM Dropbox". The navigation menu includes "File a Claim", "Dropbox", "For Comment", "Pending Caseload", "Hearings", "Decisions", and "Reports". The main content area is titled "CSM Dropbox" and contains a form with the following fields:

- Dropbox** (selected tab) | **Instructions** (tab)
- Upload Files To CSM
- Please complete the following:
- Name (Required)** [Text Input]
- Email (Required)** [Text Input]
- Phone Number (Required)** [Text Input]
- Agency Name (Required)** [Text Input]
- Comments (Required)** [Text Area]
- Remember Me:
- Next** [Button]

The Windows taskbar at the bottom shows the time as 3:05 PM on 11/2/2023.

Commission Regulation § [1183.2](#) Filing of Comments on the Test Claim

(b) Written comments concerning the test claim shall be certified, filed, and served within 30 days from the date the test claim or amendment is issued for comment and in accordance with section [1181.3](#) of these regulations.

(c) Content and Form. Written comments on the test claim shall contain the following documentary evidence, if applicable:

(1) If representations of fact are made, they shall be supported by documentary or testimonial evidence in accordance with section [1187.5](#) of these regulations.

Commission Regulation § [1183.2](#) Filing of Comments on the Test Claim

(2) A copy of relevant portions of state constitutional provisions, federal statutes, and executive orders, and a copy of administrative decisions and court decisions that may impact the alleged mandate, unless the authorities are also cited in the test claim. The specific statutes and chapters, articles, sections, regulatory registers, and page numbers shall be identified. Published court decisions arising from state mandate determinations by the Board of Control and the Commission on State Mandates, [article XIII B, section 6](#) of the California Constitution, and Government Code sections [17500 et seq.](#), are exempt from the requirements of this subdivision.

Commission Regulation § [1183.3](#) Claimant's Rebuttal Comments

(a) Written rebuttals to written comments concerning a test claim may be filed, and shall be certified, filed, and served in accordance with section [1181.3](#) of these regulations within 30 days of service of the written comments.

(b) Content and Form.

(1) If representations of fact are made, they shall be supported by documentary or testimonial evidence in accordance with section [1187.5](#) of these regulations.

Commission Regulation § [1183.3](#)

Claimant's Rebuttal Comments

(2) Include a copy of relevant portions of state constitutional provisions, federal statutes, and executive orders, and a copy of administrative decisions and court decisions that are cited in the rebuttal, unless the authorities are also cited in the test claim or any opposition thereto.

Published court decisions arising from state mandate determinations by the Board of Control and the Commission on State Mandates, [article XIII B, section 6](#) of the California Constitution, and Government Code sections [17500 et seq.](#), are exempt from the requirement to include a copy. The specific statutes and chapters, articles, sections, regulatory registers, and page numbers of the authorities shall be identified in the written rebuttal.

Commission Regulation § [1183.6](#)
Filing of Comments on the
Draft Proposed Decision

(b) At least eight weeks before the hearing, or at a time required by the executive director or stipulated to by the parties, Commission staff shall prepare a draft proposed decision and distribute it to the parties, interested parties, and those on the mailing list described in section [1181.4](#) of these regulations, and shall post it on the Commission's website.

Commission Regulation § [1183.6](#)

Filing of Comments on the Draft Proposed Decision

(c) Anyone may file written comments concerning the draft proposed decision. If representations of fact are made, they shall be supported by documentary or testimonial evidence in accordance with section [1187.5](#) of these regulations. Written comments shall be certified, filed, and served in accordance with section [1181.3](#) of these regulations, by the date determined and noticed by the executive director. A three-week period for comments shall be given, subject to the executive director's authority to expedite all matters pursuant to Government Code section [17530](#). All written comments timely filed shall be reviewed by Commission staff and may be incorporated into the proposed decision for the test claim.

Commission Regulation § [1183.6](#)
Filing of Comments on the
Draft Proposed Decision

(d) It is the Commission's policy to discourage the introduction of late comments, exhibits, or other evidence filed after the three-week comment period described in subdivision (c) of this section. The Commission need not rely on, and staff need not respond to, late comments, exhibits, or other evidence filed in response to a draft proposed decision after the comment period expires.

Commission Regulation § [1183.9](#)
Filing of Comments on the Draft
Expedited Parameters and Guidelines

(b) Parties, interested parties, and interested persons may file comments on the draft expedited parameters and guidelines within 21 days of service of Commission staff's draft proposal. Such comments shall be certified, filed, and served in accordance with section [1181.3](#) of these regulations. If representations of fact are made, they shall be supported by documentary or testimonial evidence in accordance with section [1187.5](#) of these regulations.

Commission Regulation § [1183.9](#) Claimant's Rebuttal Comments

(c) Within 15 days of service of the comments filed pursuant to subdivision (b) of this section, parties, interested parties, and interested persons may file and serve rebuttals. Such rebuttals shall be certified, filed, and served in accordance with section [1181.3](#) of these regulations. If representations of fact are made, they shall be supported by documentary or testimonial evidence in accordance with section [1187.5](#) of these regulations.

Commission Regulation § [1183.9](#)
Filing of Comments on the Draft
Expedited Parameters and Guidelines

(d) If no comments are filed on the draft expedited parameters and guidelines that raise substantive issues regarding any of the elements described in section [1183.7](#), a draft proposed decision in accordance with section [1183.13\(a\)](#) of these regulations need not be prepared and the executive director may schedule the proposed decision and parameters and guidelines for adoption at the next regularly scheduled hearing in accordance with section [1183.13\(d\)](#) of these regulations.

Commission Regulation § [1183.13](#) Filing of Comments on the Draft Proposed Decision and Parameters and Guidelines

(b) Written comments on the draft proposed decision and parameters and guidelines shall be certified, filed, and served in accordance with section [1181.3](#) of these regulations, by the date noticed by the executive director. A three-week period for comments shall be given, subject to the executive director's authority to expedite all matters pursuant to Government Code section [17530](#). If representations of fact are made, they shall be supported by documentary or testimonial evidence in accordance with section [1187.5](#) of these regulations. All written comments timely filed shall be reviewed by Commission staff and may be incorporated into the proposed decision and parameters and guidelines.



IV. How do I join a mailing list?

Self-Serve Email Lists: Agenda, Rulemaking, and Mandates Chronicles

Navigate to the Commission's Homepage at www.csm.ca.gov then scroll down to the bottom of the page and click the green button [Join Our Mailing Lists](#)

The screenshot shows the homepage of the Commission on State Mandates (CSM). The browser address bar displays "csm.ca.gov". The website header includes the CSM logo and navigation links: "File a Claim", "Dropbox", "For Comment", "Pending Caseload", "Hearings", "Decisions", and "Reports". A green banner on the left lists several categories of claims, such as "Claims alleging that the State Controller's Office has incorrectly reduced payments to local agencies and school districts." A central image shows a gavel and scales of justice. A green button labeled "Join Our Mailing Lists" is prominently displayed. The footer contains four columns of links: "About the Commission" (Commission Members, Strategic Plan, CSM History, Rulemaking, Alternate Processes), "Quick Links" (Navigating the Mandates Process, Commission Hearings, Matters for Public Comment, Commission Decisions, Commission on State Mandates Guide), "California Law on State Mandates" (California Constitution, Government Code, Regulations), and "Contact Us" (address, phone, fax, email, and Small Business/DVBE Advocate information).



Use this page to subscribe to the Commission's three self-service email lists: Agenda, Rulemaking, and Mandates Chronicles. To join a particular matter's or set of matters' mailing list, please contact Commission staff.

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State of California
COMMISSION ON STATE
MANDATES

File a Claim Dropbox For Comment Pending Caseload Hearings Decisions Reports

Contact Us Settings

Get Involved

We value transparency, accessibility, and public participation in Commission processes

Commission E-Mail Lists

The Commission on State Mandates (Commission) maintains e-mail lists for stakeholders interested in the programs listed below. Currently, you may subscribe to the email lists for Agenda, Rulemaking, or Mandate Chronicles (i.e. occasional educational materials, updates, and general information about our work). To receive email information click on any of the "subscribe" options to sign up for our mailing lists. Select the list you wish to subscribe to, fill out your information, and click the "Subscribe" button. You will be directed to a page where you will be able to update your profile with additional information. Each email sent by the Commission will contain links at the bottom allowing you to unsubscribe from any of the Commission E-List accounts or update your profile.

If you have any questions or concerns regarding the Commission E-Lists please contact Commission staff at csminfo@csm.ca.gov

Agenda Rulemaking Mandate Chronicles

Mandate Chronicles - to receive educational materials, updates, and general information about our work

Email Address * required

First Name

Last Name

Subscribe

https://www.csm.ca.gov/.../pane-profile-chronicle

Type here to search

2:02 PM 11/8/2023



V. What is being heard on the next agenda?



The [Hearings](#) webpage includes links to current and prior hearing agendas and items. Once adopted by the Commission, hearing minutes and transcripts are posted.

The screenshot shows the website's navigation bar with links for 'File a Claim', 'Dropbox', 'For Comment', 'Pending Caseload', 'Hearings', 'Decisions', and 'Reports'. The main content area is titled 'Hearing Information: Meeting Agendas, Minutes and Transcripts' and features two primary sections: 'Agendas and Minutes' and 'Upcoming Meetings'.

Agendas and Minutes

2023 Meeting Date	Agenda	Minutes
December 1, 2023		
October 27, 2023	🔗	
September 22, 2023	🔗	📄
July 28, 2023	📄	
May 26, 2023	🔗	📄
March 24, 2023	🔗	📄
January 27, 2023	🔗	📄

Upcoming Meetings

- Friday, December 1, 2023
- Friday, January 26, 2024
- Friday, March 22, 2024
- Friday, April 26, 2024 (Tentative)
- Friday, May 24, 2024
- Friday, July 26, 2024
- Friday, September 27, 2024
- Friday, October 25, 2024 (Tentative)
- Friday, November 22, 2024

Agenda Mailing List

Please click the link below to sign up for the Agenda Mailing List.

[Join Mailing List](#)

Prior Year Agendas and Minutes

Questions?

Telephone: (916) 323-3562

Email: CSMInfo@csm.ca.gov

<https://www.csm.ca.gov/>

STATE *of* CALIFORNIA
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