

## SAM – REVISION SUMMARY 436

Revisions to SAM sections are provided after the summary table below, and are indicated with the “track changes” display through the revised text on all revised SAM pages. Highlighted content indicates newly added information to the SAM chapter. “Track Changes” are not inserted for format changes.

**\*\* Follow the link to the revised SAM Chapter \*\***

CHAPTER/ SECTION	SUMMARY
<a href="#"><u>CHAPTER 1</u></a>	
<b>Section 30</b>	Update SAM Authors, and add Chapter 1330 to listings.
<a href="#"><u>CHAPTER 3400</u></a>	
<b>Section 34020.10</b>	Changed “energy efficiency projects” to “energy generation projects”.
<a href="#"><u>CHAPTER 4100</u></a>	
<b>Chap 4100 TOC</b>	Added new sections 4121.1 - 4121.6
<b>Section 4121</b>	Revised Zero Emission Vehicle (ZEV) Purchasing Mandate require state agencies to increase their 10 percent ZEV purchasing requirement by 5 percent annually beginning Fiscal Year (FY) 2017/18.
<b>Section 4121.1</b>	Institutes a ZEV/Hybrid first purchasing policy, describes criteria for moving through the purchasing priorities, and provides ZEV and hybrid priority exemptions.
<b>Section 4121.2</b>	Creates a new SAM Section for the 50 percent ZEV requirement initially denoted in SAM 4121 under "Zero Emission Vehicle Compliance". Updates the language to add an exemption to the 50 percent ZEV purchasing requirement if the department has a ZEV telematics solution in place that can report on specified fleet data for their ZEVs.
<b>Section 4121.3</b>	Creates a new SAM Section for the ZEV Credits and Ratios initially denoted in SAM 4121 under '7B/ Emission Vehicle Credits". Updates the language to add a provision to discontinue state agencies ability to acquire new credits effective July 1,2017.
<b>Section 4121.4</b>	Creates a new SAM Section for the EO B-16-12 Public Safety Special Performance Exemption initially denoted in SAM 4121 under "EO B-16-12 Public Safety Special Performance Exemption". Updates the language to provide specific criteria necessary to meet the public safety special performance exemption.
<b>Section 4121.5</b>	Creates a new SAM Section for z.EV Purchase Orders and Abbreviated ZEV/ Acquisition initially denoted in SAM 4121 under "Zero Emission Vehicle Purchases". Updates the language to split out the Purchase Orders from the Abbreviated ZEV Process which was previously combined. The provisions themselves were not changed.
<b>Section 4121.6</b>	Provides for state agencies when submitting a fleet acquisition plan (FAP) to demonstrate sufficient ZEV charging infrastructure to support an agency's existing and requested ZEV's in order to receive approval on their FAP. Provides for specified information that needs to be included in the state agency's FAP in order to demonstrate sufficient ZEV charging infrastructure.

## SAM – REVISION SUMMARY 436

<b><u>CHAPTER 4800</u></b>	
<b>Section 4819.31</b>	Revised section references for Agency/state entity IT infrastructure standards.
<b>Section 4819.42</b>	Revised section references for Agency Information Management Strategy.
<b><u>CHAPTER 4900</u></b>	
<b>Section 4921</b>	Revised section references for general requirements related to the Project Approval Lifecycle (PAL).
<b>Section 4925</b>	Revised section references for Agency Information Management Strategy and Conceptually Approved IT Project Proposals Report.
<b>CHAPTERS 4800, 4900, 5000 and 5100</b>	
<b>All</b>	Updated agency name to Department of Technology.
<b><u>CHAPTER 8700</u></b>	
<b>Chap 8700 TOC</b>	Minor clarification to section title.
<b>Section 8755.2 Index</b>	Minor clarification to section title.
<b>Section 8755.2</b>	Removed the requirement to send copies of the Transaction Request to Department of Finance, Fiscal Systems and Consulting Unit and the Finance budget analyst, and reworded for clarity.

**SAM—INTRODUCTION**

**SAM PUBLICATIONS AND CONTACTS**  
(Revised 9/2016)

**0030** (Cont. 3)

<b>CHAPTER/ SECTIONS</b>	<b>DEPT.</b>	<b>RESOURCES</b>	<b>CONTACT INFORMATION</b>
<u>1330 Facilities Management Division</u>	<u>General Services, Facilities management Division</u>	<a href="http://www.dgs.ca.gov/fmd">www.dgs.ca.gov/fmd</a>	<u>Nancy Galindo</u> <a href="mailto:nancy.galindo@dgs.ca.gov">nancy.galindo@dgs.ca.gov</a> <u>916-441-9668</u>
1450-1452.3 Division of the State Architect (DSA)	General Services, Division of the State Architect (DSA)	<a href="http://www.dgs.ca.gov/dsa">www.dgs.ca.gov/dsa</a>	Linda Heckert-Crough <a href="mailto:Linda.heckertcrough@dgs.ca.gov">Linda.heckertcrough@dgs.ca.gov</a> 916-324-5900
			Bo Nishimura <a href="mailto:Bo.nishimura@dgs.ca.gov">Bo.nishimura@dgs.ca.gov</a> 916-324-5792
1600 Records Management	California Secretary of State (SOS)	<a href="http://www.sos.ca.gov">www.sos.ca.gov</a>	Rebecca Wendt <a href="mailto:Rebecca.wendt@sos.ca.gov">Rebecca.wendt@sos.ca.gov</a> 916-651-8420
			Jenny Chakonova <a href="mailto:Jenny.chakonova@sos.ca.gov">Jenny.chakonova@sos.ca.gov</a>
			Sydney Bailey <a href="mailto:Sydney.bailey@sos.ca.gov">Sydney.bailey@sos.ca.gov</a>
1700 Forms Management	General Services, Office of Strategic Planning, Policy & Research (OSPFR)	<a href="https://www.apps.dgs.ca.gov/StatewideFormsWeb/Forms.aspx">https://www.apps.dgs.ca.gov/StatewideFormsWeb/Forms.aspx</a>	Shelley Nishikawa <a href="mailto:Shelley.nishikawa@dgs.ca.gov">Shelley.nishikawa@dgs.ca.gov</a> 916-375-4859
1800-1805.4 Energy and Sustainability	General Services, Office of Sustainability	<ul style="list-style-type: none"> <li>• <a href="https://www.apps.dgs.ca.gov/EnergyAlertSubscribe/EnergyAlertSubscribe.aspx">https://www.apps.dgs.ca.gov/EnergyAlertSubscribe/EnergyAlertSubscribe.aspx</a></li> <li>• <a href="http://www.documents.dgs.ca.gov/osp/sam/memos/M09_04a2.pdf">http://www.documents.dgs.ca.gov/osp/sam/memos/M09_04a2.pdf</a></li> <li>• <a href="http://www.documents.dgs.ca.gov/osp/sam/memos/M09_04a3.pdf">http://www.documents.dgs.ca.gov/osp/sam/memos/M09_04a3.pdf</a></li> <li>• <a href="http://www.documents.dgs.ca.gov/energy/elpb1.pdf">http://www.documents.dgs.ca.gov/energy/elpb1.pdf</a></li> </ul>	Office of Sustainability <a href="mailto:sustainability@dgs.ca.gov">sustainability@dgs.ca.gov</a>

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<b>CHAPTER/ SECTIONS</b>	<b>DEPT.</b>	<b>RESOURCES</b>	<b>CONTACT INFORMATION</b>
5900 Information Technology	General Services, Fleet Administration (OFAM)	<a href="http://www.dgs.ca.gov/ofam">www.dgs.ca.gov/ofam</a>	<a href="mailto:Steve.paul@dgs.ca.gov">Steve Paul</a> <a href="mailto:Steve.paul@dgs.ca.gov">Steve.paul@dgs.ca.gov</a> 916-928-2183 <a href="mailto:Eric.Mayes@dgs.ca.gov">Eric Mayes</a> <a href="mailto:Eric.Mayes@dgs.ca.gov">Eric.Mayes@dgs.ca.gov</a> 916-928-7898
6000-6616 Budgeting	Finance, Budget Operations Support	<a href="http://www.dof.ca.gov">www.dof.ca.gov</a>	<a href="mailto:foinbox@dof.ca.gov">foinbox@dof.ca.gov</a> 916-322-5540
6700-6780 Budgeting Information Technology	Finance, Information Technology Consulting Unit	<a href="http://www.dof.ca.gov">www.dof.ca.gov</a>	Erica Gonzales <a href="mailto:Erica.Gonzales@dof.ca.gov">Erica.Gonzales@dof.ca.gov</a> 916-445-1777 x3256
6801-6899 Capital Outlay	Finance, Capital Outlay	<a href="http://www.dof.ca.gov">www.dof.ca.gov</a>	Koreen Hansen <a href="mailto:Koreen.Hansen@dof.ca.gov">Koreen.Hansen@dof.ca.gov</a> 916-445-9694 x2233
6900-6965 Budgeting	Finance, Budget Operations Support	<a href="http://www.dof.ca.gov">www.dof.ca.gov</a>	<a href="mailto:foinbox@dof.ca.gov">foinbox@dof.ca.gov</a> 916-322-5540
7000-8535 Accounting/Fiscal Procedures	Finance, Fiscal Systems and Consulting Unit (FSCU)	<a href="http://dof.ca.gov/accounting/fscu/">http://dof.ca.gov/accounting/fscu/</a>	FSCU Hot Line <a href="mailto:fscuhotline@dof.ca.gov">fscuhotline@dof.ca.gov</a> 916-324-0385
8536-8537 Worker's Comp.	California Department of Human Resources (CalHR)	<a href="http://www.calhr.ca.gov">www.calhr.ca.gov</a>	<a href="mailto:Tracy.caldwell@calhr.ca.gov">Tracy Caldwell</a> <a href="mailto:Tracy.caldwell@calhr.ca.gov">Tracy.caldwell@calhr.ca.gov</a> 916-445-9760
			<a href="mailto:Keith.mentzer@calhr.ca.gov">Keith Mentzer</a> <a href="mailto:Keith.mentzer@calhr.ca.gov">Keith.mentzer@calhr.ca.gov</a> 916-445-9792

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<b>CHAPTER/ SECTIONS</b>	<b>DEPT.</b>	<b>RESOURCES</b>	<b>CONTACT INFORMATION</b>
3800 Transportation Management	General Services, Transportation Management Unit	<a href="http://www.dgs.ca.gov/pd/programs/transportation.aspx">www.dgs.ca.gov/pd/programs/transportation.aspx</a>	Transportation Management <a href="mailto:transportationmanagement@dgs.ca.gov">transportationmanagement@dgs.ca.gov</a> 916-376-1888
4100 Transportation Services	General Services, Fleet Administration (OFAM)	<a href="http://www.dgs.ca.gov/ofam">www.dgs.ca.gov/ofam</a>	<a href="mailto:renee.carroll@dgs.ca.gov">Renee Carroll</a> <a href="mailto:renee.carroll@dgs.ca.gov">renee.carroll@dgs.ca.gov</a> (916) 928 – 9865 Paul Romero <a href="mailto:paul.romero@dgs.ca.gov">paul.romero@dgs.ca.gov</a> (916) 928-7898 Eric Mayes <a href="mailto:Eric.Mayes@dgs.ca.gov">Eric.Mayes@dgs.ca.gov</a> 916-928-7898
4500 Telecommunications	California Technology Agency (CalTech)	<a href="http://www.cio.ca.gov">www.cio.ca.gov</a>	Stevens Colin <a href="mailto:Stevens.colin@state.ca.gov">Stevens.colin@state.ca.gov</a> 916-657-9454
4700 Merit Award Program	California Department of Human Resources (CalHR)	<a href="http://www.calhr.ca.gov">www.calhr.ca.gov</a>	Scott Kingsbury <a href="mailto:Scott.kingsbury@calhr.ca.gov">Scott.kingsbury@calhr.ca.gov</a> 916-324-4660
			Kari Ehrman <a href="mailto:Kari.ehrman@calhr.ca.gov">Kari.ehrman@calhr.ca.gov</a> 916-324-0522
4800-5100 Information Technology	California Technology Agency (CalTech)	<a href="http://www.cio.ca.gov">www.cio.ca.gov</a>	Manveer Bola <a href="mailto:manveer.bola@state.ca.gov">manveer.bola@state.ca.gov</a> 916-403-9624
5200 Information Technology	General Services, Procurement	<a href="http://www.dgs.ca.gov/pd">www.dgs.ca.gov/pd</a>	Shannon Keller 916-375-4606 <a href="mailto:Shannon.keller@dgs.ca.gov">Shannon.keller@dgs.ca.gov</a>
			Martin Reynaga 916-375-4354 <a href="mailto:Martin.reynaga@dgs.ca.gov">Martin.reynaga@dgs.ca.gov</a>

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5300 Information Security	California Technology Agency (CalTech)	<a href="http://www.cio.ca.gov">www.cio.ca.gov</a>	Manveer Bola <a href="mailto:manveer.bola@state.ca.gov">manveer.bola@state.ca.gov</a> 916-403-9624
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**SAM – FINANCED ACQUISITIONS**  
**GS \$Mart**

**PURCHASED TANGIBLE ASSETS**

**3420.10**

(Revised 8/2014)

Purchased tangible assets that may be financed through [GS \\$Mart](#) include:

1. Vehicles
2. Information technology equipment and necessary pre-integrated software (including mainframes, personal computers, printers, network equipment, and storage)
3. Software licenses
4. Software development and integration (on a case-by-case basis with Department of Finance ([DOF](#)) support unit approval)
5. Select services included with the procurement of assets (e.g., warranty, installation, training)
6. Copy machines
7. Laboratory equipment
8. Medical equipment
9. Furniture (including modular)
10. Video conferencing systems
11. Mailing equipment
12. Telephone systems
13. Most energy efficiency and sustainability equipment and systems (see “Capital Outlay” below)

Tangible assets that may **not** be financed through GS \$Mart include:

1. Consultant and other services
2. Real property including:
  - a. Land
  - b. Structures
  - c. Easements
  - d. Rights-of-way
  - e. Other forms of legal entitlements to use or dictate the use of real property
3. Capital outlay projects

Capital outlay projects are those that alter the purpose or capacity of real property. Projects that keep real property functioning at its designed level of service, or improve the efficiency of its operating systems – such as repair projects and most energy efficiency projects – are not capital outlay. Note, however, that some energy efficiency-generation projects (e.g., photovoltaics) can involve significant facility engineering issues that make them capital outlay in nature or could be limited by covenants on debt-financed buildings. Such projects must receive prior approval by the DOF before securing financing.

## CHAPTER 4100 INDEX

This chapter discusses the operational policies of all aspects of transportation services. This includes state-owned or operated mobile equipment, commercial vehicle rentals, airline transportation, parking and commuter services.

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**EXECUTIVE ORDER B-16-12 ZERO EMISSION PURCHASING MANDATE**  
 (New Revised 12/07/2016)

4121

**Zero Emission Vehicle Compliance**

Pursuant to Executive Order (EO) B-16-12 departments state agencies are required to increase the number of zero emission vehicles (ZEV) within the state fleet through the normal course of fleet replacement so that at least 10 percent of fleet purchases of light-duty (LD) vehicles are ZEV by 2015 and 25 percent by 2020. ~~LD Vehicles having special performance requirements necessary for the protection of public safety and welfare are exempted from this mandate.~~ In accordance with the Governor’s 2016 ZEV Action Plan, beginning in Fiscal Year (FY) 2017/2018, state agencies will be required to increase upon EO B-16-12’s 10 percent ZEV purchasing requirement by 5 percent each year through FY 2024/2025. LD Vehicles having special performance requirements necessary for the protection of public safety and welfare are exempted from this mandate. As EO B-16-12 presently directs each state agency to ensure that at least 10% of its annual LD fleet purchases be a ZEV, a state agency will now be required to increase its annual LD ZEV purchasing as follows:

<b>Fiscal Year</b>	<b>EO B-16-12 ZEV Purchasing Requirements (CURRENT)</b>	<b>EO B-16-12 ZEV Purchasing Requirements (NEW)</b>
<u>2014/2015</u>	<u>10%</u>	<u>10%</u>
<u>2015/2016</u>	<u>10%</u>	<u>10%</u>
<u>2016/2017</u>	<u>10%</u>	<u>10%</u>
<u>2017/2018</u>	<u>10%</u>	<u>15%</u>
<u>2018/2019</u>	<u>10%</u>	<u>20%</u>
<u>2019/2020</u>	<u>25%</u>	<u>25%</u>
<u>2020/2021</u>	<u>25%</u>	<u>30%</u>
<u>2021/2022</u>	<u>25%</u>	<u>35%</u>
<u>2022/2023</u>	<u>25%</u>	<u>40%</u>
<u>2023/2024</u>	<u>25%</u>	<u>45%</u>
<u>2024/2025</u>	<u>25%</u>	<u>50%</u>

ZEVs include pure zero emission vehicles such as hydrogen fuel cell vehicles (FCVs) and battery electric vehicles (BEV). Plug-in hybrid electric vehicles (PHEVs) are considered transitional ZEVs and may be partially considered toward the ZEV requirement. Additionally, medium duty (MD) and heavy duty (HD) ZEV and PHEV purchases may also be considered for the fulfillment of the LD ZEV requirement. However, consideration towards the LD ZEV requirement will be based on their certified electric driving range established by the California Air Resources Board (CARB). See SAM Section 4121.3 [ES1] “ZEV Credits and Credit Ratios”, for credit information and ranges.

To meet the expanded ZEV purchasing targets, beginning in FY 2017/2018 state agencies are required to purchase ZEVs (including Battery Electric, Fuel Cell, and Plug-

In Hybrid) and Hybrid-Electric Alternative Fuel Vehicles (Hybrid AFVs), in designated light-duty vehicle categories, in lieu of light-duty vehicles that are powered solely by internal combustion engines utilizing fossil fuels and flex-fuel vehicles or bi-fuel vehicles powered by petroleum based fuels. See SAM Section 4121.1<sup>[ES2]</sup>, “ZEV & Hybrid First Purchasing Mandate” for more details.

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**EXECUTIVE ORDER B-16-12 ZERO EMISSION  
PURCHASING MANDATE**

**4121**

(Revised 10/2016)

When submitting a FAP, agencies must demonstrate they have sufficient ZEV charging/fueling infrastructure to support their current and future ZEV purchases. See SAM Section 4121.6<sup>[ES3]</sup>, “ZEV Infrastructure Readiness” for information necessary to sufficiently demonstrate proper ZEV charging/fueling infrastructure.

At least half (50 percent) of the vehicles required to comply with the ZEV purchasing mandate must be pure ZEVs, unless an agency meets the exemption criteria listed in SAM Section 4121.2<sup>[ES4]</sup> “50 Percent Pure ZEV Purchasing Exemption”.

LD vehicles having special performance requirements necessary for the protection of public safety and welfare are exempted from these mandates. See the SAM Section 4121.4<sup>[ES5]</sup> “EO B-16-12 Public Safety Special Performance Exemption” for details.

Agencies that have had their acquisition requests processed according to the “ZEV & Hybrid-Electric Alternative Fuel Vehicle Purchasing Mandate” below and are still unable to meet the annual ZEV purchasing requirements, may request an exemption from the ZEV purchasing mandate from the Director of the Department of General Services (DGS). Exemptions will be considered on a case-by-case basis, will only be approved in circumstances where an agency has sufficiently demonstrated they have exhausted all opportunities to comply with the ZEV purchasing requirements, and, if approved, will only be valid for individual FAPs. An example of a circumstance where an agency may require an exemption is when an agency has a light-duty fleet that is comprised primarily of vehicles in classes that do not have a comparable ZEV on statewide contract and can demonstrate that they have exhausted all reasonable opportunities to acquire ZEVs where possible. The exemption request shall be submitted with an agency’s FAP using and OFA-XX<sup>[ES6]</sup> “Agency ZEV Purchasing Mandate Exemption” form.

All FAPs that do not meet the new purchasing requirements outlined above and do not receive a one-time exemption, will not be processed.

## ZEV & HYBRID FIRST PURCHASING MANDATE

4121.1

(New 12/9/2016)

### ZEV & Hybrid-Electric Alternative Fuel Vehicle First Purchasing Mandate

To meet the expanded zero-emission vehicle (ZEV) purchasing targets, beginning in fiscal year (FY) 2017/2018 state agencies are required to purchase ZEVs (including Battery Electric, Fuel Cell, and Plug-In Hybrid) and Hybrid-Electric Alternative Fuel Vehicles (Hybrid AFVs), in designated light-duty vehicle categories, in lieu of light-duty vehicles that are powered solely by internal combustion engines utilizing fossil fuels and flex-fuel vehicles or bi-fuel vehicles powered by petroleum based fuels. Designated light-duty vehicle categories subject to this policy are listed [here](#)<sup>[ES7]</sup> on the Department of General Services (DGS) Office of Fleet and Asset Management's (OFAM) website.

When submitting requests to DGS for the acquisition of additional or replacement vehicles, state agencies shall select vehicles in light-duty categories subject to this policy based on the following priority structure:

- Priority 1: Pure ZEVs (Battery Electric & Fuel Cell Vehicles)
- Priority 2: Plug-in Hybrid ZEVs
- Priority 3: Hybrid-Electric Alternative Fuel Vehicles

If requesting a vehicle subject to this policy in a Priority level other than Pure ZEV, agencies must be able to sufficiently demonstrate and justify why their programmatic transportation requirements could not be satisfied with a vehicle from each higher Priority level. Each requested drop in Priority level must be fully justified in accordance with criteria outlined in the "ZEV & Hybrid Priority Level Exemptions" section below.

**Example:** If agency XYZ requests a Hybrid AFV, they must sufficiently justify why their programmatic transportation requirements prevent them from purchasing a Plug-in Hybrid ZEV and why their programmatic requirements prevent them from purchasing a Pure ZEV.

This requirement does not apply to requests for vehicles with special performance requirements necessary for the protection of public safety and welfare.

~~The ZEV mandate is effective beginning in FY 2014/15 and FAPs that do not meet the mandate will not be processed. ZEVs include pure zero emission vehicles such as hydrogen fuel cell vehicles (FCVs) and battery electric vehicles (BEV). Plug-in hybrid electric vehicles (PHEVs) are considered transitional ZEVs and may be partially considered toward the ZEV requirement. At least half (50 percent) of the vehicles required to comply with EO B-16-12 must be pure ZEVs. PHEVs are allowable to~~

~~satisfy the remainder of the ZEV requirement. Additionally, medium duty (MD) and heavy duty (HD) ZEV and PHEV purchases may also be considered for the fulfillment of the LD ZEV requirement. However, consideration towards the LD ZEV requirement will be based on their certified electric driving range established by the California Air Resources Board (CARB). See LD PHEV to ZEV Ratio Table and MD/HD PHEV to ZEV Ratio Table below for ranges:~~

**LD PHEV to ZEV Ratio Table**

Vehicle Type	Minimum Range	Maximum Range	Ratio
BEV			1:1
Low Range PHEV	10	19	5:1
Mid Range PHEV	20	34	3:1
Long Range PHEV	35	49	2:1
Extra Long Range PHEV	50	n/a	1:1

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**EXECUTIVE ORDER B-16-12 ZERO EMISSION  
PURCHASING MANDATE**

4121 (Cont. 1)

(New 127/2016/2015)

**Medium Duty (MD) and Heavy Duty (HD) ZEV and PHEV Ratio Table**

Vehicle Type	Minimum Range	Maximum Range	Ratio <sup>3</sup>
MD ZEV <sup>1</sup>	-	-	1:1.5
HD ZEV <sup>2</sup>	-	-	1:3
MD ZEV <sup>4</sup>	100	-	1:1

HD-ZEV <sup>2</sup>	100	-	1:2
MD-ZEV <sup>1</sup>	50	<100	2:1
HD-ZEV <sup>2</sup>	50	<100	1:1
MD-ZEV <sup>1</sup>	30	<50	3:1
HD-ZEV <sup>2</sup>	30	<50	1.5:1
HD Bucket Truck (conventional ICE) with Electric Power Takeoff (ePTO)	-	-	12:1

<sup>1</sup>-Includes Class 2B-3 GVWR 8,501 to 14,000 lbs.

<sup>2</sup>-Includes Class 4-8, GVWR > 14,000 lbs.

<sup>3</sup>-For example, a 1:3 ratio means each corresponding Class 4-8 HD-ZEV is equivalent to 3 LD-ZEVs.

At least half (50 percent) of the vehicles required to comply with EO B-16-12 must be pure ZEVs. PHEVs are allowable to satisfy the remainder of the ZEV requirement.

### Zero Emission Vehicle Credits

ZEVs credits may be used toward the mandatory ten and 50 percent ZEV acquisition requirements. ZEV credits may be acquired through the purchase of ZEVs made after the issuance of EO B-16-12 but prior to FY 2014/15 or for ZEV purchases that exceed the amount required for a fiscal year. Please note, while BEV credits may be used towards all ZEV requirements, PHEV credits can only be used to meet compliance for PHEVs after the 50 percent BEV requirement has been met.

### ZEV & Hybrid Priority Level Exemptions

Agencies requesting exemptions from any of the ZEV and Hybrid AFV Priority levels must submit justifications and/or certifications, in accordance with the guidelines below, with the agency's Fleet Acquisition Plan (FAP) for each vehicle being exempted. To be approved for exemption from a Priority level, vehicles must meet one of the exemption criteria listed for that Priority level and agencies must provide the certification and/or justification required for that specific exemption.

(Continued)

**ZEV & HYBRID FIRST PURCHASING MANDATE**

**4121.1**

(New 12/9/2016)

Priority 1: Pure ZEVs (Battery Electric & Fuel Cell Vehicles)

## Exemptions

- Range Limitations: vehicle requested is used frequently<sup>[ES8]</sup> for single day travel that exceeds the mileage range of the Pure ZEV on contract in that vehicle category, or;
- Charging/Fueling Availability: vehicle requested is used frequently for multi-day travel in locations with limited and/or unreliable fueling/charging stations, or;
- Cargo/Passenger Capacity: vehicle requested has a demonstrated need for cargo/passenger capacity that exceeds the capacity available in the Pure ZEV on contract in that vehicle category.

## Required Certifications/Justifications

- Range Limitations
  - Directorate level certification (insert link to certification form) that the vehicle(s) being requested will be used frequently for single day travel that exceeds the mileage range of the Pure ZEV on contract in that vehicle category, or;
  - Prior calendar year mileage logs and/or automated telematics daily mileage reports from the vehicle(s) being replaced demonstrating frequent single day travel that exceeds the mileage range of the Pure ZEV on contract in that vehicle category.
- Charging/Fueling Availability
  - Directorate level certification (insert link to certification form) that the vehicle(s) being requested will be used frequently for multi-day travel in locations with limited and/or unreliable fueling/charging stations, or;
  - Prior calendar year trip logs and/or automated telematics reports demonstrating frequent multi-day travel in locations with limited and/or unreliable fueling/charging stations.
- Cargo/Passenger Capacity
  - Narrative justification demonstrating why the cargo/passenger capacity of a Pure ZEV on contract would not meet the agency's operational needs. Justification must be comprehensive and should include the following:
    - Narrative describing the vehicle's operational function and what about that function requires an increased cargo/passenger capacity, and;
    - Detailed interior space or trunk space requirements, including the number of people being transported and/or a detailed listing of the items being transported that require increased space.

(Continued)

**ZEV & HYBRID FIRST PURCHASING MANDATE**

**4121.1**

(New 12/9/2016)

Priority 2: Plug-in Hybrid ZEVs

### Exemptions

- Cargo/Passenger Capacity: vehicle requested has a demonstrated need for cargo/passenger capacity that exceeds the capacity available in the Plug-in Hybrid ZEV on contract in that vehicle category.

### Required Certifications/Justifications

- Cargo/Passenger Capacity
  - Narrative justification demonstrating why the cargo/passenger capacity of a Plug-in Hybrid on contract would not meet the agency's operational needs. Justification must be comprehensive and should include the following:
    - Narrative describing the vehicle's operational function and what about that function requires an increased cargo/passenger capacity, and;
    - Detailed interior space or trunk space requirements, including the number of people being transported and/or a detailed listing of the items being transported that require increased space.

### Priority 3: Hybrid-Electric Alternative Fuel Vehicles

### Exemptions

- Environmental Impact: vehicle requested has a higher U.S. Environmental Protection Agency (EPA) Fuel Economy and Greenhouse Gas Emissions score (1 through 10 scale, with 10 being the best) than the contracted hybrid in that vehicle category.

### Required Certifications/Justifications

- Comparison of the Environmental Protection Agency's (EPA) Fuel Economy and Greenhouse Gas Emissions score for the requested vehicle to the EPA score of the comparable Hybrid-Electric AFV on statewide contract. EPA Fuel Economy and Greenhouse Gas Emissions scores can be found by:
  - Use the "Find a Car" feature on <http://www.fueleconomy.gov> to look up the vehicle for which you would like the score.
  - Once at the vehicle's information page, click on the "Energy and Environment" tab to find the Greenhouse Gas Emissions score.

## **50 PERCENT PURE ZEV PURCHASING EXEMPTION**

**4121.2**

**(New 12/9/2016)**

Beginning in FY 16/17, agencies that have integrated Electric Vehicle (EV) compatible telematics solutions into 100 percent of their EV fleet and commit to providing DGS with an annual report demonstrating proper charging of these EVs shall be exempt from the



50 percent pure ZEV purchasing requirement. This report shall be submitted to OFAM by July 1<sup>st</sup> of each year and must include a signed OFA – XX (EV Telematics Report Cover Letter<sup>[ES9]</sup>) and all other required supplemental information listed on the OFA - XX. OFAM will reconcile the annual reports submitted by agencies to ensure compliance. EVs include plug-in electric vehicle such as BEVs and PHEVs. For the purposes of this policy, FCVs are not considered EVs and are not subject to the telematics requirement. An EV capable vehicle telematics solution must be able to accurately report electricity and petroleum (as applicable) fuel usage, as well as other vehicle reporting data such as odometer information and days used on a monthly basis.

## **ZEV CREDITS AND CREDIT RATIOS**

**4121.3**

(New 12/2016)

### **ZEV Credits**

ZEVs credits may be used toward the applicable yearly mandatory ZEV acquisition requirements. ZEV credits may be acquired for ZEV purchases approved prior to July 1,

2017 that exceed the amount required for a fiscal year. Effective July 1, 2107 agencies will no longer acquire ZEV credits for purchases that exceed the amount required for a fiscal year. However, agencies may still use ZEV credits acquired prior to July 1, 2017 to meet applicable ZEV acquisition requirements in subsequent years. Please note, while BEV credits may be used towards all ZEV requirements, PHEV credits can only be used to meet compliance for PHEVs after the 50 percent BEV requirement has been met.

(Continued)

**ZEV Credit Ratios**

**Light Duty (LD) and Heavy Duty (HD) ZEV and PHEV Ratio Table**

<u>Vehicle Type</u>	<u>Minimum Range</u>	<u>Maximum Range</u>	<u>Ratio<sup>1</sup></u>
<u>BEV</u>			<u>1:1</u>
<u>Low Range PHEV</u>	<u>10</u>	<u>19</u>	<u>5:1</u>
<u>Mid Range PHEV</u>	<u>20</u>	<u>34</u>	<u>3:1</u>
<u>Long Range PHEV</u>	<u>35</u>	<u>49</u>	<u>2:1</u>
<u>Extra Long Range PHEV</u>	<u>50</u>	<u>n/a</u>	<u>1:1</u>

**Medium Duty (MD) and Heavy Duty (HD) ZEV and PHEV Ratio Table**

<u>Vehicle Type</u>	<u>Minimum Range</u>	<u>Maximum Range</u>	<u>Ratio<sup>3</sup></u>
<u>MD ZEV<sup>1</sup></u>	<u>:</u>	<u>:</u>	<u>1:1.5</u>
<u>HD ZEV<sup>2</sup></u>	<u>:</u>	<u>:</u>	<u>1:3</u>
<u>MD ZEV<sup>1</sup></u>	<u>100</u>	<u>:</u>	<u>1:1</u>
<u>HD ZEV<sup>2</sup></u>	<u>100</u>	<u>:</u>	<u>1:2</u>
<u>MD ZEV<sup>1</sup></u>	<u>50</u>	<u>&lt;100</u>	<u>2:1</u>
<u>HD ZEV<sup>2</sup></u>	<u>50</u>	<u>&lt;100</u>	<u>1:1</u>
<u>MD ZEV<sup>1</sup></u>	<u>30</u>	<u>&lt;50</u>	<u>3:1</u>
<u>HD ZEV<sup>2</sup></u>	<u>30</u>	<u>&lt;50</u>	<u>1.5:1</u>
<u>HD Bucket Truck (conventional ICE) with Electric Power Takeoff (ePTO)</u>	<u>:</u>	<u>:</u>	<u>12:1</u>

<sup>1</sup> Includes Class 2B-3 GVWR 8,501 to 14,000 lbs.

<sup>2</sup> Includes Class 4-8, GVWR > 14,000 lbs.

<sup>3</sup> For example, a 1:3 ratio means each corresponding Class 4-8 HD ZEV is equivalent to 3 LD ZEVs.

**EO B-16-12 PUBLIC SAFETY SPECIAL  
PERFORMANCE EXEMPTION**

**4121.4**

(Revised 12/2016)

(Continued)

**EXECUTIVE ORDER B-16-12 ZERO EMISSION  
PURCHASING MANDATE**

**4121 (Cont. 1)**

(New 7/2015)

**EO B-16-12 Public Safety Special Performance Exemption**

EO B-16-12 specifies that only public safety vehicles with special performance requirements are exempted from a state agency's annual ZEV purchasing requirements. Governor Brown's 2016 ZEV Action Plan requires DGS to evaluate and provide further guidance to agencies as to the appropriate circumstances under which the public safety exemption should be invoked so as to ensure that ZEVs are integrated in to public safety mobile assets wherever feasible.

Accordingly, when evaluating the invocation of this exemption for a specific light-duty vehicle within its fleet, a state agency must be able to demonstrate that:

- 1) The vehicle is an authorized emergency vehicle pursuant to California Vehicle Code §165; <sup>[ES10]</sup>and,
- 2) The vehicle, pursuant to California Vehicle Code §21055<sup>[ES11]</sup>, may be
  - a. driven in response to an emergency call or while engaged in rescue operations, or
  - b. driven in immediate pursuit of an actual or suspected violator of the law,
  - c. driven in response to, but not returning from, a fire alarm, or
  - d. operated from one place to another as rendered desirable or necessary by reason of an emergency call and operated to the scene of the emergency, or
  - e. operated from one fire station to another or to some other location by reason of the emergency call; and,
- 3) The vehicle must be able to reach the anticipated emergency location within 30 minutes to no more than 1 hour.
- 4) Where emergency response is not the primary purpose of a vehicle, a state agency must be able to demonstrate that the specific vehicle may be used as part of an established mutual aid agreement that would necessitate an emergency response as outlined above.

~~State departments are responsible for including in their FAP which vehicles a department is asserting meets the special performance exemption of EO B-16-12. The department shall include how the vehicle meets the public safety requirement and what special performance requirements the vehicle needs that cannot be met with a ZEV. Departments are required to meet both public safety and special performance components of the exemption requirement in order for the department to meet the exemption.~~

~~Example: the vehicle is used by a peace officer pursuant to Penal Code Section 830 (include applicable subsection) and the vehicle requires 4x4 capabilities to traverse remote, mountainous and rugged terrain.~~

~~DepartmentsAgencies~~ shall submit a public safety special performance exemption justification either through the EO B-16-12 Public Safety Special Performance Exemption Request form located on the DGS website or include the ~~department agency~~ justification in the Fleet Acquisition Plan Spreadsheet. ~~Departments Agencies~~ are expected to evaluate their entire light-duty fleet for every opportunity to incorporate ZEVs over traditional vehicles. (An electronic copy of the *EO B-16-12 Public Safety Special Performance Exemption Request Form* can be found at the DGS website located at <http://www.dgs.ca.gov/ofam/Programs/FARS/Vehicle Acq.aspx>.)

## ZEV PURCHASE ORDERS & ABBREVIATED ZEV ACQUISITION PROCESS

4121.5

(New ~~120~~/2016)

### ZEV Purchase Orders

#### ~~Zero Emission Vehicle Purchases~~

~~Pursuant to EO B-16-12 all departments are required to have 10 percent of their light duty vehicle purchases less public safety special performance exemptions, be ZEVs. To ensure approved ZEVs are purchased and agencies comply with applicable annual ZEV purchasing requirements annual ZEV compliance, purchase orders for ZEVs must be issued within the same fiscal year or three months after receiving a FAP approval, whichever is later.~~

### Abbreviated ZEV Acquisition Process

To expedite the purchase of ZEVs OFAM has established an abbreviated FAP process for ZEV requests that can be submitted separate from ~~a department's an agency's~~ full FAP. To use the expedited ZEV process ~~departments agencies~~ will need to submit a completed *Fleet Acquisition Plan Spreadsheet* listing all the ZEVs being requested to be purchased. In addition ~~departments agencies~~ will need ~~to provide~~ a completed and signed *Fleet Acquisition Certification* for the ZEV vehicles. Expedited ZEV requests shall include the same level of justification for additional vehicles and meet the disposition criteria for vehicle replacements. ZEV requests processed under this method will be approved by the Chief of OFAM. ZEV purchases approved through this process will be reconciled with the ~~department's agency's~~ full FAP to ensure overall ~~annual light duty fleet purchasing compliance with both the 10 percent and 50 percent ZEV mandates compliance.~~

## **ZEV INFRASTRUCTURE READINESS**

**4121.6**

(New 12/2016)

When submitting a Fleet Acquisition Plan (FAP) to the Department of General Services (DGS), Office of Fleet and Asset Management (OFAM), state agencies must be able to demonstrate sufficient zero emission vehicle (ZEV) charging infrastructure (to support an agency's existing and requested ZEV's) in order to receive approval.

To demonstrate sufficient ZEV charging infrastructure, agencies must submit answers to the following applicable questions with their FAP:

1. What is the address of the location where this vehicle will be domiciled at?
2. How many electric vehicle (EV) chargers (broken down by charger type) are currently installed at the vehicle's anticipated domicile location?
3. Are the EV chargers single or dual capacity?
4. Does the facility utilize a charging rotation schedule?
5. Are there any other electric charging outlets that could be, or are being, used for EV charging?
6. Are any EV charging stations being currently installed and, if so, when is the anticipated completion date of the installation?
7. How many plug-in electric vehicles are currently domiciled at the anticipated location?
8. For requested Fuel Cell Vehicles, where is the closest Hydrogen Fueling Station?

**SAM – INFORMATION TECHNOLOGY  
(California Department of Technology)**

**BASIC POLICY**  
(Revised [511](#)/2016)

**4819.31**

Each Agency/state entity is required to:

1. Establish and maintain a Technology Recovery Plan, so that it will be able to protect its information assets in the event of a disaster or serious disruption to its operations, and submit the plan or its update to the California Information Security Office (CISO) as outlined in the Technology Recovery Plan Reporting Schedule ([SIMM Section 05B](#)). See SAM Section [5325.1](#).
2. Establish an ongoing information management strategic planning process to support the accomplishment of its overall business strategy (e.g., its strategy to carry out its programmatic mission) and submit its strategic plan to the Department of Technology for approval. See SAM Section [4900.2](#).
3. Adopt standards for an Agency/state entity IT infrastructure consistent with SAM Section [49894900.1](#).
4. Prepare Stage 1 Business Analysis ([SIMM 19A](#)) for all Information Technology Projects and submit to the Department of Technology for long term planning of the state's strategic IT investments. See SAM Section [4904](#).
5. Use the California Project Management Framework ([CA-PMF](#)) as described in SAM Section [4910](#) for managing all IT projects. Agencies/state entities may use other comprehensive PMBOK® Guide-based frameworks if the framework encompasses project management practices, processes, and deliverables that meet the minimum level of planning included in the CA-PMF.
6. Implement their Enterprise Architecture in accordance with the guidelines and instructions included in [SIMM Section 58](#).
7. Conduct a study for each proposed IT project (development or acquisition) and obtain approval through the Project Approval Lifecycle from the Department of Technology or from the Agency/state entity director (if approval authority has been delegated). See SAM Sections [4819.34-4819.35](#).
8. Submit, upon request from the Department of Technology, all IT Reportable Procurements (as defined in SAM Section 4819.2) to the Department of Technology for review prior to release to the public.

(Continued)

**SAM – INFORMATION TECHNOLOGY  
(California Department of Technology)**

(Continued)

**BASIC POLICY**  
(Revised 1/2016)

**4819.31** (Cont. 1)

9. Obtain approval of all IT Acquisitions related to Reportable Projects that exceed the Agency/state entity's DGS Delegated Purchasing Authority (as defined in SAM Section 4819.2), from the Department of Technology's Statewide Technology Procurement Division (STPD) prior to release to the public. These IT Acquisitions shall be included with the PAL Stage 3 Solution Development prepared in accordance with SIMM Section 19C. The instructions and time frame for submitting IT Acquisitions to the Department of Technology for review is specified in [SIMM Section 05A](#).
10. Manage IT projects following the established IT Project Oversight Framework ([SIMM Section 45](#)) minimum requirements, to ensure that projects are completed on-time, within budget, and that they accomplish the objectives defined in their Stage 1 Business Analysis.
11. Protect the integrity of its information management capabilities and databases and ensure the security and confidentiality of information it maintains.
12. Establish an acquisition planning process for IT project acquisition of IT goods and services as determined by the Department of Technology.
13. Agencies/state entities shall implement power management practices on all desktop and laptop computing devices, thin client devices, printers, copiers, scanners, and monitors. During hours of normal operation, devices which are not in use for 30 minutes shall automatically go into an energy-saving mode. Devices shall be shut down at the end of the normal business day.

In addition, Agencies/state entities shall fully implement power management software for desktop and laptop devices by December 31, 2010, or six months after the 2010-11 Budget has been enacted, whichever is later. Agencies/state entities shall also implement standby and shutdown practices for all devices within the scope of this policy beginning December 31, 2010.

(Continued)

**SAM – INFORMATION TECHNOLOGY  
(California Department of Technology)**

(Continued)

**BASIC POLICY**  
(Revised 1/2016)

**4819.31** (Cont. 2)

Exemptions must be approved in writing by the Agency Information Officer (AIO) or the state entity's Chief Information Officer (CIO). Exemptions are limited to:

- Devices which must remain in active mode to meet state operational needs. An example of a valid exemption would be a desktop computer and monitor utilized to manage batch programs 24 hours per day, seven days per week.
- Facilities with electrical service bundled-in with facility lease contracts where Agencies/state entities would not likely receive offsetting benefits from acquired power management software. In this instance, compliance can be achieved through the use of standard operating systems functionality (e.g., Windows).

If an Agency/state entity fails to meet these requirements, the Agency/state entity will be required to obtain Department of Technology approval before expending any resources on IT projects.

The project approval process is described in SAM Section 4819.34



**SAM – INFORMATION TECHNOLOGY  
(California Department of Technology)**

**BUDGET CHANGE PROPOSALS**

**4819.42**

(Revised ~~411~~/2016)

Budget Change Proposals (BCP) containing specified information technology (IT) components are reviewed by Department of Technology staff and an evaluation is provided to the Department of Finance Program Budget Manager responsible for review of the Agency/state entity's budget.

BCPs which request funding for IT projects must be consistent with the Agency/state entity's Agency Information Management Strategy (see SAM Sections [4900.43-4900.5](#)) and the Conceptually Approved IT Project Proposals Report (see SAM Section [4904](#)). The BCP must be supported by approved Project Approval Lifecycle Stage/Gate deliverables (SAM Section 4928), or Special Project Report (SPR) (SAM Sections [4945-4945.2](#)) prior to approval of the funding request. In exceptional circumstances, with Department of Technology approval, the funding request may be supported by an approved PAL Reporting Exemption Request.

Project Approval Lifecycle Stage/Gate deliverables and SPRs must be submitted in the format and within the time frames specified in SAM, [SIMM](#), and [Technology Letters](#) issued by the Department of Technology. BCPs must be submitted in the format and within the timeframes specified in annual budget letters issued by Department of Finance. Incomplete or "placeholder" Stage/Gate deliverables or SPRs submitted for consideration with an associated BCP may be returned to the Agency/state entity without consideration.

**SAM – INFORMATION TECHNOLOGY  
(California Department of Technology)**

**PROJECT APPROVAL LIFECYCLE BASIC POLICY**

**4921**

(Revised ~~611/2015~~2016)

Project Approval Lifecycle (PAL) Stage/Gate deliverables must be reviewed and approved in accordance with the general requirements of SAM Sections [4819.3-4819.42](#) (State Information Management Authority and Responsibility), as well as the specific requirements of Sections ~~4926-4927~~-~~4930-428~~. See [SIMM Section 19](#) for PAL Stage/Gate deliverable Preparation Instructions.

**SAM – INFORMATION TECHNOLOGY  
(California Department of Technology)**

**CONSISTENCY WITH AGENCY INFORMATION MANAGEMENT  
STRATEGY AND CONCEPTUALLY APPROVED IT PROJECT  
PROPOSALS REPORT**

**4925**

(Revised ~~1011/2015~~2016)

Each proposed project must be consistent with the Agency/state entity's overall strategy for the use of IT, as expressed in its current Agency Information Management Strategy (see SAM Sections 4900.2, 4900.3 and 4900.5-4900.6.) and Conceptually Approved IT Project Proposals Report (see SAM Section 4904).

## 8700 - Miscellaneous Accounting Procedures

*Note: Users May Download the **Entire Chapter** Here (["Print"](#) or ["Notebook"](#) Version)*

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## SAM—MISCELLANEOUS ACCOUNTING PROCEDURES

### FEDERAL INDIRECT COST RATE RECOVERIES

8755.2

(Revised 9/2014~~6~~)

For state departments that receive federal funds, Government Code sections 13332.01- ~~and~~ 13332.02 require ~~departments to the~~ recovery of SWCAP costs from the federal government and to transfer the SWCAP recoveries to the General Fund (GF). In accordance with SAM section 8755.1, these transfers are due within 30 days after the end of each quarter. In order to meet this objective and substantiate recovery amounts, departments must first prepare an Indirect Cost Rate Proposal, and/or a Cost Allocation Plan, or Public Assistance Cost Allocation Plan as prescribed in SAM sections 8756 and 8756.1 ~~describe this process in more detail.~~

To transfer ~~the~~ SWCAP recoveries, departments ~~must~~ are required to complete a Transaction Request (TR), form CA 504 and ~~submit~~ send it to the State Controller's Office (SCO) for processing. ~~On the TR,~~ must ~~departments must identify~~ include the quarterly SWCAP amount by fiscal year to be transferred and a brief explanation in the legal authority and reason for request section. ~~by quarter and fiscal year. The original TR is submitted to the SCO and a copy is sent to Finance, FSCU and the department's Finance budget analyst. A~~ The Illustration below includes -sa Sample TR showing how to transfer recoveries from the Federal Trust Fund to the GF is shown in the 8755.2 Illustration.

8755.2 Illustration (Sample TR, CA 504)