EBO Form 7 – Information Technology
Frequently Asked Questions

Last Updated: 08/01/2018

1) **What is the definition of Information Technology (IT)?** Information Technology is defined by Statute *(Code of Alabama §41-28-2*; *Act 2013-68)* as "Automated data processing, communications systems and services, wide area and local area networks, the Internet, electronic information systems and related information, databases, equipment, goods, and services."

2) **Which state employees are considered as "a. IT State Staff with IT Classifications"?**

Class Title	Class Title	Class Title
ALDOT Enterprse Info Admnst	I S D Director	Programmer Analyst I (T)
ALDOT Enterprse Info Anlyst	I T Security Analyst	Programmer Analyst, Sr
ALDOT Entrprs Info Anlyst Sr	I T Systems Mgt Spec I	RSA Data Center Manager
ALDOT Train/EDP Manager	I T Systems Mgt Specialist II	RSA I T Business Analyst
ALEA Compt Forn Invstgtr(T)	Info Systems Supp Spec I	RSA I T Business Analyst Sr
ALEA Compute Foren Invstgtr	Info Systems Supp Spec II	RSA I T Manager
AOC - Project Manager II	Info Systems Supp Spec III	RSA Imaging Specialist
AOC - Project Manager III	Info Technology Architect	RSA Senior IT Manager
AOC Data Ctr Oper Mgr	Infrastructure Supp Engineer	RSA Software Design Eng
Asst Secretary of IT	Infrastructure System Admin	RSA Sr, I T Manager
Business Technology Analyst	IT Function Systems Analyst	Secretary of Info Technology
Business Technology Spec	IT Manager I	Security A & E Analyst
Chief Data Officer	IT Manager II	Security Systems Admin
Chief Information Officer	IT Manager III	Security Systems Oper
Communications Supervisor	IT Operations Manager	Senior Technical Supp. Analyst
Computer Programmer	IT Operations Specialist	Software Developer
Crime Info Center Director	IT Operations Supervisor	Sr Info Sys Administrator
Cybersecurity Analyst	IT Operations Technician	Sr IT Security Analyst
D P Info System Mgr II (T)	IT Project Director, Associate	Sr Network Administrator
Data Entry Operator	IT Project Manager	Sr Software Developer
Data Entry Specialist	IT Security Analyst	Sr Technical Support Anlyst
Data Operations Tech II	IT Systems Spec (Supervisor)	Sr Program Analyst
Data Processing Spec I(T)	IT Systems Spec, Assoc.	STAARS Instrctnal Design Spvsr
Data Processing Spec II	IT Systems Specialist	State Business Systems Dir
Data Processing Spec II(T)	IT Systems Specialist, Sr	Statewide Enterprse Systms Specialst
Data Processing Spec III(T)	IT Systems Technician	Sys Support Analyst
Data Sys Mgmt Div Dir	IT Systems Technician, Sr	System Support Specialist
Depty Secrtry of Info Tech	ITS Procurement Spec	Systems Administrator
Dir of Entrprse IT Port Gov	ITS Security Manager	Systems Support Technician
Dir of Mgmt Information Sys	M H Info Systems Coor I	Tech Services Specialist I
Distributed Systems Technician	M H Info Systems Coor II	Tech Services Specialist II
DP Operations Supv II	Manager, RSA Security	Tech Services Specialist III
Enterprise Project Manager	MH Chief Information Officer	Tech Supp Analyst Associate
Entrprs Rsrc Pln Prj Dir	Microfilm Services Supv (T)	Tech Support Analyst
Exe Dir Off of Info Tech	OIT Deputy Secretary	Tech Support Spec, Sr
Fin Asst Dir: Info/Adm Svs	OIT Highly Specialized IT Prof	Technical Procurement Manager
Forensic Technology Manager	Operation & Tech Supp Spec	Technology Operations Spec
GIS Manager	Operations Support Tech	Technology Procurement Mgr
GIS Specialist	PEEHIP Data Integrity Mgr I	Telecommunications Coord(T)
GIS Specialist, Senior	Programmer	UJS Programmer Trainee
GIS Technician	Programmer Analyst	Web Designer
GIS Technician, Sr	Programmer Analyst, Associate	

3) Do I have to use the Agency Division/Group name? No, using the Agency Division/Group name is optional. IT operations and budgeting is distributed in many agencies and may not be centrally organized. Using a Division/Group name was an attempt to allow agencies to distribute the EBO Form 7 to the appropriate personnel for completion, but IT budgeting is not simple and necessarily along organizational lines. Agencies may use this field to distribute the forms and collect budgetary information on an appropriate basis for the agency. Example: An agency with two programs heavily involved in IT could submit three sets of forms, one for each program, and the third for "everything else agency IT." The agency would have to ensure all sets of EBO Forms 7 comprising the total IT budget request were submitted and there was no IT budget overlap among the forms. Actually, agencies can use any unique 10-character name or abbreviation as the Division/Group name.

4) What is the difference between the regular EBO forms and the new IT Budget Request forms? The EBO Form 7 shows the portion of the agency's total budget request (EBO Form 5) that is IT related. All budget information on the EBO Form 7 should already be included in the regular EBO Forms.

5) EBO Form 7 lists all expenditure objects utilized by the state. Will we need to estimate the amount of IT expense related to all of these objects (Travel, Repairs and Maintenance, Rentals and Leases, Utilities, etc.)? This will require some assumptions about how to prorate these objects. If so, will instructions be forthcoming so everyone will be using the same estimation methods? IT staff, staff doing IT functions, and support staff should be identified in the bottom section. Personnel and benefits should be shown under objects 0100 and 0200 as appropriate. They can be prorated based on the FTE shown on the form. Travel (instate or out of state) can be based on either the anticipated IT related travel of the individuals identified as IT, or, if the agency uses a budget pool of travel money, the travel can be allocated based on the IT FTE to total agency FTE. Repairs and maintenance (0500) should reflect IT related maintenance – the total of all EBO Form 7 submitted by an agency should reflect the total IT budget for IT related repairs and maintenance – not just the staff included on the EBO Form 7. The same general concept applies to other objects of expenditures. Allocating the costs of office space, lights, etc., are addressed in the next question.

6) How do we allocate housing costs, lights, water, heat and other costs to IT staff? *Do not include the cost of office space, office furniture, chairs, electricity, water, gas, cleaning, garbage, and sewage for IT personnel in the EBO Form 7.* However, the submitted EBO Form 7 should reflect the total cost of voice and data networks, telephone service, and internet services as well as monitors, scanners, printers, etc.

7) Is an electronic subscription service that is provided over the internet an IT related expense? It depends on the content of the electronic subscription service. If the service is for legal content such as "FindLaw" then no, but the internet connection is IT related. The same concept applies to periodicals and books. If the content is IT related, then the cost should be reported on EBO Form 7**.** "Gartner" is an IT related periodical, and the subscription should be reported as an IT related expense.

8) We have a contract for interactive training. Is this considered an IT related expense? If the content is IT related, including how to use software for office productivity, then it is IT related and should be shown on EBO Form 7. If the content was not IT related then the training would not be reported, but the server, networks, and computers used by staff are IT related. Similarly a training room with computers would be IT related even though the training provided may not be IT related.

9) What about on site or off site training? If the content is IT related, the cost of the training should be shown on the EBO Form 7. This includes training on new versions of operating systems and office productivity.

10) Our agency pays a company to handle our application and we pay them a fee. What do I do about the number of contract staff? The company staff handling the application would not be reported as contract staff. The cost of the application would be reported under the appropriate object code.

11) How should off cycle modifications of the EBO Form 7 be done? Follow EBO's policy and schedule for budget revisions including off cycle projects. For revisions to the EBO Form 7, <u>resubmit all EBO Form 7(s) and, on the coversheet of each one after the name of the contact person, add the word "REVISION"</u> in capital letters at the end as shown in the example below:

Name	John Smith REVISION

12) The IT Director completed the form for the IT section. Is that all the agency needs to do? No. While the IT section probably has most of the IT budget, any section can purchase new computers, software, IT supplies, printers, etc. The agency's other sections may be combined into another form or added to the IT section form. It is imperative that the EBO Form 7 submitted by the agency when totaled represents the total IT budget for the agency.

13) I have completed an EBO Form 7 for the agency's IT section, and I completed another EBO Form 7 IT for the rest of the agency. Do I need to do one for the total agency? No, the system will combine the submitted forms into the total for the agency. <u>Either submit separate EBO Form 7s for different sections or divisions, or submit an EBO Form 7 for the agency total.</u>

14) The agency is planning on spending approximately $300,000 next year to replace existing computers, upgrade office productivity software, and for training on the new operating system and software. Should this be reported as an IT project? Yes, as a single EBO Form 7 for projects. **Does it matter if the computers are in different divisions?** No, Agencies are not allowed to use project phases or other means to circumvent the cost threshold.

15) What staff personnel costs, benefits, and travel should be reported on the EBO Form 7? Report the anticipated personnel costs of the staff reported as state staff (a, b, and c) in the bottom section. Contract staff (d) cost is generally reported as professional services under object 0800.

16) If the agency doesn't have any IT related budget items, do I have to submit the EBO Form 7? Yes. Agencies must submit a completed coversheet, the "Other IT" budget tab sheet (Total Other IT Budget) with all zeroes and the Proj 01 tab (Ongoing and Planned IT Projects) with all zeroes.

17) The agency has only one IT project which is to replace one server. The total cost including installing and configuring the new server <u>is less</u> than $250,000. How should this project be reported? Include the cost as part of the "Total Other IT Budget." If there are no other IT projects, submit the "Proj 01" tab with all zeroes to denote there are no projects.

18) An ASA II provides administrative support to both the IT section and the statistical section. How should the ASA be counted and budgeted? Submit the information based on the percentage of time the ASA II provides IT Support. If the ASA spends 75 percent of the time providing IT support, the ASA II is counted as .75 FTE (full time equivalent) on item c. "Ancillary or Support State Staff" and the 75 percent of the ASA's salary would be included in Personnel costs and 75 percent of the ASA's fringe would be included under benefits.

19) The agency plans on submitting several sets of EBO Form 7. Does it matter which set has the IT projects? Yes. The IT projects should be kept together for each "organizational structure." Each set of EBO Form 7 submitted must have a completed coversheet, Total Other IT Budget, and Proj 01. All the EBO Form 7 sets and /or forms when combined or totaled represents the agency's total IT budget. The system will combine all the forms submitted by the agency into the agency's total IT budget. The project priority must be unique for all projects reported. There can only be one project priority "1" among all project forms submitted.

20) How does the agency decide on the project priority assigned to a project on the project (Proj) tabs? There are many factors that influence the priority of an IT project. Legal mandates and penalties, litigation risk, cost, funding, savings, increase in efficiency or effectiveness, etc., are a few of the factors that help establish the project priority. The "project priority" number is unique among all IT projects. There can only be one project priority "1" for the agency and all submitted IT projects. It is the agency's responsibility to decide the unique rank order or project priority for all IT projects submitted.

21) How should I show agency executive or managerial staff providing IT oversight or management decisions, but who are not involved continuously with IT and/or specific IT projects? Management and supervisory staff should be budgeted and counted in the FTE on the EBO-7 form if 10 percent or more of the time is spent in IT related work. Budget a prorated amount based on the percentage of time spent on IT related work. The budgeted prorated amounts and FTE may be split between "Other IT" and/or one or more projects depending on where the time is spent. A good rule of thumb is if the time spent on IT related work averages 4 or more hours per week over the duration of the IT project, the prorated costs and FTE should be included on the EBO Form 7.

22) We have several facilities where we are planning on installing security cameras. The cameras in each facility will be networked to a local server and includes software. The facilities will not be networked together or to the state office. The estimated cost for each facility is approximately $200,000.00. Is this a single project or multiple projects? Being networked is the key. Since they are not networked outside the facility/campus, each facility security system is a single project. Individual networked stand-alone video systems (LAN) may be considered as individual projects. Since each facility's anticipated cost is under $250,000.00, include the costs in the "Other IT" tab.

23) We are replacing our copper network with fiber. The agency's facilities will be connected together with the central office. Two facilities will be upgraded next year. How do we complete the EBO 7 for this project? If the total cost is $250,000.00 or more, it would be considered a single IT project since all the facilities are being networked together (WAN). Show the total anticipated project costs and the project costs to date (including budgeted) at the top of a "Proj" tab. Show anticipated next FY expenditures by object on the budget request section, and show the anticipated requested IT project staffing for the next fiscal year in the FTE. Show budgeted costs and staffing for this FY if appropriate and if the data is available.

24) Are the costs of telephone handsets included on the EBO Form 7? Yes, the handsets are part of a telephone communication system, as well as switches and PBX devices.

25) How do we report enterprise IT projects or multiple agency projects? Agencies may participate in multiple agency or enterprise IT projects in several different ways. Agencies can participate directly by providing funding, manpower or other resources. Agencies may also participate indirectly by creating or

modifying electronic data interchanges (EDI), electronic funds transfers (EFT), or other interfaces between systems as required by the IT project.

Multiple agency or enterprise IT projects are unique because 1) the threshold project amount is the total combined IT project cost of all participating agencies, and 2) all participating agencies must use the same project title/name on their EBO forms if the total IT cost for all agencies combined meet the threshold.

If the combined total IT project cost is $250,000.00 or more:
Each participating agency must complete and submit a project form for its agency's cost and staffing for the IT project. The agency EBO Form 7 should reflect the costs for its agency including project schedules and costs. Complete the form similar to other IT projects. The only difference in completing the form is the "Project Title/Name" should be the same for all participating agencies.

If the combined total cost is less than $250,000.00:
Each agency's cost and staffing should be reported on the "Other IT" tab.

For other questions or clarification of the above FAQ, contact: infoOIT@oit.alabama.gov