EBO Form 7 – Information Technology
Frequently Asked Questions

Last Updated: 09/17/2024

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 "a. IT State Staff with IT Classifications"?
   NOTE: See **(18** and **(21** for IT support and executive/management staff inclusion.

Class Title	Class Title	Class Title
Access Control/Security Systems Specialist	Forensic Technology Manager	OIT Highly Specialized IT Professional
Act 2015 - 478 Exempt	GIS Manager	Operations Support Technician
Administrative Analyst II	GIS Specialist	PEEHIP Data Integrity Manager I
AID - Sec/Infrastructure Management	GIS Specialist, Senior	Programmer
AID - Software Developer	GIS Technician	Programmer Analyst
AL Digital Expansion Director	GIS Technician, Senior	Programmer Analyst Associate
ALDOT Enterprse Information Manager	Information Technology Security Analyst	Programmer Analyst I
ALDOT Training/EDP Manager	Information Systems Support Specialist I	Programmer Analyst I (T)
ALEA Computer Forensic Investigator(T)	Information Systems Support Specialist II	Programmer Analyst II
AOC - Project Manager I	Information Systems Support Specialist III	Programmer Analyst III
AOC - Project Manager II	Information Technology Architect	Programmer Analyst IV
AOC - Project Manager III	Infrastructure Support Engineer	Programmer Analyst Senior
AOC Data Center Operations Manager	Infrastructure Systems Administrator	RSA Data Center Manager
AOC Info Systems Support Specialist I	IT Business Analyst	RSA Imaging Specialist
AOC Info Systems Support Specialist II	IT Function(al) Systems Analyst	RSA IT Manager
AOC Info Systems Support Specialist III	IT Manager I	RSA IT Operations Technician
Asst Director/RSA Security Access Control	IT Manager II	RSA Security Administrator
Business Technology Analyst	IT Manager III	RSA Senior IT Manager
Business Technology Specialist	IT Operations Manager	Secretary of Information Technology
Chief Data Officer	IT Operations Specialist	Security A & E Analyst
Chief Information Officer	IT Operations Supervisor	Security Systems Administrator
Computer Programmer	IT Operations Technician	Security Systems Operator
Crime Information Center Director	IT Project Director, Associate	SR Information Systems Administrator
Cybersecurity Analyst	IT Project Manager	SR IT Security Analyst
Data Entry Operator	IT Security Analyst	SR Network Administrator
Data Entry Specialist	IT Systems Management Specialist I	SR Security/Infrastructure Manager
Data Operations Technician II	IT Systems Management Specialist II	SR Software Developer
Data Processing Info Syst Manager II (T)	IT Systems Specialist	SR Systems Design Engineer
Data Processing Specialist I	IT Systems Specialist Supervisor	SR Technical Support Analyst
Data Processing Specialist I(T)	IT Systems Specialist Associate	SR Program Analyst
Data Processing Specialist II	IT Systems Specialist II	State Business Systems Deputy Director
Data Processing Specialist II(T)	IT Systems Specialist III	State Business Systems Director
Data Processing Specialist III(T)	IT Systems Specialist IV	State IT Trainee
Department Procurement Officer I	IT Systems Specialist Senior	State Technical Trainee
Department Procurement Officer II	IT Systems Technician	Statewide Enterprise Systems Specialist
Deputy A G	IT Systems Technician I	System Support Analyst
Deputy Secretary of Information Tech	IT Systems Technician II	System Support Specialist
Director of Enterprise IT Port Government	IT Systems Technician Senior	Systems Administrator
Director of Mgmt Information Systems	IT Systems Technician Senior	Systems Design Engineer
Director of RSA Security Access Control	ITS Security Manager	Systems Support Technician
Distributed Systems Technician	MH Information Systems Coordinator I	Technical Services Specialist I
Data Processing Operations Supervisor II	MH Information Systems Coordinator II	Technical Services Specialist II
Enterprise Project Manager	Manager, RSA Security	Technical Services Specialist III
Enterprise Resource Planning Proj Director	Mental Health Technician Senior	Technology Operations Spec
Fin Assist Director: Info/Admin Services	MH Chief Information Officer	Technology Procurement Manager
Financial Assist Director: State Operations	MH IT Project Manager	Telecommunications Coordinator(T)
Forensic Technology Examiner	Microfilm Services Supervisor (T)	UJS Programmer Trainee
Forensic Technology Examiner, Sr	OIT Deputy Secretary	Web Designer

3) Do I have to use the Agency Division/Section name? No. Using the Agency Division/Section name is optional. IT operations and budgeting is distributed in many agencies and may not be centrally organized. Using a Division/Section name allows 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 requests were submitted and there was no IT budget overlap among the forms. Agencies can use any unique name or abbreviation (up to 10 characters) as a Division/Section name.

4) What is the difference between the regular EBO forms and the 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 expenses related to all the objects (Travel, Repairs and Maintenance, Rentals and Leases, Utilities, etc.)? This will require some assumptions concerning how to prorate the objects. If so, will instructions be forthcoming so all agencies will use 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 the travel can be allocated based on the IT FTE to total agency FTE if the agency uses a budget pool of travel money. Repairs and maintenance (0500) should reflect IT related maintenance only, and the total of all EBO Forms 7 submitted by an agency should reflect the grand total IT budget for the related repairs and maintenance. 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, air conditioning/heating and other costs to IT staff? _Do not include the cost of office space, office furniture, chairs, electricity, water, gas, cleaning, garbage, or 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 provided over the internet an IT related expense? It depends on the content of the electronic subscription service. A service for legal content such as "FindLaw" would not be reported, but the IT related "Internet Connection" should be. The same concept applies to periodicals and books. If the content is IT related 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 such as how to use software for office productivity, it is IT related and should be shown on EBO Form 7. If the content is not IT related 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 an IT related expense even though the training provided may not be IT related.

9) What about on-site or offsite 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 training for office productivity.

10) Our agency pays a company to handle our application(s), 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, generally as Professional Services.

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 the EBO Form(s) 7 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. Even though 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 onto 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 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 Forms 7 for different sections/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. It should be reported on the EBO Form 7 as a Project. **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 of the form. 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 "N/A" as the title/name.

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 $250,000.00. 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 "N/A" as the title/name 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", 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. **NOTE:** In addition to ASA classifications, if a staff member spends 10 percent or more time on IT related work, s/he should be included. These would include Retired State Employee and any other classifications that involve, but are not limited to, accounting, procurement officer, and graphic arts personnel.

19) The agency plans to submit several sets of the 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 Forms 7 submitted must have a completed 'Coversheet,' 'Other IT' and 'Proj 01.' All the EBO Forms 7 when combined or totaled represents the agency's total IT budget. The system will combine all the forms submitted by the agency. The project priority must be unique for all projects reported. There can only be one project priority "1" among all forms submitted.

20) How does the agency decide on the project priority assigned to a project on the '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 must be 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 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 Form 7 if 10 percent or more of the time is spent on IT related functions (e.g., four hours within a 40-hour work week). Budget a prorated amount based on the percentage of time spent. 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. Generally, if time spent on IT related work averages four 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. Non-IT managerial/executive staff would include, but are not limited to, Governor Appointed and Deputy Attorney General classifications.

22) We have several facilities where we plan to install security cameras. The cameras in each facility includes software and will be networked to a local server. The facilities will not be networked together or to the state office. The estimated cost for each facility is approximately $200,000. 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 connect to the central office. Two facilities will be upgraded next year. How do we complete the EBO Form 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 fiscal year 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 Fiscal Year if appropriate and if the data is available.

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

25) How do we report enterprise IT projects or multiple agency projects? Agencies may participate in multiple agency or enterprise IT projects in several 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 7 if the total IT cost for all agencies combined meets the threshold.

If the combined total enterprise IT project cost is $250,000.00 or more, each participating agency must complete and submit a 'Proj' tab 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 like any other IT project. 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