STATE *of* CALIFORNIA
COMMISSION ON STATE
MANDATES

September 14, 2026

Mr. Troy Grunklee
City of La Puente
15900 East Main Street
La Puente, CA 91744

Mr. Chris Hill
Department of Finance
915 L Street, 10th Floor
Sacramento, CA 95814

And Parties, Interested Parties, and Interested Persons (See Mailing List)

Re: Draft Proposed Decision and Parameters and Guidelines Amendment, Schedule for Comments, and Notice of Hearing
Internet Websites and Email Addresses, 25-PGA-02
Statutes 2023, Chapter 586 (AB 1637); Government Code Section 50034(a)(1)-(2) and (b)
City of La Puente, Requester

Dear Mr. Grunklee and Mr. Hill:

The Draft Proposed Decision and Parameters and Guidelines Amendment for the above-captioned matter is enclosed for your review and comment.

Written Comments: Written comments may be filed on the Draft Proposed Decision and Parameters and Guidelines Amendment **by October 5, 2026**. Please note that all representations of fact submitted to the Commission must be signed under penalty of perjury by persons who are authorized and competent to do so and must be based upon the declarant's personal knowledge, information, or belief. (Cal. Code Regs., tit. 2, § 1187.5.) Hearsay evidence may be used for the purpose of supplementing or explaining other evidence but shall not be sufficient in itself to support a finding unless it would be admissible over an objection in civil actions. (Cal. Code Regs., tit. 2, § 1187.5.) The Commission's ultimate findings of fact must be supported by substantial evidence in the record.[1]

You are advised that comments filed with the Commission are required to be electronically filed (e-filed) in an unlocked legible and searchable PDF file, using the Commission's Dropbox. (Cal. Code Regs., tit. 2, § 1181.3(f).) Refer to https://www.csm.ca.gov/dropbox.shtml on the Commission's website for electronic filing instructions. If e-filing would cause the filer undue hardship or significant prejudice, filing may occur by first class mail, overnight delivery or personal service only upon approval of a request to the executive director. (Cal. Code Regs., tit. 2, § 1181.3(j).)

If you would like to request an extension of time to file comments, please refer to section 1187.9(a) of the Commission's regulations.

[1] Government Code section 17559(b), which provides that a claimant or the state may commence a proceeding in accordance with the provisions of section 1094.5 of the Code of Civil Procedure to set aside a decision of the Commission on the ground that the Commission's decision is not supported by substantial evidence in the record.

Hearing: This matter is set for hearing on **Friday, December 4, 2026**, at 10:00 a.m. The Proposed Decision will be issued on or about November 20, 2026.

If you plan to address the Commission on this item, please notify the Commission Office not later than noon on the Tuesday prior to the hearing, **December 1, 2026**. Please also include the names of the people who will be speaking for inclusion on the witness list and the names and emails addresses of the people who will be speaking both in person and remotely to receive a hearing panelist link in Zoom. When calling or emailing, please identify the item you want to testify on and the entity you represent. The Commission Chairperson reserves the right to impose time limits on presentations as may be necessary to complete the agenda.

If you would like to request postponement of the hearing, please refer to section 1187.9(b) of the Commission's regulations.

Very truly yours,

Juliana F. Gmur
Executive Director

Hearing Date: December 4, 2026

ITEM ___

DRAFT PROPOSED DECISION

AND

PARAMETERS AND GUIDELINES AMENDMENT

Government Code Sections 50034(a)(1)-(2) & (b) as Added by Statutes 2023, Chapter 586 (AB 1637)

Internet Websites and Email Addresses

25-PGA-02 (24-TC-04)

City of La Puente, Requester

EXECUTIVE SUMMARY

Summary of the Mandate and Request to Amend the Parameters and Guidelines

Government Code section 50034(a)(1)-(2) and (b), as added by Statutes 2023, chapter 586 (the test claim statute), effective January 1, 2024, requires cities and counties to ensure that their Internet websites used by the public and public employee email addresses use either ".gov" or ".ca.gov" domain names by January 1, 2029. On December 5, 2025, the Commission on State Mandates (Commission) adopted a Decision finding that the test claim statute imposes a reimbursable state-mandated program upon local agencies (specifically limited in the test claim statute to mean a "city, county, or city and county"[1]) within the meaning of article XIII B, section 6 of the California Constitution and Government Code section 17514.[2] On February 13, 2026, the Commission approved Parameters and Guidelines that identified the following reimbursable one-time activities, beginning January 1, 2024:

1. Ensure that the Internet website used by the public (including any webpages, web applications, or other related resources within the website) utilizes either a ".gov" top-level domain name or a ".ca.gov" second-level domain name by January 1, 2029.[3]
2. Ensure any websites (including any webpages, web applications, or other related resources within the website) with a non-compliant domain name the city or

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[1] See Government Code section 50034(c).

[2] Exhibit X (1), Commission on State Mandates, Test Claim Decision on *Internet Websites and Email Addresses,* 24-TC-04, adopted December 5, 2025, https://csm.ca.gov/matters/24-TC-04/doc14.pdf (accessed on September 11, 2026), page 5.

[3] Government Code section 50034(a)(1)

county continues to maintain after January 1, 2029 redirects users to a website with a compliant domain name.[4]

3. Ensure that each public email address provided for the city's or county's employees utilizes a ".gov" or ".ca.gov" domain name by January 1, 2029.[5] [6]

The City of La Puente (requester) seeks to amend the Parameters and Guidelines by specifying the reimbursable activities to include the following reasonably related costs of implementing the mandate:

1. Costs to pay for duplicate email licenses (to have both old and new email addresses active during the transition period); and
2. Costs for printing new business cards and letterhead.[7]

Staff recommends that the Commission adopt the Proposed Decision and Parameters and Guidelines Amendment to partially approve the Request for Parameters and Guidelines Amendment.

Claims

The following chart provides a brief summary of the claims and issues raised and staff's recommendation.

Issue	Description	Staff Recommendation
Should the request to add costs for maintaining duplicate email licenses during the transition period be approved as a reasonably necessary cost?	Government Code section 17557(d) authorizes a local agency, school district, or the state to file a written request with the Commission to amend the parameters or guidelines consistent with the test claim decision to clarify the reimbursable activities and to add new reimbursable activities that are reasonably necessary for the performance of the state-mandated program.	*No, however approve alternate language that allows reimbursement for one-time costs to maintain ownership of old domain name during transition period.* No evidence in the record supports reimbursement for "duplicate email licenses" as most email providers allow users to designate aliases on their existing email licenses for

[4] Government Code section 50034(a)(2)

[5] Government Code section 50034(b).

[6] Exhibit X (2), Commission on State Mandates, Decision and Parameters and Guidelines on *Internet Websites and Email Addresses,* 24-TC-04, adopted February 13, 2026, https://csm.ca.gov/matters/24-TC-04/doc18.pdf (accessed on September 11, 2026), page 2.

[7] Exhibit A, Request for Parameters and Guidelines Amendment, page 1.

Issue	Description	Staff Recommendation
	"Reasonably necessary activities" are those activities necessary to comply with the statutes, regulations and other executive orders found to impose a state-mandated program. Activities required by statutes, regulations and other executive orders that were not pled in the test claim may only be used to define reasonably necessary activities to the extent that compliance with the approved state-mandated activities would not otherwise be possible. Whether an activity is reasonably necessary is a mixed question of law and fact. All representations of fact to support any	free.[9] The Cybersecurity and Infrastructure Security Agency (CISA), the government agency in charge of the ".gov" domain name registrar, recognizes that "most mail services support aliases so that mail sent to a prior domain name is still delivered" when changing domain names.[10] However, a local agency needs to own a domain name to use it in an alias.[11] Therefore, one-time costs to maintain ownership of the old domain name during a transition period for the purpose of using the non-compliant domain name in email aliases would be reasonably necessary, and

[9] Exhibit X (9), Microsoft Learn, *Add Another Email Alias for a Microsoft 365 Business Subscription User*, updated July 9, 2026, https://learn.microsoft.com/en-us/microsoft-365/admin/email/add-another-email-alias-for-a-user?view=o365-worldwide (accessed August 26, 2026), page 1; Exhibit X (11), Microsoft Q&A, *Change of License*, January 28, 2025, https://learn.microsoft.com/en-us/answers/questions/5423042/change-of-license (accessed August 26, 2026), pages 2-3; Exhibit X (12), Google Workspace Help, *Add or Delete an Alternate Email Address (Email Alias),* updated August 26, 2026, https://knowledge.workspace.google.com/admin/users/add-or-delete-an-alternate-email-address-email-alias (accessed August 28, 2026), page 3.

[10] Exhibit X (5), CISA, *Moving to .Gov,* https://get.gov/domains/moving (accessed July 30, 2025), page 4.

[11] Exhibit X (14), Microsoft Learn, *Add a Custom Domain Name to Microsoft 365,* updated May 8, 2026, https://learn.microsoft.com/en-us/microsoft-365/admin/setup/add-domain?view=o365-worldwide&tabs=domain-connect (accessed August 28, 2026), page 4. Exhibit X (15), Google Workspace Help, *Add a User Alias Domain or Secondary Domain,* updated August 26, 2026, https://knowledge.workspace.google.com/admin/domains/add-a-user-alias-domain-or-secondary-domain (accessed August 28, 2026), page 4.

Issue	Description	Staff Recommendation
	proposed reasonably necessary activities shall be supported by documentary evidence in accordance with section 1187.5 of these regulations.[8]	should be approved as a clarifying amendment to Section IV.3.
Should costs for printing new city business cards and letterheads be added as a reasonably necessary cost?	"Reasonably necessary activities" are those activities necessary to comply with the statutes, regulations and other executive orders found to impose a state-mandated program. Activities required by statutes, regulations and other executive orders that were not pled in the test claim may only be used to define reasonably necessary activities to the extent that compliance with the approved state-mandated activities would not otherwise be possible. Whether an activity is reasonably necessary is a mixed question of law and fact. All representations of fact to support any proposed reasonably necessary activities shall be supported by documentary evidence in accordance with section	*Yes, reasonably necessary for the performance of the state-mandated program.* Substantial evidence supports this to be reasonably necessary. Both Legislative analysis and recommended best practices anticipate the need to replace these materials.[13] Therefore, one-time costs to replace claimants' existing stock of letterhead and business cards are reasonably necessary for the performance of this mandated program, and the proposed amendment should be approved as a new reimbursable activity in Section IV.4.

[8] California Code of Regulations, title 2, section 1183.7(d).

[13] Exhibit X (4), Assembly Committee on Appropriations, Analysis of AB 1637, as amended April 27, 2023, page 3; Exhibit X (5), CISA, *Moving to .Gov*, https://get.gov/domains/moving (accessed July 30, 2025), page 6.

Issue	Description	Staff Recommendation
	1187.5 of these regulations.[12]	
Will the proposed amendments apply to the entire reimbursement period?	A parameters and guidelines amendment submitted within 90 days of the claiming deadline for initial claims, as specified in the claiming instructions pursuant to Section 17561, shall apply to all years eligible for reimbursement as defined in the original parameters and guidelines.[14]	*Yes, filed within the deadline.* The deadline for submitting initial reimbursement claims is September 16, 2026.[15] This Parameters and Guidelines Amendment request was filed on June 6, 2026, within 90 days of the claiming deadline for initial claims.[16] These amendments therefore apply to all years eligible for reimbursement as defined in the original Parameters and Guidelines, which began January 1, 2024.

<u>Discussion</u>

Government Code section 17557(d) authorizes a local agency, school district, or the state to file a written request with the Commission to amend the parameters or guidelines consistent with the test claim decision to clarify the reimbursable activities and to add new reimbursable activities that are reasonably necessary for the performance of the state-mandated program.

Section 1183.7(d) of the Commission's regulations defines "reasonably necessary activities" as follows:

> "Reasonably necessary activities" are those activities necessary to comply with the statutes, regulations and other executive orders found to impose a state-mandated program. Activities required by statutes, regulations and other executive orders that were not pled in the test claim may only be used to define reasonably necessary activities to the extent that

[12] California Code of Regulations, title 2, section 1183.7(d).

[14] Government Code section 17557(d)(1).

[15] Exhibit X (6) Office of the State Controller, Claiming Instructions, Internet Websites and Email Addresses Program 394, page 1.

[16] Exhibit A, Request for Parameters and Guidelines Amendment.

compliance with the approved state-mandated activities would not otherwise be possible. Whether an activity is reasonably necessary is a mixed question of law and fact. All representations of fact to support any proposed reasonably necessary activities shall be supported by documentary evidence in accordance with section 1187.5 of these regulations.

Government Code section 50034(a)(1) requires local agencies (defined in the statute to be limited to mean "a city, county, or city and county") ensure that their internet websites used by the public utilize either a ".gov" top-level domain or a ".ca.gov" second-level domain by January 1, 2029, and Government Code section 50034(a)(2) requires that any websites that do not have a compliant domain name the local agencies continue to maintain after that deadline redirect users to a website with a compliant domain name. Government Code section 50034(b) also requires the local agencies ensure that the public email addresses they provide for their employees utilize either a ".gov" or ".ca.gov" domain name by January 1, 2029. The Test Claim Decision found that the Legislature's use of the word "website," in the test claim statute was intended to include any web pages, web applications, or other related resources within the website.

The requester asks the Commission to amend and clarify the Parameters and Guidelines for this program so it includes the following reasonably related costs of implementing the mandate:

1. "Costs for duplicate email licenses (the city had to have both old and new email addresses active for a certain transition period),"
2. "Costs for printing of new city business cards and letterhead."[17]

Staff finds there is no evidence in the record to support reimbursement for the cost of "duplicate email licenses," as most email providers allow users to designate aliases on their existing licenses for free.[18] In fact, the Cybersecurity and Infrastructure Security Agency (CISA), the government agency in charge of the ".gov" domain name registrar, recognizes that "most mail services support aliases so that mail sent to a prior domain name is still delivered" when changing domain names.[19] However, a local agency

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[17] Exhibit A, Request for Parameters and Guidelines Amendment.

[18] Exhibit X (9), Microsoft Learn, *Add Another Email Alias for a Microsoft 365 Business Subscription User*, updated July 9, 2026, https://learn.microsoft.com/en-us/microsoft-365/admin/email/add-another-email-alias-for-a-user?view=o365-worldwide (accessed August 26, 2026), page 1; Exhibit X (11), Microsoft Q&A, *Change of License*, January 28, 2025, https://learn.microsoft.com/en-us/answers/questions/5423042/change-of-license (accessed August 26, 2026), pages 2-3; Exhibit X (12), Google Workspace Help, *Add or Delete an Alternate Email Address (Email Alias),* updated August 26, 2026, https://knowledge.workspace.google.com/admin/users/add-or-delete-an-alternate-email-address-email-alias (accessed August 28, 2026), page 3.

[19] Exhibit X (5), CISA, *Moving to .Gov,* https://get.gov/domains/moving (accessed July 30, 2025), page 4.

needs to own a domain name to use it in an alias.[20] Therefore, staff recommends that the Commission amend the Parameters and Guidelines to add one-time costs to maintain ownership of the old domain name during a transition period for the purpose of using the non-compliant domain name in aliases as a reasonably necessary cost to comply with the mandate.

As for printing business cards and letterhead, both Legislative analysis and recommended best practices anticipate the need to replace these materials.[21] Therefore, staff finds that one-time costs to replace claimants' existing stock of letterhead and business cards are reasonably necessary for the performance of this mandated program, and this amendment is added as Section IV.4 to the Proposed Parameters and Guidelines.

As the requester filed this request within 90 days of the deadline to file initial reimbursement claims for this program,[22] these amendments apply to all years eligible for reimbursement as defined in the original Parameters and Guidelines, beginning January 1, 2024.[23]

Conclusion

Staff recommends that the Commission adopt the Proposed Decision and Parameters and Guidelines Amendment to partially approve the Request for Parameters and Guidelines Amendment.

In addition, staff recommends that the Commission authorize staff to make any technical, non-substantive changes to the Proposed Decision and Parameters and Guidelines following the hearing.

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[20] Exhibit X (14), Microsoft Learn, *Add a Custom Domain Name to Microsoft 365,* updated May 8, 2026, https://learn.microsoft.com/en-us/microsoft-365/admin/setup/add-domain?view=o365-worldwide&tabs=domain-connect (accessed August 28, 2026), page 4. Exhibit X (15), Google Workspace Help, *Add a User Alias Domain or Secondary Domain,* updated August 26, 2026, https://knowledge.workspace.google.com/admin/domains/add-a-user-alias-domain-or-secondary-domain (accessed August 28, 2026), page 4.

[21] Exhibit X (4), Assembly Committee on Appropriations, Analysis of AB 1637, as amended April 27, 2023, page 3; Exhibit X (5), CISA, *Moving to .Gov*, https://get.gov/domains/moving (accessed July 30, 2025), page 6.

[22] Exhibit A, Request for Parameters and Guidelines Amendment, page 1; Exhibit X (6) Office of the State Controller, Claiming Instructions, Internet Websites and Email Addresses Program 394, page 1.

[23] Government Code section 17557(d)(1).

BEFORE THE
COMMISSION ON STATE MANDATES
STATE OF CALIFORNIA

IN RE PARAMETERS AND GUIDELINES AMENDMENT Government Code Sections 50034(a)(1)-(2) & (b) as Added by Statutes 2023, Chapter 586 (AB 1637) Filed on June 8, 2026 City of La Puente, Requester	Case No.: 25-PGA-02 (24-TC-04) *Internet Websites and Email Addresses* DECISION PURSUANT TO GOVERNMENT CODE SECTION 17500 ET SEQ.; CALIFORNIA CODE OF REGULATIONS, TITLE 2, DIVISION 2, CHAPTER 2.5, ARTICLE 7. (*Adopted December 4, 2026*)

DECISION

The Commission on State Mandates (Commission) heard and decided this Request for Parameters and Guidelines Amendment during a regularly scheduled hearing on December 4, 2026. [Witness list will be included in the adopted Decision and Parameters and Guidelines Amendment.]

The law applicable to the Commission's determination of a reimbursable state-mandated program is article XIII B, section 6 of the California Constitution, Government Code sections 17500 et seq., and related case law.

The Commission [adopted/modified] the Proposed Decision and Parameters and Guidelines Amendment by a vote of [vote will be included in the adopted Decision], as follows:

Member	Vote
Lee Adams, County Supervisor	
Deborah Gallegos, Representative of the State Controller	
Karen Greene Ross, Public Member	
William Pahland, Representative of the State Treasurer, Vice Chairperson	
Michele Perrault, Representative of the Director of the Department of Finance, Chairperson	
Alexander Powell, Representative of the Director of the Governor's Office of Land Use and Climate Innovation	

I. Summary of the Mandate and Request for Amendment of Parameters and Guidelines

Government Code section 50034(a)(1)-(2) and (b), as added by Statutes 2023, chapter 586 (the test claim statute), effective January 1, 2024, requires cities and counties to ensure that their Internet websites used by the public and public employee email addresses use either ".gov" or ".ca.gov" domain names by January 1, 2029. On December 5, 2025, the Commission on State Mandates (Commission) adopted a Test Claim Decision on *Internet Websites and Email Addresses,* 24-TC-04.[24] The Commission found that the test claim statute imposes a reimbursable state-mandated program upon local agencies (specifically limited in the test claim statute to mean a "city, county, or city and county"[25]) within the meaning of article XIII B, section 6 of the California Constitution and Government Code section 17514, beginning January 1, 2024.[26] Specifically, the Commission found that the test claim statute requires cities and counties ensure their internet websites for use by the public (including webpages, web applications, and other related resources within the website) and public email addresses for their employees utilize either a ".gov" top-level domain name or a ".ca.gov" second-level domain name by January 1, 2029, and that any websites with a non-compliant domain name they continue to maintain after January 1, 2029 redirects users to a website with a compliant domain name.[27]

On February 13, 2026, the Commission adopted the Decision and Parameters and Guidelines for claiming costs beginning January 1, 2024.[28] Section IV. of the Parameters and Guidelines identifies the following reimbursable one-time activities:

1. Ensure that the Internet website used by the public (including any webpages, web applications, or other related resources within the website) utilizes either a

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[24] Exhibit X (1), Commission on State Mandates, Test Claim Decision on *Internet Websites and Email Addresses*, 24-TC-04, adopted December 5, 2025, https://csm.ca.gov/matters/24-TC-04/doc14.pdf (accessed on September 11, 2026), page 3.

[25] See Government Code section 50034(c).

[26] Exhibit X (1), Commission on State Mandates, Test Claim Decision on *Internet Websites and Email Addresses*, 24-TC-04, adopted December 5, 2025, https://csm.ca.gov/matters/24-TC-04/doc14.pdf (accessed on September 11, 2026), page 5.

[27] Exhibit X (1), Commission on State Mandates, Test Claim Decision on *Internet Websites and Email Addresses*, 24-TC-04, adopted December 5, 2025, https://csm.ca.gov/matters/24-TC-04/doc14.pdf (accessed on September 11, 2026), page 5.

[28] Exhibit X (2), Commission on State Mandates, Decision and Parameters and Guidelines on *Internet Websites and Email Addresses,* 24-TC-04, adopted February 13, 2026, https://csm.ca.gov/matters/24-TC-04/doc18.pdf (accessed on September 11, 2026), page 2.

".gov" top-level domain name or a ".ca.gov" second-level domain name by January 1, 2029.[29]

2. Ensure any websites (including any webpages, web applications, or other related resources within the website) with a non-compliant domain name the city or county continues to maintain after January 1, 2029 redirects users to a website with a compliant domain name.[30]
3. Ensure that each public email address provided for the city's or county's employees utilizes a ".gov" or ".ca.gov" domain name by January 1, 2029.[31] [32]

The City of La Puente (requester) seeks to amend the Parameters and Guidelines to include the following reasonably related costs of implementing the mandate:

1. "Costs to pay for duplicate email licenses (the city had to have both old and new email addresses active for a certain transition period)"; and
2. "Costs for printing of new city business cards and letterhead."[33]

II. Background

A. Legislative History

In 2023, the Legislature passed the test claim statute, Statutes 2023, chapter 586 (AB 1637). The test claim statute added Government Code section 50034, which states the following:

> (a) (1) No later than January 1, 2029, a local agency that maintains an internet website for use by the public shall ensure that the internet website utilizes a ".gov" top-level domain or a ".ca.gov" second-level domain.
>
> (2) If a local agency that is subject to paragraph (1) maintains an internet website for use by the public that is noncompliant with paragraph (1) by January 1, 2029, that local agency shall redirect that internet website to a domain name that does comply with paragraph (1).
>
> (b) No later than January 1, 2029, a local agency that maintains public email addresses for its employees shall ensure that each email address provided to its employees utilizes a ".gov" domain name or a ".ca.gov" domain name.

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[29] Government Code section 50034(a)(1)

[30] Government Code section 50034(a)(2)

[31] Government Code section 50034(b).

[32] Exhibit X (2), Commission on State Mandates, Decision and Parameters and Guidelines on *Internet Websites and Email Addresses,* 24-TC-04, adopted February 13, 2026, https://csm.ca.gov/matters/24-TC-04/doc18.pdf (accessed on September 11, 2026), pages 9-10 (Section IV.).

[33] Exhibit A, Request for Parameters and Guidelines Amendment, page 1.

(c) For purposes of this section, “local agency” means a city, county, or city and county.[34]

The test claim statute noted the addition of Government Code section 50034 addresses a matter of statewide concern, and as such applies to all cities, including charter cities.[35] The Legislature made the following findings explaining its reasoning behind this statute:

a) The Cybersecurity and Infrastructure Security Agency (CISA), within the Department of Homeland Security, sponsors the “.gov” top-level domain and makes it available solely to United States-based government organizations and publicly controlled entities, including California’s local agencies.

b) California’s local agencies qualify for a “.gov” domain name without paying any fee.

c) Using “.gov” increases security by enforcing multifactor authentication on all accounts in the “.gov” registrar, requiring browsers to only use a Hypertext Transfer Protocol Secure (HTTPS) connection with “.gov” domains, and enabling the addition of a security contact, making it easier for the public to alert the agency about potential security issues with the agency’s online services.

d) The Government Operations Agency oversees the “.ca.gov” second-level domain, the Department of Technology manages the registration, change, and renewal process for “.ca.gov” domain names. Agencies are not required to pay any fee for a “.ca.gov” domain.

e) To administer the “.ca.gov” second-level domain, the Department of Technology has established policies and protocols consistent with federal policy, including, but not limited to, the federal Interagency Committee on Government Information’s Recommended Policies and Guidelines for Federal Public Websites and the federal .gov Registrar administered by CISA.

f) Users of websites or other internet services with a “.ca.gov” domain can be assured they are accessing an official California governmental resource.[36]

Legislative analysis explained that a major concern this statute was intended to address was reducing the risk of members of the public being fooled by fake government websites, and ensuring the public’s confidence that a city’s or county’s websites are legitimate.[37] The original top-level domains were intended to be exclusively used by particular groups, and while some such as “.edu,” and “.mil” have retained their exclusivity, others such as “.com,” and “.org” have not and can be easily obtained by just about anyone, not to mention the numerous other top-level domains that were

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[34] Government Code section 50034, as added by statutes 2023, chapter 586, section 2.

[35] Statutes 2023, chapter 586 (AB 1637), section 3.

[36] Statutes 2023, chapter 586 (AB 1637), section 1.

[37] Exhibit X (3), Assembly Committee on Privacy and Consumer Protection, Analysis of AB 1637, as amended March 16, 2023, pages 2-4.

added over the years.[38] Because cities and counties were not previously required to use ".gov" domain names, and because the application process for receiving a ".gov" domain name can be a bit time-consuming, many cities and counties chose to use easier to obtain top-level domains such as ".com," ".net," or ".org."[39] Since so many cities and counties use domain names with these commonly available top-level domains, it is very easy for a malicious actor to register their own similar-looking domain name and create a fake website or email addresses pretending to belong to that government agency.[40] These fake websites can even be made convincing enough that search engines mistakenly present them as legitimate search results, and as the use of these top-level domains is so widespread among cities and counties, members of the public have no reason to be suspicious and there is no quick, convenient way to verify the authenticity of the website.[41] The fake websites can then be used to spread misinformation or trick members of the public into making payments or revealing private information to these malicious actors.[42] "The main benefit of this measure will be to ensure that members of the public know that when they access a California local governmental website with an internet address ending with ".gov," or ".ca.gov," or email a government employee at such an address, that they are not going to be the victim of a hacker's fake website."[43]

The Assembly Committee on Appropriations' analysis of the fiscal impacts from the test claim statute noted that "Local agency costs to migrate their systems include IT costs, often for vendors, as well as labor costs and indirect costs, such as changes to outreach and promotional materials, business cards, letter head, and election materials."[44]

B. The Cybersecurity and Infrastructure Security Agency

The Cybersecurity and Infrastructure Security Agency (CISA) is the government agency in charge of the ".gov" domain name registrar. It published a checklist of best practices and things to consider when a government agency moves over to a ".gov" domain

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[38] Exhibit X (3), Assembly Committee on Privacy and Consumer Protection, Analysis of AB 1637, as amended March 16, 2023, page 2.

[39] Exhibit X (3), Assembly Committee on Privacy and Consumer Protection, Analysis of AB 1637, as amended March 16, 2023, pages 2-3.

[40] Exhibit X (3), Assembly Committee on Privacy and Consumer Protection, Analysis of AB 1637, as amended March 16, 2023, page 3.

[41] Exhibit X (3), Assembly Committee on Privacy and Consumer Protection, Analysis of AB 1637, as amended March 16, 2023, page 3.

[42] Exhibit X (3), Assembly Committee on Privacy and Consumer Protection, Analysis of AB 1637, as amended March 16, 2023, page 3.

[43] Exhibit X (3), Assembly Committee on Privacy and Consumer Protection, Analysis of AB 1637, as amended March 16, 2023, page 4.

[44] Exhibit X (4), Assembly Committee on Appropriations, Analysis of AB 1637, as amended April 27, 2023, page 3.

name.[45] Two of these recommendations address moving email addresses to a ".gov" domain name and the agency's offline branding. On moving email addresses, CISA had this to say:

> Moving your email to .gov depends on your current infrastructure or provider, but most mail services support aliases so that mail sent to a prior domain name is still delivered. Search the documentation of your mail server/provider along with "custom domain."
>
> If you're currently using a free email address (@gmail.com, @outlook.com, @icloud.com, @yahoo.com), you'll need to pay for an email service or manage your own email servers in order to use a .gov domain for email.[46]

On offline branding, CISA says:

> Domain names show up in more places than just online. They're printed on paper products (like letterhead or business cards), vehicles (painted on or included on license plates), or public signage (advertising, road signs). Create a timeline for reviewing and updating this content.[47]

III. Procedural History

On June 8, 2026, the requester filed the Request for Parameters and Guidelines Amendment.[48] The request was issued for comment on June 15, 2026. The Controller filed a letter stating it had no comments on June 30, 2026.[49] The County of Santa Clara filed comments on July 6, 2026.[50] The requester did not file rebuttal comments. On September 14, 2026, Commission staff issued the Draft Proposed Decision and Parameters and Guidelines Amendment.[51]

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[45] Exhibit X (5), CISA, *Moving to .Gov,* https://get.gov/domains/moving/ (accessed July 30, 2025).

[46] Exhibit X (5), CISA, *Moving to .Gov,* https://get.gov/domains/moving/ (accessed July 30, 2025), page 4.

[47] Exhibit X (5), CISA, *Moving to .Gov,* https://get.gov/domains/moving/ (accessed July 30, 2025), page 6.

[48] Exhibit A, Request for Parameters and Guidelines Amendment.

[49] Exhibit B, Controller's Comments on the Request for Parameters and Guidelines Amendment.

[50] Exhibit C, County of Santa Clara's Comments on the Request for Parameters and Guidelines Amendment.

[51] Exhibit D, Draft Proposed Decision and Parameters and Guidelines Amendment.

IV. Positions of the Parties

A. City of La Puente (Requester)

The City of La Puente (requester) requests the Commission amend the Parameters and Guidelines to clarify and include the following costs as reasonably related to implementing the mandate:

1. "Costs for duplicate email licenses (the city had to have both old and new email addresses active for a certain transition period)",
2. "Costs for printing of new city business cards and letterhead."[52]

The requester says these costs would not have been required had this new law not been mandated, but did not provide any further details as to why these costs are reasonably necessary for implementing the mandate. The requester did not file rebuttal comments in response to any public comments.

B. State Controller's Office

On June 30, 2026, the Controller filed a letter stating that it had no comments on the proposed amendments.[53]

C. County of Santa Clara

On July 6, 2026, the County of Santa Clara (Santa Clara), the original claimant on the Test Claim for this program, filed comments on this proposed amendment.[54] It begins by asking for clarification on whether the cost of having old and new email addresses active during a transition period was already included in the Parameters and Guidelines as part of the reimbursable activity of migrating to a .gov or .ca.gov domain name. If not, then it joins the requester in asking for this to be included as a reimbursable mandated one-time activity.[55] It also supports the request to include one-time costs for printing letterheads and identification cards to replace those with outdated web and email addresses.

In support of its position that concurrently hosting old and new email addresses is already included as part of the costs of migrating to a ".gov" or ".ca.gov" domain name, or if it isn't it should be added as a reasonably necessary activity, Santa Clara explains that the purpose of maintaining legacy email addresses in "alias mode" for a limited time after migrating to a new domain is to ensure that any emails sent to the outdated addresses will still be received and forwarded to the recipient "so the public is not

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[52] Exhibit A, Request for Parameters and Guidelines Amendment.

[53] Exhibit B, Controller's Comments on the Request for Parameters and Guidelines Amendment.

[54] Exhibit C, County of Santa Clara's Comments on the Request for Parameters and Guidelines Amendment.

[55] Exhibit C, County of Santa Clara's Comments on the Request for Parameters and Guidelines Amendment, page 1.

thwarted from communicating with their local governments overnight."[56] Santa Clara also cites to CISA's recommended best practices when migrating to a ".gov" domain name. These recommendations support the use of aliases when moving to a new email address, as they ensure "that email sent to a prior domain name is still delivered."[57] "This part of the migration process is critical to compliance with the Test Claim Statute in a manner that permits a seamless transition to the .ca.gov or .gov domain without putting community members' access to essential programs and services at risk."[58] It therefore argues that temporarily maintaining duplicate email addresses is already contemplated by the Parameters and Guidelines as part of what is necessary for migrating to a new domain name, or if it isn't, the Parameters and Guidelines should be amended to incorporate it as a reasonably necessary one-time compliance activity.

Regarding printing new letterhead and business cards, Santa Clara argues these need to be replaced because it would undermine legislative intent to continue using letterhead and identification cards that show the old domain name. The Legislature's reason for requiring cities and counties only use ".gov" or ".ca.gov" for the domain names in their websites and email addresses was to ensure that "when Californians look for government information or services, they can know with confidence they are receiving official information."[59] If cities and counties continue to use old paper products that still direct the public to their old websites and email addresses, it invites confusion and risks misdirecting users to false websites run by malicious actors that could spread misinformation or lure users into providing personal information or other compromising activities. CISA's best practice recommendations also advise replacing outdated paper materials when migrating to a new domain name.[60] The Legislature also acknowledged in its analysis of the test claim statute that the costs for migrating to a new domain name would include "changes to outreach and promotional materials, business cards, letter head, and election materials."[61]

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[56] Exhibit C, County of Santa Clara's Comments on the Request for Parameters and Guidelines Amendment, page 2.

[57] Exhibit C, County of Santa Clara's Comments on the Request for Parameters and Guidelines Amendment, page 2, citing CISA, *Moving to .Gov*, https://get.gov/domains/moving/.

[58] Exhibit C, County of Santa Clara's Comments on the Request for Parameters and Guidelines Amendment, page 3.

[59] Exhibit C, County of Santa Clara's Comments on the Request for Parameters and Guidelines Amendment, page 3, quoting the Test Claim Decision.

[60] Exhibit C, County of Santa Clara's Comments on the Request for Parameters and Guidelines Amendment, page 3, citing CISA, *Moving to .gov*, https://get.gov/domains/moving/.

[61] Exhibit C, County of Santa Clara's Comments on the Request for Parameters and Guidelines Amendment, page 3, quoting Assembly Committee on Privacy and Consumer Protection, Analysis on AB 1637, as amended March 16, 2023.

Furthermore, Santa Clara argues printing new materials is reasonably necessary because there are state laws that require cities and counties to provide up-to-date contact information on their written communications. Government Code section 7525 requires official stationery state and local agencies use in communications with the public to include the entity's telephone number on the letterhead or in another prominent location, while Government Code section 7526 also requires the letterhead to include the address and specific telephone number at which inquiries can be made regarding the subject matter of that specific communication, if different from the agency's telephone number. Government Code section 7530 similarly requires cities and counties to identify themselves as such on letterhead and identification cards. Santa Clara notes that when these code sections were originally enacted, the Legislature found that providing this information on letterhead and official stationary was a matter of statewide importance as it allowed "citizens of this state to avail themselves of contact with local agencies."[62] Although Santa Clara acknowledges there is no requirement to include email addresses or websites alongside the mandatory addresses and phone numbers, it argues that it has become standard practice to include this information. It is therefore reasonably necessary to reprint these materials because "[t]o do otherwise would put a local government's residents at risk of losing access to accurate information and essential programs, developing mistrust in government, and sharing personal information with bad actors."[63]

V. Discussion

Government Code section 17557(d) authorizes a local agency, school district, or the state to file a written request with the Commission to amend the parameters or guidelines consistent with the test claim decision for the following reasons:

> (A) Delete any reimbursable activity that has been repealed by statute or executive order after the adoption of the original or last amended parameters and guidelines.
>
> (B) Update offsetting revenues and offsetting savings that apply to the mandated program and do not require a new legal finding that there are no costs mandated by the state pursuant to subdivision (e) of Section 17556.
>
> (C) Include a reasonable reimbursement methodology for all or some of the reimbursable activities.
>
> (D) Clarify what constitutes reimbursable activities.
>
> (E) Add new reimbursable activities that are reasonably necessary for the performance of the state-mandated program.

[62] Exhibit C, County of Santa Clara's Comments on the Request for Parameters and Guidelines Amendment, page 4, quoting Statutes of 1975, Chapter 117, section 2; Statutes of 1976, Chapter 573, section 2.

[63] Exhibit C, County of Santa Clara's Comments on the Request for Parameters and Guidelines Amendment, page 4.

(F) Define what activities are not reimbursable.

(G) Consolidate the parameters and guidelines for two or more programs.

(H) Amend the boilerplate language.[64]

Section 1183.7(d) of the Commission's regulations defines "reasonably necessary activities" as follows:

> "Reasonably necessary activities" are those activities necessary to comply with the statutes, regulations and other executive orders found to impose a state-mandated program. Activities required by statutes, regulations and other executive orders that were not pled in the test claim may only be used to define reasonably necessary activities to the extent that compliance with the approved state-mandated activities would not otherwise be possible. Whether an activity is reasonably necessary is a mixed question of law and fact. All representations of fact to support any proposed reasonably necessary activities shall be supported by documentary evidence in accordance with section 1187.5 of these regulations.

For the reasons below, the Commission finds that while maintaining old email addresses as aliases is reasonably necessary for migrating employees' email addresses to a compliant domain name, the record does not support that the costs of "duplicate email licenses" are needed to comply with the mandate, as most email providers allow users to add aliases to existing licenses for free. Therefore, without evidence, this request is denied. However, maintaining ownership of the city's or county's old domain name during a transition period for the purpose of email aliases is reasonably necessary to comply with the mandate, and the Commission amends Section IV.3. of the Parameters and Guidelines to add clarifying language in this respect. Finally, substantial evidence supports the costs of printing new business cards and letterhead as reasonably necessary to comply with the mandate, and the Commission therefore approves an amendment adding this in Section IV.4. of the Parameters and Guidelines.

A. There Is No Evidence in the Record to Support Reimbursement for the Cost of "Duplicate Email Licenses," as Most Email Providers Allow Users to Designate Aliases on Their Existing Licenses for Free. However, the Parameters and Guidelines Are Amended to Clarify, as a Reasonably Necessary Activity, that Maintaining Ownership of the Claimant's Previous Domain Name if Needed to Maintain Email Aliases During the Transition Period to Compliant Email Addresses Is Eligible for Reimbursement.

This state-mandated program requires cities and counties to ensure that each public email address provided for the city's or county's employees utilizes a ".gov" or ".ca.gov" domain name by January 1, 2029. Functionally, this means that every city or county that was not already using ".gov" or ".ca.gov" in the domain names for its employees'

[64] See also California Code of Regulations, title 2, section 1183.17(a).

public email addresses needs to issue new email addresses to its employees, and should stop using their old email addresses by at least 2029. The requester seeks reimbursement for the costs of duplicate email licenses, which it alleges are necessary because it needs to have "both old and new email addresses active for a certain transition period."[65]

The requester did not provide any additional details with its request; however, the County of Santa Clara provided its own explanation. It submitted a comment letter written by Santa Clara's Deputy County Counsel, which he certified to be true and complete to the best of his personal knowledge, information, or belief. Santa Clara explains that temporarily maintaining old email addresses in "alias mode" for a limited time after migrating to a new email address ensures that any emails sent to the old email address are still received and forwarded to the new email address, "so the public is not thwarted from communicating with their local governments overnight."[66] Santa Clara argues that "This part of the migration process is critical to compliance with the Test Claim Statute in a manner that permits a seamless transition to the .ca.gov or .gov domain without putting community members' access to essential programs and services at risk."[67] CISA's recommended best practices when moving to a ".gov" domain name discuss the need to move emails over to the new domain name as well, noting that while the exact process depends on the current infrastructure or provider, "most mail services support aliases so that mail sent to a prior domain name is still delivered."[68] CISA's Guidance supports that setting up the employee's old email address as an alias is a recommended best practice when migrating to a new email address, and therefore is reasonably necessary for ensuring that the public email addresses provided for cities' and counties' employees utilize a ".gov" or ".ca.gov" domain name.

However, no evidence provided supports that the costs of "*duplicate email licenses*" are reasonably necessary to comply with the mandate. To be able to send, receive, and store emails, you need access to an email server. Many local governments choose to contract with a service that allows users access to its servers (for example, Microsoft 365 or Google Workplace). Microsoft explains how licenses for its Microsoft 365 service work as follows:

> When you buy a subscription, you specify the number of licenses that you need, based on how many people you have in your organization. After you buy a subscription, you create accounts for people in your organization, and then assign a license to each person. As your organizational needs change, you can buy more licenses to accommodate new people, or

[65] Exhibit A, Request for parameters and Guidelines Amendment, page 1.

[66] Exhibit C, County of Santa Clara's Comments on the Request for Parameters and Guidelines Amendment, page 2.

[67] Exhibit C, County of Santa Clara's Comments on the Request for Parameters and Guidelines Amendment, page 3.

[68] Exhibit X (5), CISA, *Moving to .Gov,* https://get.gov/domains/moving (accessed July 30, 2025), page 4.

> reassign licenses to other users when someone leaves your organization.[69]

Google Workspace similarly requires each user on the account to have a license for it to allow users to use it for email or any other features it provides.[70]

Thus, an email license is a subscription to a service that hosts the servers that allow users to send, receive, and store email. Email licenses can be thought of like mailboxes, with one mailbox provided per license, intended for one user. Each license has a primary email address associated with it, but most systems also allow users to designate additional email addresses as aliases so that any emails addressed to that alias go to that mailbox. Microsoft, again, describes how primary email addresses and aliases work like this:

> A primary email address in Microsoft 365 is usually the email address a user was assigned when their account was created. When the user sends email to someone else, their primary email address is what typically appears in the From field in email apps. They can also have more than one email address associated with their Microsoft 365 for business account. These additional addresses are called aliases. You can create up to 400 aliases for a user. No additional fees or licenses are required.[71]

This same article also provides instructions for how to add an alias in Microsoft 365, which notes that to when adding an alias that uses a certain domain name, that domain name needs to be on a list of domain names that have been verified to belong to the organization.[72] Microsoft 365 allows up to 5,000 domains and subdomains to be added

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[69] Exhibit X (7), Microsoft Learn, *Understand Subscriptions and Licenses in Microsoft 365 for Business,* updated June 30, 2026, https://learn.microsoft.com/en-us/microsoft-365/commerce/licenses/subscriptions-and-licenses?view=o365-worldwide (accessed August 26, 2026), page 1.

[70] Exhibit X (8), Google Workspace Help, *How Licensing Works,* updated August 26, 2026, https://knowledge.workspace.google.com/admin/billing/how-licensing-works (accessed August 28, 2026), page 1.

[71] Exhibit X (9), Microsoft Learn, *Add Another Email Alias for a Microsoft 365 Business Subscription User*, updated July 9, 2026, https://learn.microsoft.com/en-us/microsoft-365/admin/email/add-another-email-alias-for-a-user?view=o365-worldwide (accessed August 26, 2026), page 1.

[72] Exhibit X (9), Microsoft Learn, *Add Another Email Alias for a Microsoft 365 Business Subscription User*, updated July 9, 2026, https://learn.microsoft.com/en-us/microsoft-365/admin/email/add-another-email-alias-for-a-user?view=o365-worldwide (accessed August 26, 2026), page 2.

to an organization's account, depending on the specific type of subscription purchased.[73]

Microsoft 365 also provides instructions for how to transfer existing licenses to a new domain name and email address without requiring duplicate licenses and so that "[a]ll your data, including emails, OneDrive files, and Teams history, will remain intact."[74]

Google Workspace similarly allows up to 30 aliases for each license on the organization's account for free.[75] It also allows one primary domain name, for which there is one primary email address for each user's license, and 599 additional domain names can be registered to the organization's Google Workspace account, up to 20 of which can be "user alias domains"—domain names that are designated as an alias for another domain name associated with that account, which automatically creates an alias email address for all users on the account with an email address that uses that domain name.[76] When moving the organization to a new domain name in Google Workspace, it advises doing so by either making the new domain name a user alias domain, or by going through the steps to designate it as the new primary domain.

As CISA said, "most mail services support aliases so that mail sent to a prior domain name is still delivered" when changing domain names.[77] Thus, it is common practice for email providers to allow users to add aliases to email licenses and change the email addresses and domain names associated with a license for free, without the need for additional fees or licenses. This shows that rather than needing duplicate licenses to have both the old and new email addresses simultaneously active during a transition

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[73] Exhibit X (10), Microsoft Learn, *Domains Frequently Asked Questions,* updated May 6, 2026, https://learn.microsoft.com/en-us/microsoft-365/admin/setup/domains-faq?view=o365-worldwide (accessed August 28, 2026), page 4.

[74] Exhibit X (11), Microsoft Q&A, *Change of License*, January 28, 2025, https://learn.microsoft.com/en-us/answers/questions/5423042/change-of-license (accessed August 26, 2026), pages 2-3.

[75] Exhibit X (12), Google Workspace Help, *Add or Delete an Alternate Email Address (Email Alias),* updated August 26, 2026, https://knowledge.workspace.google.com/admin/users/add-or-delete-an-alternate-email-address-email-alias (accessed August 28, 2026), page 3.

[76] Exhibit X (13), Google Workspace Help, *FAQ for Multiple Domains,* updated August 26, 2026, https://knowledge.workspace.google.com/admin/domains/faq-for-multiple-domains (accessed August 28, 2026), page 3. For example, if a county created its Google Workspace account with "county.com" set as its primary domain, employee John Smith's email might have the primary email address "JSmith@county.com." If the county then adds "county.gov" as a user alias domain, it automatically adds "JSmith@county.gov" as an alias to "JSmith@county.com," and both email addresses will send and receive messages at the same inbox.

[77] Exhibit X (5), CISA, *Moving to .Gov,* https://get.gov/domains/moving (accessed July 30, 2025), page 4.

period, claimants can take their employees' existing email licenses, reassign them to the new email address, and designate their old email address as an alias. Although it is possible that a claimant's existing email provider does not allow using aliases and requires a separate license for each individual email address instead, no evidence in the record shows this to be the case. Unless a claimant's existing system is set up in a way that requires it to maintain both its old and new email addresses on separate, simultaneously active licenses when moving to the new domain name, which has not been established with any evidence in the record, the cost of duplicate email licenses is not reasonably necessary for ensuring claimants' employees' public email addresses utilize a ".gov" or ".ca.gov" domain name.

That said, a local agency needs to own a domain name to be able to create email addresses that use that domain name, and by extension aliases.[78] This means that to keep employees' old email addresses active as aliases while moving to the new email addresses, claimants need to retain their ownership of the old domain name during this transition period. Therefore, while the evidence in the record does not support "duplicate email licenses" as a reasonably necessary cost, one-time costs to maintain ownership of the old domain name during a transition period for the purpose of using the non-compliant domain name in email aliases, as recommended by CISA, is reasonably necessary to comply with the mandate. The Commission therefore amends Section IV.3. of the Parameters and Guidelines to add the following clarifying information: "<u>This includes costs to maintain ownership of the city's or county's previous non-compliant domain name if needed to maintain email aliases during the transition to compliant email addresses.</u>"

B. <u>There Is Substantial Evidence to Support One-Time Costs to Replace Claimants' Existing Stock of Business Cards and Letterhead as Reasonably Necessary for the Performance of this Program.</u>

This state-mandated program requires cities and counties to ensure their public websites and public employee email addresses utilize either a ".gov" or ".ca.gov" domain name by January 1, 2029. The requester also asks that "costs for printing of new city business cards and letterhead," be added as a reasonably necessary cost to implement this mandate.[79]

The requester did not provide any additional information about why this activity was necessary, and the test claim statute does not say anything about printing business

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[78] Both Microsoft 365 and Google Workspace include verifying you own the domain name in their steps to linking a domain name to your account. Exhibit X (14), Microsoft Learn, *Add a Custom Domain Name to Microsoft 365,* updated May 8, 2026, https://learn.microsoft.com/en-us/microsoft-365/admin/setup/add-domain?view=o365-worldwide&tabs=domain-connect (accessed August 28, 2026), page 4. Exhibit X (15), Google Workspace Help, *Add a User Alias Domain or Secondary Domain,* updated August 26, 2026, https://knowledge.workspace.google.com/admin/domains/add-a-user-alias-domain-or-secondary-domain (accessed August 28, 2026), page 4.

[79] Exhibit A, Request for Parameters and Guidelines Amendment, page 1.

cards and letterheads. However, the Legislature anticipated this activity as a potential cost to the program, as it noted in its analysis that "Local agency costs to migrate their systems include[…] changes to[…] business cards, [and] letter head[…]."[80] Additionally, CISA's recommendations for best practices when moving to a .gov domain name note that domain names can be found printed on paper materials such as letterhead and business cards, and advised that organizations should "create a timeline for reviewing and updating this content."[81]

The Commission finds this evidence substantially supports that one-time costs to replace claimants' existing stock of letterhead and business cards are reasonably necessary for the performance of this mandated program. Therefore, the requested amendment is approved, and "<u>One-time costs to print new business cards and letterhead to replace existing supply that displays non-compliant domain names are eligible for reimbursement,</u>" is added as a new reimbursable activity in Section IV.4.

C. <u>These Amendments Apply to All Years Eligible for Reimbursement.</u>

According to Government Code section 17557(d)(1), "a parameters and guidelines amendment submitted within 90 days of the claiming deadline for initial claims, as specified in the claiming instructions pursuant to Section 17561, shall apply to all years eligible for reimbursement as defined in the original parameters and guidelines." A parameters and guidelines amendment filed more than 90 days after the claiming deadline for initial claims, as specified in the claiming instructions pursuant to Section 17561, and on or before the claiming deadline following a fiscal year, shall establish reimbursement eligibility for that fiscal year.[82]

According to the claiming instructions issued for this program, the deadline for submitting initial reimbursement claims is September 16, 2026.[83] This Parameters and Guidelines Amendment request was filed on June 6, 2026, before the deadline to submit initial reimbursement claims had even passed, and accordingly was submitted within 90 days of the claiming deadline for initial claims.[84] This request therefore was filed early enough that it can apply to all years eligible for reimbursement as defined in the original Parameters and Guidelines, which began January 1, 2024.

VI. Conclusion

Based on the foregoing analysis, the Commission partially approves the Request for Parameters and Guidelines Amendment, as specified above.

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[80] Exhibit X (4), Assembly Committee on Appropriations, Analysis of AB 1637, as amended April 27, 2023, page 3.

[81] Exhibit X (5), CISA, *Moving to .Gov*, https://get.gov/domains/moving (accessed July 30, 2025), page 6.

[82] Government Code section 17557(d)(1).

[83] Exhibit X (6) Office of the State Controller, Claiming Instructions, Internet Websites and Email Addresses Program 394, page 1.

[84] Exhibit A, Request for Parameters and Guidelines Amendment.

Amended: December 4, 2026

AMENDMENT TO PARAMETERS AND GUIDELINES

Government Code Sections 50034(a)(1)-(2) & (b) as Added by Statutes 2023, Chapter 586 (AB 1637)

Internet Websites and Email Addresses

25-PGA-02, (24-TC-04)

City of La Puente, Requester

This amendment is effective beginning January 1, 2024

Period of reimbursement begins January 1, 2024

I. SUMMARY OF THE MANDATE

These Parameters and Guidelines address new state mandated activities and costs resulting from Government Code section 50034(a)(1)-(2) and (b), as added by Statutes 2023, chapter 586 (the test claim statute) effective January 1, 2024. The test claim statute requires that cities and counties ensure that their web pages and email addresses use either ".gov" or ".ca.gov" domain names by January 1, 2029.

On December 5, 2025, the Commission on State Mandates (Commission) adopted a Decision finding that the test claim statute imposes a reimbursable state-mandated program upon local agencies (specifically limited in the test claim statute to mean a "city, county, or city and county"[85]) within the meaning of article XIII B, section 6 of the California Constitution and Government Code section 17514. The Commission approved this Test Claim for the following reimbursable one-time activities:

1. Ensure that the Internet website used by the public (including any webpages, web applications, or other related resources within the website) utilizes either a ".gov" top-level domain name or a ".ca.gov" second-level domain name by January 1, 2029.[86]
2. Ensure any websites (including any webpages, web applications, or other related resources within the website) with a non-compliant domain name the city or county continues to maintain after January 1, 2029 redirects users to a website with a compliant domain name.[87]

[85] See Government Code section 50034(c).

[86] Government Code section 50034(a)(1).

[87] Government Code section 50034(a)(2).

3. Ensure that each public email address provided for the city's or county's employees utilizes a ".gov" or ".ca.gov" domain name by January 1, 2029.[88]

II. ELIGIBLE CLAIMANTS

Any city, county, or city and county, special district subject to the taxing restrictions of articles XIII A and XIII C, and the spending limits of article XIII B, of the California Constitution, whose costs for this program are paid from proceeds of taxes and incurs increased costs as a result of this mandate, is eligible to claim reimbursement.

III. PERIOD OF REIMBURSEMENT

Government Code section 17557(e) states that a test claim shall be submitted on or before June 30 following a given fiscal year to establish eligibility for that fiscal year. The claimant filed the Test Claim on December 16, 2024, establishing eligibility for reimbursement for the 2023-2024 fiscal year. Therefore, costs incurred are reimbursable on or after July 1, 2023. However, because the test claim statute has an effective date of January 1, 2024, the period of reimbursement begins on January 1, 2024.

Reimbursement for state-mandated costs may be claimed as follows:

1. Actual costs for one fiscal year shall be included in each claim.
2. Pursuant to Government Code section 17561(d)(1)(A), all claims for reimbursement of initial fiscal year costs shall be submitted to the State Controller (Controller) within 120 days of the issuance date for the claiming instructions.
3. Pursuant to Government Code section 17560(a), a local agency may, by February 15 following the fiscal year in which costs were incurred, file an annual reimbursement claim that details the costs actually incurred for that fiscal year.
4. If revised claiming instructions are issued by the Controller pursuant to Government Code section 17558(c), between November 15 and February 15, a local agency filing an annual reimbursement claim shall have 120 days following the issuance date of the revised claiming instructions to file a claim. (Gov. Code §17560(b).)
5. If the total costs for a given fiscal year do not exceed $1,000, no reimbursement shall be allowed except as otherwise allowed by Government Code section 17564(a).
6. There shall be no reimbursement for any period in which the Legislature has suspended the operation of a mandate pursuant to state law.

IV. REIMBURSABLE ACTIVITIES

To be eligible for mandated cost reimbursement for any fiscal year, only actual costs may be claimed. Actual costs are those costs actually incurred to implement the mandated activities. Actual costs must be traceable and supported by source

[88] Government Code section 50034(b).

documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is a document created at or near the same time the actual cost was incurred for the event, or activity in question. Source documents may include, but are not limited to, employee time records or time logs, sign-in sheets, invoices, and receipts.

Evidence corroborating the source documents may include, but is not limited to, worksheets, cost allocation reports (system generated), purchase orders, contracts, agendas, training packets, and declarations. Declarations must include a certification or declaration stating, "I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct," and must further comply with the requirements of Code of Civil Procedure section 2015.5. Evidence corroborating the source documents may include data relevant to the reimbursable activities otherwise in compliance with local, state, and federal government requirements. However, corroborating documents cannot be substituted for source documents.

The claimant is only allowed to claim and be reimbursed for increased costs for reimbursable activities identified below. Increased cost is limited to the cost of an activity that the claimant is required to incur as a result of the mandate.

For each eligible claimant that incurs increased costs, the following one-time activities are reimbursable:

1. Ensure that the Internet website used by the public (including any webpages, web applications, or other related resources within the website) utilizes either a ".gov" top-level domain name or a ".ca.gov" second-level domain name by January 1, 2029.[89]
2. Ensure any websites (including any webpages, web applications, or other related resources within the website) with a non-compliant domain name the city or county continues to maintain after January 1, 2029 redirects users to a website with a compliant domain name.[90]
3. Ensure that each public email address provided for the city's or county's employees utilizes a ".gov" or ".ca.gov" domain name by January 1, 2029.[91] <u>This includes costs to maintain ownership of the city's or county's previous non-compliant domain name if needed to maintain email aliases during the transition to compliant email addresses.</u>
4. <u>One-time costs to print new business cards and letterhead to replace existing supply that displays non-compliant domain names are eligible for reimbursement.</u>

V. CLAIM PREPARATION AND SUBMISSION

Each of the following cost elements must be identified for each reimbursable activity identified in Section IV., Reimbursable Activities, of this document. Each claimed

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[89] Government Code section 50034(a)(1).

[90] Government Code section 50034(a)(2).

[91] Government Code section 50034(b).

reimbursable cost must be supported by source documentation as described in Section IV. Additionally, each reimbursement claim must be filed in a timely manner.

A. Direct Cost Reporting

Direct costs are those costs incurred specifically for the reimbursable activities. The following direct costs are eligible for reimbursement.

1. Salaries and Benefits

Report each employee implementing the reimbursable activities by name, job classification, and productive hourly rate (total wages and related benefits divided by productive hours). Describe the specific reimbursable activities performed and the hours devoted to each reimbursable activity performed.

2. Materials and Supplies

Report the cost of materials and supplies that have been consumed or expended for the purpose of the reimbursable activities. Purchases shall be claimed at the actual price after deducting discounts, rebates, and allowances received by the claimant. Supplies that are withdrawn from inventory shall be charged on an appropriate and recognized method of costing, consistently applied.

3. Contracted Services

Report the name of the contractor and services performed to implement the reimbursable activities. If the contractor bills for time and materials, report the number of hours spent on the activities and all costs charged. If the contract is a fixed price, report the services that were performed during the period covered by the reimbursement claim. If the contract services are also used for purposes other than the reimbursable activities, only the pro-rata portion of the services used to implement the reimbursable activities can be claimed. Submit contract consultant and attorney invoices with the claim and a description of the contract scope of services.

4. Fixed Assets

Report the purchase price paid for fixed assets (including computers) necessary to implement the reimbursable activities. The purchase price includes taxes, delivery costs, and installation costs. If the fixed asset is also used for purposes other than the reimbursable activities, only the pro-rata portion of the purchase price used to implement the reimbursable activities can be claimed.

B. Indirect Cost Rates

Indirect costs are costs that are incurred for a common or joint purpose, benefiting more than one program, and are not directly assignable to a particular department or program without efforts disproportionate to the result achieved. Indirect costs may include both: (1) overhead costs of the unit performing the mandate; and (2) the costs of the central government services distributed to the other departments based on a systematic and rational basis through a cost allocation plan.

Compensation for indirect costs is eligible for reimbursement in accordance with the Office of Management and Budget Circular 2 CFR, Chapter I and Chapter II, Part 200 et al. Claimants have the option of using the federal de minimis indirect cost rate percentage of direct labor identified in the Office of Management and Budget Circular, at Code of Federal Regulations, title 2, section 200.414(f), excluding fringe benefits, or preparing an Indirect Cost Rate Proposal (ICRP) if the indirect cost rate claimed exceeds the federal de minimis rate.[92]

If the claimant chooses to prepare an ICRP, both the direct costs (as defined and described in 2 CFR, Chapter I and Chapter II, Part 200 et al.) and the indirect costs shall exclude capital expenditures and unallowable costs (as defined and described in 2 CFR, Chapter I and Chapter II, Part 200 et al.). However, unallowable costs must be included in the direct costs if they represent activities to which indirect costs are properly allocable.

The distribution base may be: (1) total direct costs (excluding capital expenditures and other distorting items, such as pass-through funds, major subcontracts, etc.); (2) direct salaries and wages; or (3) another base which results in an equitable distribution.

In calculating an ICRP, the claimant shall have the choice of one of the following methodologies:

1. The allocation of allowable indirect costs (as defined and described in 2 CFR, Chapter I and Chapter II, Part 200 et al.) shall be accomplished by: (1) classifying a department's total costs for the base period as either direct or indirect; and (2) dividing the total allowable indirect costs (net of applicable credits) by an equitable distribution base. The result of this process is an indirect cost rate which is used to distribute indirect costs to mandates. The rate should be expressed as a percentage that the total amount of allowable indirect costs bears to the base selected; or
2. The allocation of allowable indirect costs (as defined and described in 2 CFR, Chapter I and Chapter II, Part 200 et al.) shall be accomplished by: (1) separating a department into groups, such as divisions or sections, and then classifying the division's or section's total costs for the base period as either direct or indirect; and (2) dividing the total allowable indirect costs (net of applicable credits) by an equitable distribution base. The result of this process is an indirect cost rate that is used to distribute indirect costs to mandates. The rate should be expressed as a percentage which the total amount of allowable indirect costs bears to the base selected.

VI. RECORD RETENTION

Pursuant to Government Code section 17558.5(a), a reimbursement claim for actual costs filed pursuant to this chapter[93] is subject to the initiation of an audit by the

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[92] Effective October 1, 2024, the federal de minimis rate was raised from 10 percent to 15 percent. (Code of Federal Regulations, title 2, § 200.414(f) (89 FR 30046, 30092.)

[93] This refers to title 2, division 4, part 7, chapter 4 of the Government Code.

Controller no later than three years after the date that the actual reimbursement claim is filed or last amended, whichever is later. However, if no funds are appropriated or no payment is made to a claimant for the program for the fiscal year for which the claim is filed, the time for the Controller to initiate an audit shall commence to run from the date of initial payment of the claim. In any case, an audit shall be completed not later than two years after the date that the audit is commenced. All documents used to support the reimbursable activities, as described in Section IV., must be retained during the period subject to audit. If an audit has been initiated by the Controller during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings.

VII. OFFSETTING REVENUES AND REIMBURSEMENTS

Any offsetting revenue the claimant experiences in the same program as a result of the same statutes or executive orders found to contain the mandate shall be deducted from the costs claimed. In addition, reimbursement for this mandate from any source, including but not limited to, state and federal funds, any service charge, fee, or assessment authority to offset all or part of the costs of this program, and any other funds that are not the claimant's proceeds of taxes shall be identified and deducted from any claim submitted for reimbursement.

VIII. STATE CONTROLLER'S CLAIMING INSTRUCTIONS

Pursuant to Government Code section 17558(b), the Controller shall issue claiming instructions for each mandate that requires state reimbursement not later than 90 days after receiving the adopted parameters and guidelines from the Commission, to assist local governments in claiming costs to be reimbursed. The claiming instructions shall be derived from these parameters and guidelines and the decisions on the test claim and parameters and guidelines adopted by the Commission.

Pursuant to Government Code section 17561(d)(1), issuance of the claiming instructions shall constitute a notice of the right of the eligible claimants to file reimbursement claims, based upon parameters and guidelines adopted by the Commission.

IX. REMEDIES BEFORE THE COMMISSION

Upon request of an eligible claimant, the Commission shall review the claiming instructions issued by the Controller or any other authorized state agency for reimbursement of mandated costs pursuant to Government Code section 17571. If the Commission determines that the claiming instructions do not conform to the parameters and guidelines, the Commission shall direct the Controller to modify the claiming instructions and the Controller shall modify the claiming instructions to conform to the parameters and guidelines as directed by the Commission.

In addition, requests may be made to amend parameters and guidelines pursuant to Government Code section 17557(d), and California Code of Regulations, title 2, section 1183.17.

X. LEGAL AND FACTUAL BASIS FOR THE PARAMETERS AND GUIDELINES

The decisions adopted for the test claim and parameters and guidelines are legally binding on all parties and interested parties and provide the legal and factual basis for the parameters and guidelines. The support for the legal and factual findings is found in the administrative record. The administrative record is on file with the Commission.

DECLARATION OF SERVICE BY EMAIL

I, the undersigned, declare as follows:

I am a resident of the County of Sacramento and I am over the age of 18 years, and not a party to the within action. My place of employment is 980 Ninth Street, Suite 300, Sacramento, California 95814.

On September 14, 2026, I served the:

- **Current Mailing List dated September 14, 2026**
- **Draft Proposed Decision and Parameters and Guidelines Amendment, Schedule for Comments, and Notice of Hearing issued September 14, 2026**

  Internet Websites and Email Addresses, 25-PGA-02
  Statutes 2023, Chapter 586 (AB 1637); Government Code Section 50034(a)(1)-(2) and (b)
  City of La Puente, Requester

by making it available on the Commission's website and providing notice of how to locate it to the email addresses provided on the attached mailing list.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed on September 14, 2026 at Sacramento, California.

Jill Magee

Jill Magee
Commission on State Mandates
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COMMISSION ON STATE MANDATES

Mailing List

Last Updated: 9/14/26

Claim Number: 25-PGA-02 (24-TC-04)

Matter: Internet Websites and Email Addresses

Requester: City of La Puente

TO ALL PARTIES, INTERESTED PARTIES, AND INTERESTED PERSONS:

Each commission mailing list is continuously updated as requests are received to include or remove any party or person on the mailing list. A current mailing list is provided with commission correspondence, and a copy of the current mailing list is available upon request at any time. Except as provided otherwise by commission rule, when a party or interested party files any written material with the commission concerning a claim, it shall simultaneously serve a copy of the written material on the parties and interested parties to the claim identified on the mailing list provided by the commission. (Cal. Code Regs., tit. 2, § 1181.3.)

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