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<th>REVISION</th>
<th>DATE OF RELEASE</th>
<th>OWNER</th>
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<td>November 2012</td>
<td>California Department of Technology</td>
<td>New</td>
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<td>January 2017</td>
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<td>Update Cost Report Template; Provide Instructions</td>
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I. OVERVIEW

Government Code Section 11546.2 and the State Administrative Manual (SAM) Section 4903.2 require that, each year as instructed by the California Department of Technology (CDT), each Agency/state entity must summarize its actual and projected information technology (IT) costs in a format defined by the CDT. IT costs of the Agency/state entity are to be summarized in the IT Cost Report (ITCR) workbook SIMM 55B and submitted to the CDT annually by February 1, of each year.

Additionally, Government Code Section 11546.2 was amended (Assembly Bill 2623, Gordon; Ch. 389, Stats 2016) to direct each Agency/state entity on or before January 1, 2018, and annually thereafter, to submit as instructed and in a format prescribed by CDT, a summary of its actual and projected information security costs, including, but not limited to, personnel for the immediately preceding fiscal year and current fiscal year, showing current expenses and projected expenses for the current fiscal year, in order to capture statewide information security expenditures, including the expenditure of federal grant funds for information security purposes.

Note: “Child” entities that submit IT costs under a “parent” entity do not need to submit a separate IT Cost Report. In lieu of submitting an ITCR, the child entity must send an email to ITPolicy to notify CDT which parent entity supports their IT costs.

II. DEFINITIONS

Report the requested information according to the definitions below:

A. IT COST DEFINITION

Information Technology: Includes, but is not limited to, all electronic technology systems and services, automated information handling, system design and analysis, conversion of data, computer programming, information storage and retrieval, and networking and telecommunications. IT Cost report information includes project spending.

B. GENERAL CATEGORY DEFINITIONS

New: The purchase of a new goods or services in the fiscal year reported. This would include the first year of a multi-year lease that includes maintenance, refresh and upgrades.

Renewal/Maintenance: Continuing payment on an existing goods or services (i.e. contract) in the fiscal year reported. This would include the second year and thereafter of a multi-year lease that includes maintenance.

III. GENERAL INSTRUCTIONS

The ITCR workbook includes seven (6) tabs:

Tab 1 - “1.“ITCR FYs 2018-20” worksheet where cost information data for both fiscal years (2018-2019 and 2019-2020) is entered across each line item and cost categories in the blue-shaded cells only. Do not enter data in the “Total” fields (Columns F and L) as
they are automatically calculated.

**Tab 2** - “2. IT Sec Spend Sum FY 18-19” worksheet. Do not enter data as it auto-
populates data from the “3. IT Sec Spend Alloc FY 18-19” worksheet

**Tab 3** - “3. IT Sec Spend Alloc FY 18-19” worksheet.
1. Add security spend line item detail (Data source, Funding source, Best available
description detail and sub-detail, and Spend amount) - Column A through Column
E, starting on Row A27.
2. A4 through A17, enter each unique name of the data sources used. This will
summarize line item costs per each source. Some agencies may require multiple
sources (reports) to represent total security spend.
3. Allocate 100% of each line item across the IT Security Domain area categories in
the beige-shaded cells only. Column G through Column N, starting on Row G27.
4. Allocate 100% of each line item across the cost categories in the beige-shaded
cells only. Column S through Column Y, starting on Row S27.

Data detail:
Column starting at A27 - Data Source File Name: Enter each unique name of the
data sources used. This will summarize line item costs per each source. Some
agencies may require multiple sources (reports) to represent total security spend.

Column starting at B27 - Funding Source: Select Budget or Grant from drop-down
to describe the line item funding source.

Column starting at C27 - Best Available Description Detail: (Optional) Enter/Paste
best available line item detail from data source for reference, allocation and
validation purposes with IT security leadership.

Column starting at D27 - Best Available Description Sub-Detail: (Optional)
Enter/Paste best available line item sub-detail from data source for reference,
allocation and validation purposes with IT security leadership.

Column starting at E27 - FY Actuals $ Year Total: Enter/Paste actual line item cost
from data source for reference, allocation and validation purposes with IT security
leadership.

**Tab 4** – “4. IT Sec Spend Sum FY 19-20” worksheet. Do not enter data as it auto-
populates data from the “5. IT Sec Spend Alloc FY 19-20” worksheet.

**Tab 5** – “6. IT Sec Spend Alloc FY 19-20” worksheet where data is entered
1. Add security spend line item detail (Data source, Funding source, Best available
description detail and sub-detail, and Spend amount) - Column A through Column
E, starting on Row A27.
2. Allocate 100% of each line item across the IT Security Domain area categories in
the beige-shaded cells only. Column G through Column N, starting on Row G27.
3. Allocate 100% of each line item across the cost categories in the beige-shaded
cells only. Column S through Column Y, starting on Row S27.

**Tab 7** – “7. IT Security Spend Glossary” provides information relevant for all tabs.

A. IT COST REPORT WORKSHEET CLARIFICATIONS (TAB 1)
✓ Report data for two fiscal years, consisting of the Past-Year Actual, and Current-Year Estimated.

✓ Round costs to the nearest $100 and **report costs in $1,000 increments**. For example, $49,325 should be reported as $49.3.

✓ Round personnel years (PYs) to the nearest one-tenth full-time equivalent (FTE).

✓ Report the budgeted amount for personnel costs. State personnel costs shall include salary, salary-driven benefits and non-salary-driven benefits.

✓ IT security costs are a subset of the overall category spend. For example, if $100 is reported in “1. Software” and $5 is reported in cell D12 Total Software Costs from Tab “2. IT Sec Spend Sum FY 18-19” worksheet, the total for this category is $100. The $100 figure includes IT security costs, the total should NOT equal $105.

✓ Use the separate **Comments field on tab “1. ITCR FYs 2018-20” worksheet, line 41** to clarify any of the figures, for example if it is important to note specific assumptions used in a particular cost category. Comments are optional. However, if comments are provided, please indicate which cost item(s) are being referenced.

✓ Federal Grant Funds - For all of individual data items on the “2. IT Sec Spend Sum FY 18-19” and “4. IT Sec Spend Sum FY 19-20” worksheets, identify in column K any expenditures that are from Federal Grant Funds.

**B. IT COST REPORT DEFINITIONS**

The following should be referenced to assist the user in completing the individual data items on the Information Technology Cost Report worksheet. (Note: The item numbers following, below, correspond with item numbers on the worksheets. Only fill in colored cells)

1. **Software**

   Report costs associated with computer software that operates on all types of hardware. This includes new software, maintenance, support, rental/lease and subscription services. Types of software that need to be reported include, but are not limited to: Productivity Suite, Database, Website Development, Email/Electronic Messaging, Security, Application Development Tools, Middleware, GIS, etc.

2. **Hardware**

   Report costs associated with computer hardware and components. This includes new hardware, maintenance, support or repair. The types of hardware that need to be reported include, but are not limited to the following: Personal Computer (PC) Desktop, Laptop, Printer/Scanner/Multi-Function devices, Servers, Storage, etc.
3. **Services/Consulting**

Report costs for contract services for needs which require additional knowledge or resources and also includes commercial contracts and independent assessments. Costs should include all External, Internal, and Office of Technology Services (OTech) Data Center contracts.

4. **Network**

Report costs associated with wiring, cabling, equipment, and communication network lines to provide video and data connectivity services across local and large geographical areas. This includes new, maintenance, support, repair, rentals and/or leases for network connectivity. The types of network that need to be reported include, but are not limited to the following: Network Equipment, Wireless Network Equipment, Switches/Routers, Point-to-Point Data Circuit, etc.

5. **Telecommunications**

Report costs associated with operating telephone systems within State buildings and offices. This includes new, maintenance, repair and rental fees for telecommunication services. The types of telecommunications that need to be reported include, but are not limited to the following: Telephone Equipment, Devices, Services, Mobile/2-way devices, Public Address Systems, Closed Circuit Television, etc.

6. **Personnel Years**

Report the budgeted personnel years number and cost for each fiscal year.

7. **Mobile Phones**

Report the total number and costs associated with mobile phones. A mobile phone (includes both cell phones and smartphones) is a device that can make and receive telephone calls over a cellular network. Mobile phones include smartphone devices which are computing devices that provide advanced computing capability and connectivity, and runs a complete operating system and platform for application developers and users to install and run more advanced applications. Smartphones currently include, but are not limited to models using the Android, iOS, Blackberry OS, and Windows Phone operating systems.

IV. **FORM SUBMISSION**

The IT Cost Report must be attached to a transmittal document (see SIMM 55C) and MUST be signed by the following:

1. The Agency/state entity Chief Information Officer (CIO);
2. The Agency/state entity Budget Officer;
3. The Agency/state entity Director; and
4. The Agency Information Officer (AIO) or designee.

The Information Technology Cost Report Template shall be submitted electronically in an
Excel workbook file (2003 or later) with the signed transmittal letter (as a scanned PDF). Please use the following naming convention in saving the file: Org Code_Department Acronym_ITCostReport_FY20xx-xx (e.g. 8860_DOF_ITCostReport_FY20xx-xx.xls).

Information contained in the IT security components of the IT Cost Report (SIMM 55) are confidential. Once signed, securely send the entire form and any attachments to the Office of Information Security (OIS) using the Secure Automated File Exchange (SAFE) system. If your entity is in need of SAFE accounts, please have your entity’s designated Chief Information Officer (CIO) or Information Security Officer (ISO) complete and return the SAFE System Designee Request spreadsheet and return to our office at security@state.ca.gov.

Questions related to the transmittal requirements should be directed to OIS at security@state.ca.gov.