

## EBO Form 7 – Information Technology Frequently Asked Questions

Last Updated: 08/21/2020

**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
AID - Sec/Infrastructure Mgmt	Gov Appt Asst Agcy Director C	OIT Highly Specialized IT Prof
AID - Software Developer	Governor Appt Agcy Director B	Operations Support Tech
ALDOT Train/EDP Manager	Govnr’s Executive Group A	PEEHIP Data Integrity Mgr I
ALEA Compt Forn Invstgtr(T)	I T Security Anlyst	Programmer
AOC - Project Manager I	I T Systems Mgt Spec I	Programmer Analyst
AOC - Project Manager II	I T Systems Mgt Specialist II	Programmer Analyst Associate
AOC - Project Manager III	Info Systems Supp Spec I	Programmer Analyst I (T)
AOC Data Ctr Oper Mgr	Info Systems Supp Spec II	Programmer Analyst, Assoc
Business Technology Analyst	Info Systems Supp Spec III	Programmer Analyst, Sr
Business Technology Spec	Info Technology Architect	RSA Data Center Manager
Chief Data Officer	Infrastructure Supp Engineer	RSA I T Manager
Chief Information Officer	Infrastructure System Admin	RSA Imaging Specialist
Computer Programmer	IT Function Systems Analyst	RSA Senior IT Manager
Crime Info Center Dir(T)	IT Functionl Systems Anlyst	Secretary of Info Technology
Cybersecurity Analyst	IT Manager I	Security A & E Analyst
D P Info System Mgr II (T)	IT Manager II	Security Systems Admin
Data Entry Operator	IT Manager III	Security Systems Oper
Data Entry Specialist	IT Operations Manager	SR Info Sys Administrator
Data Operations Tech II	IT Operations Specialist	SR IT Security Analyst
Data Processing Spec I(T)	IT Operations Supervisor	SR Network Administrator
Data Processing Spec II	IT Operations Technician	SR Software Developer
Data Processing Spec II(T)	IT Project Director, Associate	SR Systems Design Eng
Data Processing Spec III(T)	IT Project Manager	SR Technical Support Anlyst
Dir of Entrprse IT Port Gov	IT Security Anlyst	State Business Systems Dir
Dir of Mgmt Information Sys	IT Systems Spec (Supervisor)	Statewide Enterprse Systms Specialst
Dir of RSA Securty Access Ctrl	IT Systems Spec, Assoc	Sys Support Analyst
Distributed Systems Technician	IT Systems Specialist	System Support Specialist
DP Operations Supv II	IT Systems Specialist Assoc.	Systems Administrator
Enterprise Project Manager	IT Systems Specialist, Sr	Systems Design Engineer
Entrprs Rsrc Pln Prj Dir	IT Systems Technician	Systems Support Technician
Fin Asst Dir: Info/Adm Svs	IT Systems Technician Senior	Tech Services Specialist I
Forensic Tech Examiner	IT Systems Technician, Sr	Tech Services Specialist II
Forensic Tech Examiner, Sr	ITS Security Manager	Tech Services Specialist III
Forensic Technology Manager	M H Info Systems Coord I	Technology Operations Spec
GIS Manager	M H Info Systems Coord II	Technology Procurement Mgr
GIS Specialist	Manager, RSA Security	Telecommunications Coord(T)
GIS Specialist, Senior	MH Chief Information Officer	UJS Programmer Trainee
GIS Technician	MH IT Project Manager	Web Designer
GIS Technician, Sr	Microfilm Services Supv (T)	

**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 of 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, 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 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, heat 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 internet connection is IT related. 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, resubmit the EBO Form(s) 7 and, on the coversheet of each one after the name of the contact person, add the word "REVISION" in capital letters at the end as shown in the example below:

<b>Name</b>	John Smith REVISION
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**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 represent 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. Either submit separate EBO Forms 7 for different sections or divisions, or submit an EBO Form 7 for the agency total.

**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. 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 is less 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.

**19) The agency plans to submit several sets of EBO Forms 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 work. 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.

**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 be connected with 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 (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, 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 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 similar to 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](mailto:infoOIT@oit.alabama.gov)**