CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES
P.O. Box 419064, Rancho Cordova, CA 95741-9064

Reason for this Transmittal

[ ] State Law or Regulation Change
[ ] Federal Law or Regulation Change
[ ] Court Order or Settlement Change
[ ] Clarification requested by One or More Counties
[X] Initiated by DCSS

February 3, 2005

LCSA LETTER: 05-03

ALL IV-D DIRECTORS

SUBJECT: ELECTRONIC DATA PROCESSING MAINTENANCE AND OPERATIONS FUNDING REQUESTS FOR STATE FISCAL YEAR 2005/06

This letter provides the local child support agencies (LCSAs) with the necessary information required to prepare the next cycle of Electronic Data Processing (EDP) Maintenance and Operations (M&O) budget requests for State Fiscal Year (SFY) 2005/06. The Department of Child Support Services (DCSS) requests submission of the completed electronic EDP M&O documents by **close of business on Friday, February 18, 2005**.

DCSS provided authorized LCSA representatives with access to their specific agency EDP M&O electronic budget worksheets for SFY 2005/06 through the secured LCSA website on January 3, 2005. Those LCSAs with a change in designated EDP Maintenance & Operations (M&O) representatives from the SFY 2004/05 budget year, or who have other issues regarding LCSA website access, please contact Shelly Boyd at (916) 464-5368 or by e-mail at: shelly.boyd@dcss.ca.gov.

During the SFY 2004/05 budget cycle, DCSS verbally instructed LCSAs to allocate EDP staff time based on actual activities performed. For SFY 2005/06, LCSAs must continue to allocate EDP staff time to the appropriate EDP or non-EDP budget, based on the amount of time spent in each activity. For example, if a staff member supports an e-mail server 60% of the time and manages an EDP M&O budget the remaining 40% of the time, then 60% of the staff member's salary/benefits goes into the Non-EDP administrative budget (0.6 FTE) and 40% of the remaining applies to the EDP budget (0.4 FTE).

As in previous years, EDP Approvals analysts will compare each LCSA's EDP M&O budget request against the LCSA's current year baseline allocations and actual current and past year expenditures. DCSS reminds LCSAs of the following important issues:

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- ***Hardware/Software Replacements:*** DCSS will not be supporting EDP equipment refresh requests in the SFY 2005/06 budget process. LCSA hardware and software replacements will only be considered for the most critical equipment needs. LCSAs will need to contact their respective EDP Approvals analyst to discuss critical equipment replacement needs.
- ***Memorandum Of Understanding (MOU) or Service Agreement*:** Based on federal requirements (45 CFR 95.605 and 45 CFR 95.611) LCSAs receiving a charge back fee from their County Information Technology (IT) departments must submit a current MOU agreement for SFY 2005/06 as part of the yearly EDP budget request process. LCSAs may submit MOU documents in hardcopy or electronically to their assigned EDP Approvals analyst.
- ***Contracts/Leases/Purchase Orders:*** Any contracts, leases, or purchase orders equal to or greater than $100,000, or contract amendments that are equal to or greater than $100,000 and/or extend schedule over 60 days, require **prior** federal approval. LCSAs must submit contracts to their assigned EDP Approvals analyst. LCSAs must allow for a 30-day review by DCSS with an additional 60-day review by Administration for Children and Families.
- ***Operating Equipment & Expenses* (OE&E):** Consortia are required to capture direct and indirect OE&E costs in the EDP M&O budget associated with EDP project staff. ***Direct*** OE&E costs associated with EDP staff, such as training, travel, or any other costs that can be charged directly, must be submitted under the EDP M&O budget and direct charged whenever possible. For ***Indirect*** OE&E costs such as facilities, communications, and general expense the LCSAs need to utilize a percentage of EDP IT staff FTEs to total LCSA FTEs.
- ***Training PCs:*** PCs used for training are funded through the EDP M&O budget, not the non-EDP administrative budget.
- ***Enhancements and Conversions:*** Do **not** include Enhancement or Conversion funding requests in the EDP M&O funding worksheets.

To assist the LCSAs and Consortia in filling out the website forms correctly, DCSS provides the following reference documents:

- Attachment I provides definitions by the line items listed in the EDP M&O budget request form.
- Attachment II provides LCSAs with a set of guidelines and instructions that have been created to assist the LCSAs in filling out the EDP M&O website budget request.
- Attachment III details cell references.
- Attachment IV provides LCSAs with a current minimum personal computer specification.
- Attachment V provides the names of the EDP Approvals Unit analysts and current LCSA assignments.

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If LCSAs need to submit documents via e-mail, please refer to Attachment V for the LCSA's assigned EDP Approvals analyst. Please send all hardcopy documents to the following address:

Department of Child Support Services
Administrative Services Division
Attention: EDP Approvals Unit
P. O. Box 419064 MS-21
Rancho Cordova, CA 95741-9064

Once the EDP M&O budget request forms have been completed on the website, the IV-D Director will be required to submit them to DCSS. The IV-D Director's submission locks the data and serves as the Director's approval. Changes to the data after submission will require coordination with the EDP Approvals analyst. For questions, please contact the assigned EDP Approvals analyst or Linda Adams, Manager County Allocations and Claims Policy Unit, at (916) 464-5352.

Sincerely,

/os/

OLIVIA CORTEZ
Deputy Director
Administrative Services Division

Interim System EDP M&O Funding Requests

Budget Line Item Definitions

OBSOLETE

DATA	DEFINITION
Table 1: Recurring LCSA M&O Costs	
A. Personnel / Services	
LCSA Personnel (Rolls forward from Table 2)	LCSA staff that provide management, technical, and support services to the Child Support Enforcement (CSE) system.
Contractor LCSA Services (Rolls forward from Table 2)	LCSA-held contracts directly supporting the CSE system such as: IT personnel that provide programming and/or maintenance of the CSE system, or maintenance agreements for Servers, PCs, Printers, etc.
B. LCSA's County IT/DP Shop (Contractor & County)	
Personnel Charges	Costs charged back to the LCSA from the County Information System Division (ISD). These County ISD personnel or Contractor staff directly support the CSE system. *(Commonly included in ISD service & rate schedules, and written in an executed Memorandum of Understanding between the LCSA and the County ISD).*
Production Charges	Costs charged back to the LCSA from the County ISD for data center computer systems usage directly related to the maintenance and operation of the CSE system. Typically, these costs are billed as processor, disk, tape; or, by system, such as: IBM, Unisys, or Mid-Range computing. *(Commonly included in ISD service & rate schedules, and written in an executed Memorandum of Understanding between the LCSA and the County ISD).*
Network Charges	Costs charged back to the LCSA from the County ISD for charges associated with installation, access, or usage of wide-area networks (WAN) utilized for accessing the CSE system *(Commonly included in ISD service & rate schedules, and written in an executed Memorandum of Understanding between the LCSA and the County ISD).*
C. Equipment Lease & Maintenance	
Network (Itemize)	LCSA-specific "local" costs related to maintenance, operation, or usage of local or wide area networks (WAN) for accessing the CSE application.
HW Lease (Itemize)	Continuing LCSA lease agreements on Hardware (HW), such as: mainframes, network servers, network printers, PCs. *[Note: LCSA's initial lease payment for first year setup must be submitted through a non-recurring project request.]*
HW Maintenance (Itemize)	Ongoing costs for maintenance service agreements to support CSE system hardware beyond the manufacturer's original warranty.

Interim System EDP M&O Funding Requests

Budget Line Item Definitions

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DATA	DEFINITION
Table 1: Recurring LCSA M&O Costs	
D. Software Maintenance	
SW Maintenance (Itemize)	Itemize all recurring software (SW) costs associated with the CSE system such as: JetForms, Voice Response Units (VRUs), operating systems, terminal emulators, subscriptions, licenses, etc.
E. OE&E	
Site & Facilities (Itemize)	Include **direct** site and facilities costs associated with EDP staff located in a facility separate from the LCSA office. These costs are for EDP staff supporting the CSE system as listed in *Table 2: Recurring LCSA M&O Staff Resources*. For **indirect** site and facilities costs whereby program and EDP project staff are co-mingled, the LCSAs need to utilize a percentage of full-time equivalent (FTE) EDP M&O staff to total LCSA FTEs.
Training (Itemize)	Training associated with the LCSA personnel itemized in *Table 2: Recurring LCSA M&O Staff Resources*.
Travel (Itemize)	Travel associated with the LCSA personnel itemized in *Table 2: Recurring LCSA M&O Staff Resources*.
Overhead/Indirect (Itemize)	Include **direct** Overhead/Indirect costs associated with EDP staff listed in *Table 2: Recurring LCSA M&O Staff Resources*. For **indirect** Overhead/Indirect costs, the LCSAs need to utilize a percentage of full-time equivalent (FTE) EDP M&O staff to total LCSA FTEs. Overhead/Indirect costs include external fees paid to supporting departments and agencies for services that indirectly support EDP M&O activities; includes ISD overhead/indirect fees.
Other (Itemize)	Include any Other **direct** costs associated with EDP staff listed in *Table 2: Recurring LCSA M&O Staff Resources*. For Other **indirect** costs, the LCSAs need to utilize a percentage of full-time equivalent (FTE) EDP M&O staff to total LCSA FTEs. The "Other" category captures all other miscellaneous operating expenses and equipment attributable to the LCSA EDP staff such as communication, printing, postage, cell phones, pagers, etc.

Interim System EDP M&O Funding Requests

Budget Line Item Definitions

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DATA	DEFINITION
Table 2: Recurring LCSA M&O Staff Resources	
A. LCSA Personnel	
Management Staff	LCSA staff that perform management activities directly related to the maintenance and operations of the CSE system. These staff are counted by FTEs. Note: FTEs should be entered in full or partial increments starting with .1 which would represent a partial FTE working 10% of the time on EDP up to a Full FTE entered as 1, which would represent an FTE working 100% on EDP. Do not use a measurement of 50% or more to represent a full time equivalent at 1.
Technical Staff	LCSA staff that perform technical activities directly related to the maintenance and operations of the CSE system. These staff are counted by FTEs. Note: FTEs should be entered in full or partial increments starting with .1 which would represent a partial FTE working 10% of the time on EDP up to a Full FTE entered as 1, which would represent an FTE working 100% on EDP. Do not use a measurement of 50% or more to represent a full time equivalent at 1.
Support Staff	LCSA staff that perform support activities directly related to the maintenance and operations of the CSE system. These staff are counted by FTEs. Note: FTEs should be entered in full or partial increments starting with .1 which would represent a partial FTE working 10% of the time on EDP up to a Full FTE entered as 1, which would represent an FTE working 100% on EDP. Do not use a measurement of 50% or more to represent a full time equivalent at 1.
B. Contractor(s) – List Vendors	
Contractor(s) [Itemize]	Contracts held directly by the LCSA that support the CSE system. [Be sure to include applicable portion of a vendor's contract if vendor provides multiple services].

Interim System EDP M&O Funding Requests

Budget Line Item Definitions

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DATA	DEFINITION
Table 3: Non-Recurring LCSA M&O Cost Summary	
Non-Recurring LCSA M&O Cost Summary	This summary page rolls up all Non-Recurring LCSA EDP M&O projects as defined by the LCSAs. Includes totals for each Non-Recurring project, and provides a grand total of all Non-Recurring project costs. Acceptable Non-Recurring EDP M&O projects include components in the infrastructure directly used to access the CSE system (e.g., LAN, network servers, PCs, printers), or subsystems that directly connect to or share information with the CSE system (e.g., Voice Response Units [VRU]).
Table 3 Project #X: Non-Recurring LCSA M&O Cost Justification Worksheet	
Non-Recurring LCSA M&O Cost Justification Worksheet	A detailed justification worksheet providing an explanation of a Non-Recurring EDP M&O project requesting new, upgrades or replacement schedules of hardware and/or software; or, IT automation solutions to maintain the existing CSE system***. [Do not include enhancements or conversion projects in this EDP M&O budget.]***
Description	An in-depth description of a Non-Recurring project that includes an explanation of the new equipment to be purchased and related technical specifications. Also, identify consequences if a project is not funded. If applicable, the in-depth description needs to include the current hardware/software specifications that are being replaced.
Project Contact	The LCSA point of contact for DCSS staff to contact when reviewing LCSA EDP M&O funding requests. Whoever signs into the EDP system and begins the request of a Non-Recurring project, the *Project Contact* area will automatically populate that person's information.
LCSA Personnel	The total cost of LCSA staff performing IT technical services required to complete implementation of the Non-Recurring project described. LCSA must time-study applicable staff costs and claim against the Non-Recurring project. **These hours/FTEs/costs will be exclusive of Recurring M&O staff listed in *Table 2: Recurring LCSA M&O Staff Resources*.**
Contractor Services	The total cost of Contract staff performing IT technical services required to complete implementation of the Non-Recurring project described. The Contract staff must time-study applicable costs and claim against the Non-Recurring project. **These hours/FTEs/costs will be exclusive of Recurring M&O contract staff listed in *Table 2: Recurring LCSA M&O Staff Resources, Contractor(s)*.**

Interim System EDP M&O Funding Requests

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DATA	DEFINITION
Table 3 Project #X: Non-Recurring LCSA M&O Cost Justification Worksheet (continued)	
Hardware	The total cost of Non-Recurring EDP M&O project hardware supporting or interfacing with the CSE system with cost of less than $5,000 per unit***. [This equipment is minor, therefore considered non-depreciable.]***
Hardware: Depreciable (>=$5,000)	The total cost of Non-Recurring EDP M&O hardware supporting or interfacing with the CSE application with a cost greater than or equal to $5,000 per unit. If procuring depreciable hardware, a separate Non-Recurring EDP M&O project must be created consisting of ONLY the depreciable hardware. ***[This equipment must be depreciated.]***
Software	The total cost of Non-Recurring EDP M&O operating systems, interface applications, or terminal emulation software required to support the CSE system.
Statement of Problem	A statement identifying what the LCSA plans to accomplish with the funds. A pull-down list provides the LCSA with allowable problem statements.
Item Description	Line item detail of hardware, software, LCSA Personnel, Contractor Services, or Other costs summarized under the *Estimated Non-Recurring Project Costs* section.
Schedule	An outline that describes the major tasks for the Non-Recurring EDP M&O project schedule, sequentially listing task start and completion dates. *[If request involves Depreciable hardware, the schedule start date must coincide with the date of planned purchase and implementation. Additionally, the LCSA needs to submit a depreciation schedule under separate cover to its assigned DCSS Automation Funding Approvals Analyst.]*
Competitive Procurement	In accordance with 45 CFR part 74, all procurement transactions shall promote open and free competition to the maximum extent possible. The LCSA must select the purchase method that it plans to utilize when purchasing items associated with the Non-Recurring EDP M&O project.

Interim System EDP M&O Funding Requests

Budget Line Item Definitions

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DATA	DEFINITION
Table 4: Recurring Consortium M&O Costs	
1. Central Processing Charges	Costs charged back to the Consortium from the County Information System Division (ISD), or costs charged to DCSS on behalf of the Consortium from the Health and Human Services Data Center (HHSDC). These charges are associated with data center computer systems usage and network costs directly related to the maintenance and operation of the CSE system. Typically, these costs are billed as processor, disk, tape; or by system, such as: IBM, Unisys, or Mid-Range computing; access, or usage of wide-area networks (WAN) utilized for accessing the CSE system *(Commonly included in service & rate schedules, and written in an executed Memorandum of Understanding between the LCSA and the County ISD, or DCSS and HHSDC).*
2. Contract Services	Consortium-held contracts that directly support the Consortium CSE system. [Be sure to include applicable portion of a vendor's contract if vendor provides multiple services].
3. County IT Personnel	
Management Staff	Consortium staff that perform management activities directly related to the maintenance and operations of the Consortium CSE system (includes any LCSA staff redirected/allocated to support the Consortium). These staff are counted by FTEs.
Technical Staff	Consortium staff that perform technical activities directly related to the maintenance and operations of the Consortium CSE system (includes any LCSA staff redirected/allocated to support the Consortium). These staff are counted by FTEs.
Support Staff	Consortium staff that perform support activities directly related to the maintenance and operations of the Consortium CSE system (includes any LCSA staff redirected/allocated to support the Consortium). These staff are counted by FTEs.
4. Equipment Lease & Maintenance	
HW Lease (Itemize)	Ongoing Consortium lease agreements on hardware, such as: mainframes, network servers, network printers, PCs. *[Note: Consortium initial lease payment for first year setup must be submitted through a Non-Recurring project request.]*
HW Maintenance (Itemize)	Ongoing Consortium costs for maintenance service agreements to support the Consortium CSE system hardware beyond the manufacturer's original warranty.

Interim System EDP M&O Funding Requests

Budget Line Item Definitions

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DATA	DEFINITION
Table 4: Recurring Consortium M&O Costs	
5. Software Maintenance	
SW Maintenance (Itemize)	Itemize all recurring software (SW) costs associated with the CSE system such as: JetForms, Voice Response Units (VRUs), operating systems, terminal emulators, subscriptions, licenses, etc.
6. OE&E	
Site & Facilities (Itemize)	Include **direct** site and facilities costs associated with Consortium EDP staff located in a facility separate from the LCSA office. These costs are for Consortium EDP staff supporting the CSE system as itemized in line item *#3: County IT Personnel*. For **indirect** site and facilities costs whereby program and Consortium EDP project staff are co-mingled, the Consortium needs to utilize a percentage of full-time equivalent (FTE) EDP M&O staff to total FTEs.
Training (Itemize)	Training associated with Consortium staff itemized under line item *#3: County IT Personnel*.
Travel (Itemize)	Travel associated with Consortium staff itemized under line item *#3: County IT Personnel*.
Overhead/Indirect (Itemize)	Include **direct** Overhead/Indirect costs associated with Consortium EDP staff itemized in line item *#3: County IT Personnel*. For **indirect** Overhead/Indirect costs, the Consortium needs to utilize a percentage of full-time equivalent (FTE) EDP M&O staff to total FTEs. Overhead/Indirect costs include external fees paid to supporting departments and agencies for services that indirectly support EDP M&O activities; includes ISD overhead/indirect fees.
Other (Itemize)	Include any Other **direct** costs associated with Consortium EDP staff itemized in line item *#3: County IT Personnel*. For Other **indirect** costs, the Consortium needs to utilize a percentage of full-time equivalent (FTE) EDP M&O staff to total FTEs. The "Other" category captures all other miscellaneous operating expenses and equipment attributable to the LCSA EDP staff such as communication, printing, postage, cell phones, pagers, etc.

Interim System EDP M&O Funding Requests

Budget Line Item Definitions

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DATA	DEFINITION
Table 5: Non-Recurring Consortium M&O Cost Summary	
Non-Recurring Consortium M&O Cost Summary	This summary page rolls up all Non-Recurring Consortium EDP M&O projects as defined by the Consortium. Includes totals for each Non-Recurring project, and provides a grand total of all Non-Recurring project costs. Acceptable Non-Recurring Consortium EDP M&O projects include components in the infrastructure directly used to access the CSE system (e.g., LAN, network servers, PCs, printers), or subsystems that directly connect to or share information with the CSE system (e.g., Voice Response Units [VRUs]).
Table 5 Project #X: Non-Recurring Consortium M&O Cost Justification Worksheet	
Non-Recurring Consortium M&O Cost Justification Worksheet	A detailed justification worksheet providing an explanation of a Non-Recurring Consortium EDP M&O project requesting new, upgrades or replacement schedules of hardware/software; or, IT automation solutions to maintain the existing CSE system. **[Do not include enhancements or conversion projects in this EDP M&O budget.]**
Description	An in-depth description of a Non-Recurring project that includes an explanation of the new equipment to be purchased and related technical specifications. Also, identify consequences if a project is not funded. If applicable, the in-depth description needs to include the current hardware/software specifications that are being replaced.
Project Contact	The Consortium point of contact for DCSS staff to contact when reviewing Consortium EDP M&O funding requests. Whoever signs into the EDP system and begins the request of a Non-Recurring project, the *Project Contact* area will automatically populate that person's information.
Consortium Personnel	The total cost of Consortium staff performing IT technical services required to complete implementation of the Non-Recurring project described. Consortium/LCSA Personnel must time-study applicable staff costs and claim against the Non-Recurring project. **These hours/FTEs/costs will be exclusive of Recurring Consortium M&O staff listed in *Table 4: County IT Personnel.***

Interim System EDP M&O Funding Requests

Budget Line Item Definitions

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DATA	DEFINITION
Contractor Services	The total cost of Consortium Contract staff performing IT technical services required to complete implementation of the Non-Recurring project described. The Consortium contractors must time-study applicable costs and claim against the Non-Recurring project. **These hours/FTEs/costs will be exclusive of Recurring Consortium M&O vendor staff listed in *Table 4: Contract Services.***
Table 5 Project #X: Non-Recurring Consortium M&O Cost Justification Worksheet (continued)	
Hardware	The total cost of Non-Recurring Consortium EDP M&O project hardware supporting or interfacing with the CSE system with a cost of less than $5,000 per unit. ***[This equipment is minor, therefore considered non-depreciable.]***
Hardware: Depreciable (>=$5,000)	The total cost of Non-Recurring EDP Consortium M&O hardware supporting or interfacing with the CSE application with a cost greater than or equal to $5,000 per unit. If procuring depreciable hardware, a separate Non-Recurring EDP M&O project must be created consisting of ONLY the depreciable hardware. ***[This equipment must be depreciated.]***
Software	The total cost of Non-Recurring Consortium EDP M&O operating systems, interface applications, or terminal emulation software required to support the CSE system.
Statement of Problem	This summary states what the Consortium plans to accomplish with the funds. A pull-down list provides the Consortium with allowable problem statements.
Item Description	Line item detail of hardware, software, LCSA Personnel, Contractor Services, or Other costs summarized under the *Estimated Non-Recurring Project Costs* section.
Schedule	An outline that describes the major tasks for the Non-Recurring Consortium EDP M&O project schedule, sequentially listing task start and completion dates. *[If request involves Depreciable hardware, the schedule start date must coincide with the date of planned purchase and implementation. Additionally, the Consortium needs to submit a depreciation schedule under separate cover to its assigned DCSS Automation Funding Approvals Analyst.]*
Competitive Procurement	In accordance with 45 CFR part 74, all procurement transactions shall promote open and free competition to the maximum extent possible. LCSA must select the purchase method that it plans to utilize when purchasing items associated with the Non-Recurring Consortium EDP M&O project.

Interim System EDP M&O Funding Requests

Guidelines & Instructions

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Introduction:

Each Local Child Support Agency (LCSA) designated budget representative will be provided with access to the State Department of Child Support Services (DCSS) secured website for read/write use of the Electronic Data Processing (EDP) Maintenance & Operations (M&O) forms. LCSA IV-D Directors must provide approval for the electronic submission of the LCSA's budget request.

General Rules: EDP M&O Budget Requests

- Do not include Enhancement or Conversion funding needs in the EDP M&O budget request. Enhancement and Conversion funds are addressed separately from the EDP M&O budget request.
- Provide detailed explanations for all Recurring and Non-Recurring EDP M&O funding requests. LCSAs will be required to report actual expenditures (by individual recurring line item) at the time costs are claimed.
- When requesting funds, include any associated expenses (i.e. tax, shipping, installation, etc.) in the funding request where appropriate. Round amounts requested to the nearest dollar.
- Unspent EDP M&O funding allocations do not "roll forward" from one state fiscal year to another.
- Report EDP equipment that staff utilizes to access the child support application for more than 50 percent of their time.
- The LCSAs must receive **prior** approval from DCSS regarding the use of cost savings associated with Recurring and Non-Recurring project allocations.
- Do not include software upgrades as a Recurring cost. If the LCSA's baseline figures currently include software upgrades, the costs need to be re-categorized into a Non-Recurring project(s).
- EDP staff costs must include associated Operating Expenses & Equipment (OE&E) costs. OE&E costs identified for IT Staff should be calculated as a percentage of IT staff relative to the total number of LCSA staff.
- Training PCs are funded through the EDP M&O budget.
- LCSAs are required to submit an inventory list of all EDP M&O equipment.
- Any contracts, leases, or purchase orders equal to or greater than $100,000, or that extend schedule over 60 days, require prior federal approval. Documents must be submitted to DCSS timely so to allow for a 30-day review by DCSS, and a 60-day review by the federal government.

Interim System EDP M&O Funding Requests

Guidelines & Instructions

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General Rules: Non-Recurring EDP M&O Projects

- Flat panel monitors and monitors over 19 inches will **not** be allowed to be purchased through either the EDP or Non-EDP Administrative allocations during SFY 2005/06.
- LCSAs must adhere to DCSS established PC system configuration minimum standards and price range.
- LCSAs must submit to DCSS price quotes for all hardware and software items requested in Non-Recurring projects.
- Non-Recurring project allocations must be used only for the original project defined by the LCSAs, and approved by DCSS. Non-Recurring funds are not transferable between Non-Recurring projects.
- DCSS expects LCSAs to complete all approved Non-Recurring EDP M&O projects as defined by the LCSAs in their original justification worksheets for the specific state fiscal year. If LCSAs fail to complete approved Non-Recurring EDP M&O projects within the same state fiscal year, funding must be re-requested and the project re-justified for completion in the following budget year. However, LCSAs risk receiving no additional funds in the budget year for project completion. Incomplete Non-Recurring EDP M&O projects will be reviewed and assessed for approval on the same basis as newly submitted Non-Recurring EDP M&O projects for budget year.
- For Non-Recurring projects that require additional LCSA or Consortium staff resources above and beyond the staffing levels identified in *Table 2: Recurring LCSA M&O Staff Resources or Table 4, #3: County IT Personnel,* LCSAs and Consortia need to identify these additional resource costs within the Non-Recurring project. Additionally, these staff must time study to the specific Non-Recurring projects.
- If LCSAs opt to lease equipment instead of purchase, a cost benefit analysis must be submitted to support the lease option.
- For components requested with a cost greater than $500 the LCSA is required to maintain the component on an inventory log in accordance with federal EDP hardware inventory requirements pursuant to 45 CFR 92.

Interim System EDP M&O Funding Requests

Guidelines & Instructions

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Commonly Referenced EDP M&O Regulations

EDP M&O Service Contracts:

Per federal regulation 45 CFR 95.611(b)(2)(iii), EDP child support contracts equal to or greater than $100,000 must be submitted for prior federal approval to the Administration for Children and Families (ACF) before execution. Additionally, 45 CFR 95.611(2)(iv) states that contract amendments also need prior federal approval if the cost of the amendment exceeds the $100,000 threshold and/or the contract time extension is more than 60 days. Please note that purchase orders and lease agreements are considered contracts that need prior federal approval. Documents must be submitted to DCSS timely so to allow for a 30-day review by DCSS, and a 60-day review by the federal government.

Information Technology (IT) Agreements:

Pursuant to federal regulation 45 CFR 95.605, LCSAs are required to maintain a service agreement or a memorandum of understanding (MOU) between the LCSA and its respective County Information Services Division (ISD). A MOU must be in place if the County ISD provides IT services at a cost to the LCSA. DCSS requires the LCSA to update the MOU annually. LCSAs must submit a copy of their current MOU during the EDP M&O budget process. Further, 45 CFR 95.605 requires the following components be addressed in a service agreement or MOU:

- Identify Automatic Data Processing (ADP) services provided by the Central Data Processing Facility.
- Identify charges associated with the services along with a schedule of expected total charges.
- Identify accounting method for services rendered and computing service charges.
- Include assurances that services provided will be timely and satisfactory.
- Include assurances that information, access, use and disposal of data will be safeguarded in accordance with federal regulations 45 CFR 205.50.
- Include period of performance.

Disposition of Equipment:

DCSS intends to issue an instructional letter to all LCSAs regarding further clarification of federal regulations 45 CFR 92.32

Interim System EDP M&O Funding Requests

Guidelines & Instructions

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Recurring EDP M&O

The Recurring Budget Request identifies annually incurred automation expenses in support of the LCSA's CSE system. Through DCSS's EDP M&O website, LCSAs request funding for annual recurring expenses associated with the designated cost categories listed in *Table 1: Recurring LCSA M&O Costs*.

LCSAs receive *Table 1: Recurring LCSA M&O Costs* populated with current state fiscal year approved baseline allocations under the heading "SFY 2004/2005 Baseline". LCSAs need to compare actual expenditures claimed versus projected costs for current year. If LCSAs anticipate not expending their entire EDP M&O allotment in current year, the new EDP M&O request for budget year must reflect the more accurate and lesser budget amount required. Any recurring budget line item increases or decreases between Current Fiscal Year and Budget Year must be explained in the "Explanation" field associated with the impacted budget line item.

TABLE 1: Recurring LCSA M&O Costs

Section A. Personnel/Services: (No input required, totals rollup from Table 2)
This cost category reports EDP information technology (IT) costs as measured in full-time equivalents (FTEs) requested for LCSA Personnel and Contractor LCSA Services supporting the CSE system. (See Data Definitions, Table 2, for further explanation of cost categories). Increased personnel costs associated to cost of living adjustments (COLA) must be supported by documentation. Likewise, personnel and services contracts held by the LCSA need to be submitted to DCSS for review and approval.

Section B. LCSA's County IT/DP Shop:
This cost category reports the total costs charged back to the LCSA from the County Information ISD for IT services provided to the LCSA in support of CSE system maintenance and operations. The LCSA is required to provide projected recurring CSE system maintenance and operations costs for the following County IT/DP sub-cost categories:

- Personnel Charges ~ Include costs to be billed to the LCSA for County ISD or Contractor staff providing CSE maintenance and operations support to the LCSA. The LCSA needs to report costs associated with IT contracts held by the County ISD in this cost category. Increased personnel COLA must be supported by documentation.
- Production Charges ~ Include costs charged back to the LCSA for County ISD data center computer systems usage directly related to the maintenance and operation of the CSE system.
- Network Charges ~ Include costs charged back to the LCSA for installation, access, or usage of WAN used to access the CSE system.

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Required supporting documentation for LCSA's *County IT/DP Shop* category:

- IT services agreement or MOU (performance period must coincide with state fiscal year).
- ISD cost supporting documentation (ISD cost projections or ISD billing invoices).
- Supporting documentation for any COLA increase in IT staff costs.
- Any contracts equal to or greater than $100,000 that need prior federal approval.

Section C. Equipment Lease & Maintenance:

This cost category identifies recurring costs at the local LCSA level for hardware lease and maintenance, and services supporting the LCSA CSE system connectivity.

- Network ~ Include costs associated with local charges for maintenance and operation of the LCSAs local WAN used for CSE system access. Services provided to the LCSA by the County ISD must be included in a MOU between the LCSA and the County ISD.
- HW Lease ~ Include costs associated with ongoing annual lease agreement payments for hardware utilized for the CSE system. When initiating a lease agreement, the initial lease agreement and associated payment must be requested as a one-time Non-Recurring project. Further, if the LCSA opts to lease hardware instead of purchasing it, a cost benefit analysis needs to be included as part of the justification. The LCSA must receive prior federal and State approval before executing any lease agreement equal to or greater than $100,000.
- HW Maintenance ~ Include annual ongoing costs for local maintenance service agreements that are outside of the manufacturers' original purchase warranties. Maintenance agreements support CSE system hardware.

Required supporting documentation for *Equipment Lease & Maintenance* category:

- IT service agreement or MOU identifying Network costs
- ISD billing invoice identifying Network costs
- Lease agreements for all leased equipment, if applicable
- Hardware maintenance agreements, if applicable

Section D. Software Maintenance

This cost category reflects an itemized listing of software costs associated with the LCSA's CSE system. Examples of typical Recurring software costs are: JetForms, Voice Response Units (VRUs), operating systems, terminal emulators, subscriptions, licenses, etc.

Note: Do not include costs in this category for new software purchases or software modifications (enhancements).

OBSOLETE

Required supporting documentation for *Software Maintenance* category:

- Price quotes for software licenses/applications, subscriptions, and other related software maintenance costs.

Section E. OE&E

This cost category reports itemized costs for OE&E associated with LCSA staff supporting CSE system maintenance and operations. The LCSA needs to report OE&E costs applicable to each LCSA staff member as identified in *Table 2: Recurring LCSA M&O Staff Resources*. OE&E costs must be broken down into the following sub-cost categories:

- Site and Facilities ~ Include direct costs related to any separate facility that houses only LCSA EDP staff listed in *Table 2: Recurring LCSA M&O Staff Resources.* For indirect site and facilities costs for LCSA EDP staff co-mingled in a facility, the LCSAs need to utilize a percentage of FTE EDP M&O staff to total LCSA FTEs.
- Training ~ Include direct costs related to the training of LCSA staff resources itemized in *Table 2: Recurring LCSA M&O Staff Resources*.
- Travel ~ Include direct travel costs associated with LCSA personnel training activities as itemized in *Table 2: Recurring LCSA M&O Staff Resources*.
- Overhead/Indirect ~ Include direct Overhead/Indirect costs associated with LCSA EDP staff itemized in *Table 2: Recurring LCSA M&O Staff Resources*. For indirect Overhead/Indirect costs for LCSA EDP staff, the LCSAs need to utilize a percentage of FTE EDP M&O staff to total LCSA FTEs. Overhead/Indirect costs include external fees paid to supporting departments and/or agencies for services that indirectly support EDP M&O activities; includes ISD overhead/indirect fees.
- Other ~ Include direct Other costs associated with EDP staff itemized in *Table 2: Recurring LCSA M&O Staff Resources*. For indirect Other costs for LCSA EDP staff, the LCSAs need to utilize a percentage of FTE EDP M&O staff to total LCSA FTEs. The “Other” category captures miscellaneous operating expenses and equipment attributable to the LCSA EDP staff such as cell phones, pagers, supplies, etc.

Required supporting documentation for *OE&E* category:

- Provide any and all supporting documentation for direct costs associated with LCSA EDP staff for site and facilities, Overhead/Indirect, and Other categories.
- Provide how many total LCSA FTEs were utilized to calculate costs per EDP FTE.
- LCSA EDP staff training class schedules and course outlines; include associated travel costs with detailed methodology.

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TABLE 2: Recurring LCSA M&O Staff Resources

Section A. LCSA Personnel
This section must reflect the LCSA's IT staff resources directly involved with supporting the CSE system. This section requires an itemized list of management, technical, and support staff classifications and costs, corresponding number of months staff work in the classification, and corresponding FTEs associated with each position. FTEs indicate how many full-time and/or part-time equivalent staff makes up a particular salary cost. LCSAs must provide explanations for changes in cost and/or FTEs from SFY 2004/2005 Baseline to SFY 2005/2006 request. Increased personnel costs associated with COLA must be supported by documentation.

Section B. Contractor(s) – List Vendors
This section must reflect the LCSA's contractor resources involved with supporting the CSE system. These contracts are held directly by the LCSA for maintenance and operations support services. This section requires an itemized input of each LCSA-held EDP M&O contract and the corresponding number of FTEs associated to each contract. For contracts in which a single vendor provides multiple services, include only the costs related to maintenance and operations of the CSE system.

Required supporting documentation for *Recurring LCSA M&O Staff Resources* category:

- COLA documentation to support increases in staff personnel costs.
- Contracts between LCSA and contract vendors providing CSE maintenance and operations support to LCSA. Contracts of $100,000 or more require prior federal approval, and must be submitted to DCSS.

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TABLE 3: Non-Recurring LCSA Cost Summary

This Cost Summary worksheet automatically populates data rolled-up from total costs of the LCSA's Non-Recurring projects. The summary table is "read only" and requires no LCSA data input.

TABLE 3 PROJECT #X: Non-Recurring LCSA Cost Justification Worksheet

The *Non-Recurring LCSA Cost Justification Worksheet* provides the LCSA with the opportunity to request EDP funding for one-time, Non-Recurring projects. Each Non-Recurring project requires a detailed description and justification of the project, a detailed list of hardware/software components, project priority, and consequences if project is not approved. EDP hardware equaling $5,000 per unit or greater must be depreciated and therefore requested in a separate Non-Recurring project. For Non-Recurring projects that require additional LCSA staff resources above and beyond the staffing levels identified in *Table 2: Recurring LCSA M&O Staff Resources,* LCSAs need to identify these additional resource costs within the Non-Recurring project under the "LCSA Personnel" line item. Likewise, if LCSAs require additional contractors to implement the Non-Recurring project, then resources need to be displayed on the "Contractor Services" line item.

The following information provides general line item instructions to assist LCSAs in filling out the *Non-Recurring LCSA Cost Justification Worksheet* more accurately and consistently:

Description:

Provide an in-depth description of the Non-Recurring project as follows:

- If the LCSA plans to request multiple Non-Recurring EDP M&O projects, identify in the description the LCSA's project priority by using Priority #1, Priority #2, etc.
- When identifying a replacement schedule, describe the quantity, year, model, fraction of equipment replacement schedule being replaced, along with a description of new equipment to be purchased incorporating the model and hardware specifications.
- When identifying new equipment or other business needs, describe quantity, year, and model; and, justify the business need thoroughly.
- If necessary, request funds to pay previous year invoices for incomplete Non-Recurring projects approved in the prior state fiscal year:
    - Explain why the project was not completed in the previous state fiscal year.
    - Explain how much was expended.
    - Explain in detail the project status and projected completion date.
    - Explain consequences if not funded in new state fiscal year.

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Project Contact:

- Project contact information will be used by DCSS staff for the purpose of contacting LCSA staff to obtain project information and establish funding allocations. The project contact information populates automatically based on the user's log on identification.

Estimated Non-Recurring Project Costs:

- LCSA Personnel ~ List total costs associated with LCSA Personnel staff required to implement the requested Non-Recurring project. For the purpose of deploying hardware and software, the LCSA may utilize existing LCSA staff. If the LCSA anticipates an additional resource need over and above the Recurring EDP staff, then associated costs need to be requested in the Non-Recurring project. Further, any additional resources need to time-study to the specific Non-Recurring project.
- Contractor Services ~ List total costs associated with LCSA Contractor Services staff required to implement the requested Non-Recurring project. For the purpose of deploying hardware and software, the LCSA may utilize established locally-held Recurring contracts. If the LCSA anticipates an additional resource need over and above the Recurring EDP Contractor Services staff, then associated costs need to be requested in the Non-Recurring project. Further, any additional resources need to time-study to the specific Non-Recurring project.
- Hardware ~ List total cost of Non-Recurring project hardware with a per unit cost of less than $5,000. Hardware under $5,000 per unit is considered "minor" equipment; therefore, the equipment is not depreciable. LCSAs must provide system configurations and corresponding price quotes for each requested hardware component. If the LCSA requests equipment replacement, the LCSA must submit an equipment inventory listing.
- Hardware: Depreciable (>= $5,000) ~ List total cost of Non-Recurring project hardware with a unit cost equal to or greater than $5,000. This type of equipment request must be submitted on a separate Justification Worksheet; **only** include depreciable equipment, sales tax and shipping in the Non-Recurring project request. LCSAs must submit system specifications, price quotes and depreciation schedules for each requested component. All other items such as the software or resources to deploy the equipment must be requested on a separate Justification Worksheet and the description section needs to clearly identify these items as part of the depreciable equipment project. When requesting depreciable EDP equipment as part of a hardware replacement schedule, LCSAs must provide DCSS with a hardware inventory log that supports the funding request.
- Software ~ List EDP software costs associated with Non-Recurring projects, such as new operating system software, terminal emulation software, or interface

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application software. This sub-cost category is also used for Non-Recurring software upgrades.

Summary: Narrative

I. Statement of Problem ~ From a pull down menu, select an allowable problem statement to identify what the LCSA plans to accomplish with the requested funds. The pull down menu provides categories for depreciable and non-depreciable project hardware components. If the LCSA selects "Other Business Needs" as a problem statement, an additional justification must be written in the next available field in the form. Also in this section of the Justification Worksheet, itemize all project costs listed in the "Estimated Non-Recurring Project Costs" section. For example, itemize costs identified for each category such as, LCSA Personnel, Contractor Services, Hardware and Software. All costs need to be itemized by Quantity, Item Description, Unit Price, and Purchase Cost.

When itemizing under section, "Statement of Problem", please utilize the following instructions:

- Quantity ~ List the number of units required such as:
  - LCSA Personnel ~ Include the estimated number of LCSA Personnel hours required for project completion.
  - Contractor Services ~ Include the estimated number of contractor staff hours required for IT services for project completion.
  - Hardware ~ Include the number of hardware components requested by the specified item.
  - Software ~ Include the number of software licenses requested by the specified item.

- Item Description ~ Provide component name and detailed specifications.
- Unit Price ~ Enter the unit price in total dollars corresponding to hardware specifications and price quotes associated to each project; include tax and shipping costs.
- Purchase Cost ~ No entry required. The Purchase Cost column will populate automatically based on Unit Price times Quantity for each line item.
  - **Note:** The total itemized summary of costs for the "Statement of Problem" section must equal the total costs under the "Estimated Non-Recurring Project Costs" section. If these figures do not match, the EDP website will not allow submission to DCSS.

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II. Schedule:

LCSAs need to provide realistic Non-Recurring project schedules, which includes a sequential listing of the description of the major tasks and associated project start and completion dates. The scheduled start date must coincide with the planned date of purchase. The LCSA needs to develop its project schedule allowing sufficient time for procurement and project approvals required to successfully start and complete the project within the state fiscal year.

- **Note:** Depreciation of equipment begins with the actual procurement date of the depreciable hardware. The major task start date identified in the LCSA's project schedule related to hardware procurement must coincide with the actual procurement date.

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Recurring Consortium EDP M&O (*To be completed by Consortia Leads)*

This table has purposely been created to closely mimic information gathered from individual LCSAs under Table 2. However, Table 4 is to be used by ***Consortia Lead LCSAs only***.

Through DCSS's EDP M&O website, Consortia Lead LCSAs request funding by designated cost categories listed in *Table 4: Recurring Consortium M&O Costs*. The Consortia Leads request funds annually to support maintenance and operations of the Consortium CSE system application on behalf of their respective member LCSAs. DCSS only allocates these funds to the Lead Consortia.

Each Consortium Lead will receive *Table 4: Recurring Consortium M&O Costs* populated with current state fiscal year approved baseline allocations under the heading "SFY 2004/2005 Baseline". Each Consortium Lead must compare actual (claimed) versus projected costs for current year. If the Consortium Lead anticipates not expending its entire EDP M&O allotment in current year, the new EDP M&O request for SFY 2005/06 must reflect the more accurate and lesser budget amount required. Any Recurring budget line item increases or decreases from one state fiscal year to the next must be explained in the "Explanation" field associated with the impacted line item.

TABLE 4: Recurring Consortium M&O Costs

1. Central Processing Charges ~ List total costs associated with computer system and network usage required for daily operation of the Consortium CSE system. These costs will need to be broken out into three sub-categories: ISD Personnel, Production Charges, and Network Charges.

Required supporting documentation for *Central Processing Charges* category:

- Costs need to be separated into three sub-categories: ISD Personnel, Production Charges, and Network Charges.
- IT services agreement or MOU (performance period must coincide with state fiscal year).
- ISD cost supporting documentation (ISD cost projections or ISD billing invoices).
- Supporting documentation for any COLA increase in IT staff costs.
- Any contracts equal to or greater than $100,000 that need prior federal approval.

2. Contract Services ~ List all Consortium-held contracts that provide maintenance and operations support services. Also include any applicable portion of a vendor's contract if vendor provides multiple services. Contracts in excess of $100,000 must receive prior federal approval before contract execution. The Consortium Lead LCSA must submit proposed contracts prior to the start of the new fiscal year with sufficient time that allows 30 days of review by DCSS, and 60 days for federal review.

Required supporting documentation for *Contract Services* category:

- All contracts equal to or greater than $100,000 that need prior federal approval.

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3. County IT Personnel ~ This category includes all Consortium/County IT Personnel resources directly involved with supporting the CSE system (include any LCSA staff redirected/allocated to support the Consortium). Itemize management, technical, and support staff classifications and costs, corresponding number of months staff work in the classification, and FTEs associated with each position. FTEs indicate how many full-time and/or part-time equivalent staff makes up a particular salary cost. Consortia Leads must provide explanations for changes in cost and/or FTEs from SFY 2004/2005 Baseline to SFY 2005/2006 request. Increased personnel costs associated to COLA must be supported by documentation.

Required supporting documentation for *County IT Personnel* category:

- COLA documentation to support increases in Consortium EDP staff costs.

4. Equipment Lease & Maintenance

- HW Lease ~ Itemize costs of ongoing annual lease agreement payments for hardware utilized for Consortium CSE system. When initiating a lease agreement, the initial lease agreement and associated payment must be requested as a one-time Non-Recurring project. Further, if the Consortium Lead opts to lease hardware instead of purchasing it, a cost benefit analysis needs to be included as part of the justification. The Consortium Lead LCSA must receive federal and State approvals before executing any lease agreement equal to or greater than $100,000.
- HW Maintenance ~ Itemize costs for ongoing Consortium maintenance service agreements that are outside of the manufacturers original purchase warranties. Maintenance agreements support CSE system hardware.

Required supporting documentation for *Equipment Lease & Maintenance* category:

- Lease agreements for all leased equipment, if applicable
- Hardware maintenance agreements, if applicable

5. SW Maintenance ~ List individually all recurring software maintenance costs for software and interface applications associated with the Consortium CSE system such as, JetForms, VRUs, operating systems, terminal emulators, subscriptions, software licenses, etc.

   - **Note**: Do not include costs in this category for new software purchases or software modifications (enhancements).

Required supporting documentation for *Software Maintenance* category:

- Price quotes for software licenses/applications, subscriptions, agreements, and other related software maintenance costs.

6. OE&E ~ This category reports the itemized costs for OE&E associated to Consortium EDP staff supporting CSE system maintenance and operations. The

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Consortia needs to report the OE&E cost applicable to each Consortium staff member identified in Table 4 under line item *#3: County IT Personnel* for the following cost categories:

- Site and Facilities ~ Include direct costs related to any separate facility that only houses Consortium EDP staff itemized in Table 4 under line item *#3: County IT Personnel*. For indirect site and facilities costs for EDP staff co-mingled in a facility, the Consortia needs to utilize a percentage of FTE EDP staff to total Consortium FTEs.
- Training ~ Include direct training costs associated with Consortium EDP staff itemized in Table 4 under line item *#3: County IT Personnel*.
- Travel ~ Include direct ravel costs associated with Consortium EDP staff itemized in Table 4 under line item *#3: County IT Personnel*.
- Overhead/Indirect ~ Include direct Overhead/Indirect costs associated with Consortium EDP staff itemized in Table 4 under line item *#3: County IT Personnel*. For indirect Overhead/Indirect costs for EDP staff, the Consortia needs to utilize a percentage of FTE EDP staff to total Consortium FTEs. Overhead/Indirect costs include external fees paid to supporting departments and/or agencies for services that indirectly support EDP M&O activities; includes ISD overhead/indirect fees.
- Other ~ Include direct Other costs associated with Consortium EDP staff itemized in Table 4 under line item *#3: County IT Personnel.* For indirect Other costs for Consortium EDP staff, the Consortia needs to utilize a percentage of FTE EDP staff to total Consortium FTEs. The “Other” category captures miscellaneous operating expenses and equipment attributable to the LCSA EDP staff such as cell phones, pagers, supplies, etc.

Required supporting documentation for *OE&E* category:

- Provide all supporting documentation for direct costs associated with Consortium EDP staff for site and facilities, Overhead/Indirect, and Other categories.
- Provide how many total Consortium FTEs were utilized to calculate costs per EDP staff FTEs.
- Consortium EDP staff training class schedules and course outlines; include associated travel costs with detailed methodology.

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Table 5: Non-Recurring Consortium Cost Summary ***(To be completed by Consortia Leads)***

This table has purposely been created to closely mimic information gathered from individual LCSAs under Table 3. However, Table 5 is to be used by ***Consortia Lead LCSAs only***.

The Cost Summary worksheet automatically populates data rolled-up from the total costs of the Consortium Non-Recurring projects. The summary table is "read only" and requires no data input by the Consortium Lead.

Table 5 Project #X: Non-Recurring Consortium M&O Cost Justification Worksheet (*To be completed by Consortia Leads)*

The *Non-Recurring Consortium Cost Justification Worksheet* provides the Consortium Lead with the opportunity to request EDP funding for one-time, Non-Recurring projects. Each Non-Recurring project requires a detailed description and justification of the project, a detailed list of hardware/software components, project priority, and the consequences if project is not approved. EDP hardware equaling $5,000 per unit or greater must be depreciated and therefore requested in a separate Non-Recurring project. For Non-Recurring projects that require additional Consortium EDP staff resources above and beyond the staffing levels identified in Table 4 under line item *#3: County IT Personnel,* Consortia need to identify these additional resource costs within the Non-Recurring project under the "Consortium/County IT Personnel" line item. Likewise, if Consortia require additional contractors to implement the Non-Recurring project, then resources need to be displayed on the "Contractor Services" line item.

The following information provides general line item instructions to assist Consortia in filling out the *Non-Recurring Consortium Cost Justification Worksheet* more accurately and consistently:

Description:

Provide an in-depth description of the Non-Recurring project as follows:

- If the Consortia Lead LCSA plans to request multiple Non-Recurring EDP M&O projects, please identify in the description the Consortia project priority by using Priority #1, Priority #2, etc.
- When identifying a replacement schedule, describe the quantity, year, model, fraction of equipment replacement schedule being replaced, along with a description of new equipment to be purchased incorporating the model and hardware specifications.
- When identifying new equipment or other business needs, describe quantity, year, and model; and, justify the business need thoroughly.
- If necessary, request funds to pay previous year invoices for incomplete Non-Recurring projects approved in the prior state fiscal year:

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- Explain why the project was not completed in the previous state fiscal year.
- Explain how much was expended.
- Explain in detail the project status and projected completion date.
- Explain consequences if not funded in new state fiscal year.

Project Contact:

- Project contact information will be used by DCSS staff for the purpose of contacting Consortium Lead LCSA staff to obtain project information and establish funding allocations. The project contact information populates automatically based on the user's log on identification.

Estimated Non-Recurring Project Costs:

- Consortium/County IT Personnel ~ List total costs associated with Consortium EDP staff required to implement the requested Non-Recurring project. For the purpose of deploying hardware and software, the Consortium may utilize existing Consortium/County IT Personnel. If the Consortium anticipates an additional resource need over and above the Recurring Consortium EDP staff, then associated costs need to be requested in the Non-Recurring project. Further, any additional resources need to time-study to the specific Non-Recurring project.
- Contractor Services ~ List total costs associated with Consortium Contractor Services staff required to implement the requested Non-Recurring project. For the purpose of deploying hardware and software, the Consortium may utilize established locally-held Recurring contracts. If the Consortium anticipates an additional resource need over and above the Recurring Consortium EDP Contractor Services staff, then associated costs need to be requested in the Non-Recurring project. Further, any additional resources need to time-study to the specific Non-Recurring project.
- Hardware ~ List total cost of Non-Recurring project hardware with a per unit cost of less than $5,000. Hardware under $5,000 per unit is considered "minor" equipment; therefore, the equipment is not depreciable. Consortia must provide system configurations and corresponding price quotes for each requested hardware component. If the Consortium requests equipment replacement, the Consortium must submit an equipment inventory listing.
- Hardware: Depreciable (>= $5,000) ~ List total cost of Non-Recurring project hardware with a unit cost equal to or greater than $5,000. This type of equipment request must be submitted on a separate Justification Worksheet; only include depreciable equipment, sales tax and shipping in the Non-Recurring project request. Consortia must submit system specifications, price quotes and depreciation schedules for each requested component. All other items such as the software or resources to deploy the equipment must be requested on a separate Justification Worksheet; and, the description section needs to clearly identify these items as part of the depreciable equipment project. When

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requesting depreciable EDP equipment as part of a hardware replacement schedule, Consortia must provide DCSS with a hardware inventory log that supports the funding request.

- Software ~ List EDP software costs associated with Non-Recurring projects, such as new operating system software, terminal emulation software, or interface application software. This sub-cost category is also used for Non-Recurring software upgrades.

Summary: Narrative

I. Statement of Problem ~ From a pull down menu, select an allowable problem statement to identify what the Consortium plans to accomplish with the requested funds. The pull down menu provides categories for depreciable and non-depreciable project hardware components. If the Consortium selects "Other Business Needs" as a problem statement, an additional justification must be written in the next available field in the form. Also in this section of the Justification Worksheet, itemize all project costs listed in the "Estimated Non-Recurring Project Costs" section. For example, itemize costs identified for each category such as, Consortium/County IT Personnel, Contractor Services, Hardware, and Software. All costs need to be itemized by Quantity, Item Description, Unit Price, and Purchase Cost.

When itemizing under section, "Statement of Problem", please utilize the following instructions:

- Quantity ~ List the number of units required such as:
  - Consortium/County IT Personnel ~ Include the estimated number of Consortium EDP staff hours required for project completion.
  - Contractor Services ~ Include the estimated number of Consortium Contractor Services staff hours required for project completion.
  - Hardware ~ Include the number of hardware components requested by the specified item.
  - Software ~ Include the number of software licenses requested by the specified item.
- Item Description ~ Provide component name and detailed specifications.
- Unit Price ~ Enter the unit price in total dollars corresponding to hardware specifications and price quotes associated to each project; include tax and shipping costs.
- Purchase Cost ~ No entry required. The Purchase Cost column will populate automatically based on Unit Price times Quantity for each line item.
  - **Note:** The total itemized summary of costs for the "Statement of Problem" section must equal the total costs under the "Estimated Non-Recurring

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Project Costs" section. If these figures do not match, the EDP website will not allow submission to DCSS.

II. Schedule:

Consortia need to provide realistic Non-Recurring project schedules, which includes a sequential listing of the description of the major tasks and associated project start and completion dates. The scheduled start date must coincide with the planned date of purchase. The Consortia needs to develop its project schedule allowing sufficient time for procurement and project approvals required to successfully start and complete the project within the state fiscal year.

- **Note:** Depreciation of equipment begins with the actual procurement date of the depreciable hardware. The major task start date identified in the Consortia project schedule related to hardware procurement must coincide with the actual procurement date.

TABLE 6: LCSA Apportioned Consortium Cost

This table provides information to the Consortia Leads only. Total costs from the Consortium Recurring and Consortium Non-Recurring [Tables 4 and 5] are shared based on a caseload percentage to member LCSAs. These total costs are shared amongst member LCSAs for program cost effectiveness measures. For SFY 2005/06, caseload percentages have been calculated based on the conversion schedule. This methodology accounts for converting LCSAs that may have a share of cost under two different systems. For example, a converting LCSA may have two months residing under its current system with an associated percentage share of cost, and ten months as a new CASES member with a percentage share of cost.

EDP M&O BUDGET DISPLAY INSTRUCTIONS

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Input Cell Reference	Cell Instructions
Global	To enter information into electronic forms, tab into and out of data fields. Data is retained only after using the "Save" button located at the bottom of the electronic form.
Global	Cell reference numbers are listed in the cell instructions according to order of appearance within the electronic forms.
Table 1	**Recurring LCSA M&O Costs**
001	**No Entry**. Baseline funding from prior year.
002	**No Entry**. Automatically populates from Table 2.
003	**No Entry.** Automatically calculates.
004	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
005	**No Entry**. Baseline funding from prior year.
006	**No Entry**. Automatically populates from Table 2.
007	**No Entry.** Automatically calculates.
008	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
009	**No Entry.** Sub-Total automatically calculates.
010	**No Entry.** Sub-Total automatically calculates.
011	**No Entry.** Sub-Total automatically calculates.
012	**No Entry**. Baseline funding from prior year.
013	Enter charges billed to the LCSA by the County ISD or Contractor staff costs that support the CSE system; exclude LCSA staff counted in Table 2.
014	**No Entry.** Automatically calculates.
015	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
016	**No Entry**. Baseline funding from prior year.
017	Enter costs charged back to the LCSA from the County ISD for data center computer systems usage directly related to the CSE system. Costs include processor time, disk storage, tape storage, etc.
018	**No Entry.** Automatically calculates.
019	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
020	**No Entry**. Baseline funding from prior year.
021	Enter costs charged back to the LCSA from the County ISD for PC network connectivity and network support. Costs include usage of LANs/WANs, installation, etc.
022	**No Entry.** Automatically calculates.
023	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
024	**No Entry.** Sub-Total automatically calculates.
025	**No Entry.** Sub-Total automatically calculates.
026	**No Entry.** Automatically calculates.
027	Under the baseline figure for SFY 03/04, Network/Communication charges are included in one total and hard coded. For SFY 04/05 request, click on the "New Item" button to create new blank lines to input separate and individual Network detail(s) and associated cost(s).
028	**No Entry**. Baseline funding from prior year.
029	Enter itemized charges associated with local network charges for maintenance and operation of the LCSAs network connections**.**
030	**No Entry.** Automatically calculates.

Input Cell Reference	Cell Instructions
031	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
032	Under the baseline figure for SFY 03/04, HW Lease charges are included in one total and hard coded if the LCSA had costs. For the SFY 04/05 request, click on the "New Item" button to create new blank lines to input separate and individual HW Lease(s) detail and associated cost(s).
033	**No Entry**. Baseline funding from prior year.
034	Enter costs for continuing LCSA lease agreements for mainframes, mini-mainframes, servers, PCs, printers; excludes any start-up lease agreements/payments. Initial lease agreements and associated payment must be requested through a Non-Recurring project.
035	**No Entry.** Automatically calculates.
036	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
037	Under the baseline figure for SFY 03/04, HW Maintenance charges are included in one total and hard coded if the LCSA had costs. For the SFY 04/05 request, click on the "New Item" button to create new blank lines to input separate and individual HW maintenance agreement(s) detail and associated cost(s).
038	**No Entry**. Baseline funding from prior year.
039	Enter cost of each individual EDP equipment maintenance agreement for service outside of the manufacturer's original purchase warranty.
040	**No Entry. Automatically calculates.**
041	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
042	**No Entry.** Sub-Total automatically calculates.
043	**No Entry.** Sub-Total automatically calculates.
044	**No Entry.** Automatically calculates.
045	Under the baseline figure for SFY 03/04, SW Maintenance charges are included in one total and hard coded if the LCSA had costs. For the SFY 04/05 request, click on the "New Item" button to create new blank lines to input separate and individual SW Maintenance item(s) detail and associated cost(s).
046	**No Entry**. Baseline funding from prior year.
047	Enter cost of each individual EDP software maintenance service agreement.
048	**No Entry.** Automatically calculates.
049	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
050	**No Entry.** Sub-Total automatically calculates.
051	**No Entry.** Sub-Total automatically calculates.
052	**No Entry.** Automatically calculates.
053	Under the baseline figure for SFY 03/04, Site and Facilities charges are included in one total and hard coded if the LCSA had associated site and facilities costs. For the SFY 04/05 request, click on the "New Item" button to create new blank lines and input itemized site and facilities cost(s) as apportioned to Table 2 staff.
054	**No Entry**. Baseline funding from prior year.
055	Enter costs related to any separate facility that houses only EDP staff listed in Table 2 as apportioned to LCSA personnel or contractor staff resources.
056	**No Entry.** Automatically calculates.
057	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.

OBSOLETE

Input Cell Reference	Cell Instructions
058	Training is a new EDP cost category for SFY 04/05, therefore no prior year costs are identified in the baseline for SFY 03/04. For the SFY 04/05 request, click on the "New Item" button to create new blank lines and input training costs associated to Table 2 staff.
059	**No Entry**. New category; no previous baseline funding.
060	Enter itemized costs associated with training LCSA personnel itemized in Table 2.
061	**No Entry.** Automatically calculates.
062	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
063	Travel is a new cost category for SFY 04/05, therefore no prior year costs are identified in the baseline for SFY 03/04. For the SFY 04/05 request, click on the "New Item" button to create new blank lines and input Travel costs associated to Table 2 staff.
064	**No Entry**. New category; no previous baseline funding.
065	Enter itemized costs associated with travel for LCSA personnel itemized in Table 2.
066	**No Entry.** Automatically calculates.
067	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
068	Under the baseline figure for SFY 03/04, Overhead/Indirect charges are included in one total and hard coded if the LCSA had associated Overhead/Indirect costs. For the SFY 04/05 request, click on the "New Item" button to create new blank lines and input itemized overhead/indirect cost(s) as apportioned to Table 2 staff.
069	**No Entry.** Baseline funding from prior year.
070	Enter a percent to total of overhead/indirect costs associated with EDP Staff itemized in Table 2. Include costs paid to external agencies for indirect support of EDP M&O activities.
071	**No Entry.** Automatically calculates.
072	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
073	Under the baseline figure for SFY 03/04, Other charges are included in one total and hard coded if the LCSA had associated Other costs related to Table 2 staff. For the SFY 04/05 request, click on the "New Item" button to create new blank lines and input an itemized percent of Other costs associated to Table 2 staff.
074	**No Entry**. Baseline funding from prior year.
075	Enter a percent to total of "other" costs associated with EDP IT staff as itemized in Table 2: Recurring LCSA M&O Staff Resources. Other costs include operating expenses and equipment costs (cell phones, pagers, supplies, etc.) attributable to LCSA EDP IT staff.
076	**No Entry.** Automatically calculates.
077	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
078	**No Entry.** Sub-Total automatically calculates.
079	**No Entry.** Sub-Total automatically calculates.
080	**No Entry.** Automatically calculates.
081	**No Entry.** Recurring LCSA Cost Total automatically calculates.
082	**No Entry.** Recurring LCSA Cost Total automatically calculates.
083	**No Entry.** Recurring LCSA Cost Total automatically calculates.

OBSOLETE

Input Cell Reference	Cell Instructions
Table 2	**Recurring LCSA M&O Staff Resources (Roll-up to Table 1)**
Management Staff	
084	Under the baseline figure for SFY 03/04, Management Staff charges are itemized and hard coded if the LCSA had associated prior year costs. For the SFY 04/05 request, click on the "New Item" button to create new blank lines and input itemized management staff cost(s). This is an expanding field that will roll into additional cell rows for each additional classification title (i.e. cell B1, C1, D1 …etc).
085	**No Entry.** Based on prior year.
086	**No Entry**. Baseline funding from prior year.
087	Enter number of FTEs associated to the classification title requested for budget year as measured by how many full-time and /or part-time equivalent staff make up the salary cost. Additions to staffing must have pre-approval for positions through DCSS Admin prior to requesting EDP funding of additional salaries.
088	Enter the number of months during the State Fiscal Year the position will be filled.
089	Enter the total annual costs associated to the position (salary times number of months).
090	**No Entry**. Automatically calculates.
091	**No Entry**. Automatically calculates.
092	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
Technical Staff	
093	Under the baseline figure for SFY 03/04, Technical Staff charges are itemized and hard coded if the LCSA had associated prior year costs. For the SFY 04/05 request, click on the "New Item" button to create new blank lines and input itemized technical staff cost(s). This is an expanding field that will roll into additional cell rows for each additional classification title (i.e. cell B1, C1, D1 …etc).
094	**No Entry.** Based on prior year.
095	**No Entry**. Baseline funding from prior year.
096	Enter number of FTEs associated to the classification title requested for budget year as measured by how many full-time and /or part-time equivalent staff make up the salary cost. Additions to staffing must have pre-approval for positions through DCSS Admin prior to requesting EDP funding of additional salaries. Note: FTEs should be entered in full or partial increments starting with .1 which would represent a partial FTE working 10% of the time on EDP up to a Full FTE entered as 1, which would represent an FTE working 100% on EDP. Do not use a measurement of 50% or more to represent a full time equivalent at 1.
097	Enter the number of months during the State Fiscal Year the position will be filled.
098	Enter the total annual costs associated to the position (salary times number of months).
099	**No Entry**. Automatically calculates.
100	**No Entry**. Automatically calculates.
101	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
Support Staff	
102	Under the baseline figure for SFY 03/04, Support Staff charges are itemized and hard coded if the LCSA had associated prior year costs. For the SFY 04/05 request, click on the "New Item" button to create new blank lines and input itemized support staff cost(s). This is an expanding field that will roll into additional cell rows for each additional classification title (i.e. cell B1, C1, D1 …etc).
103	**No Entry.** Based on prior year.

OBSOLETE

Input Cell Reference	Cell Instructions
104	**No Entry**. Baseline funding from prior year.
105	Enter number of FTEs associated to the classification title requested for budget year as measured by how many full-time and /or part-time equivalent staff make up the salary cost. Additions to staffing must have pre-approval for positions through DCSS Admin prior to requesting EDP funding of additional salaries. Note: FTEs should be entered in full or partial increments starting with .1 which would represent a partial FTE working 10% of the time on EDP up to a Full FTE entered as 1, which would represent an FTE working 100% on EDP. Do not use a measurement of 50% or more to represent a full time equivalent at 1.
106	Enter the number of months during the State Fiscal Year the position will be filled.
107	Enter the total annual costs associated to the position (salary times number of months).
108	**No Entry**. Automatically calculates.
109	**No Entry**. Automatically calculates.
110	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
120	**No Entry**. Sub-Total automatically calculates.
121	**No Entry**. Sub-Total automatically calculates.
122	**No Entry**. Sub-Total automatically calculates.
123	**No Entry**. Sub-Total automatically calculates.
124	**No Entry**. Sub-Total automatically calculates.
125	**No Entry**. Sub-Total automatically calculates.
Contractor(s)	
126	Under the baseline figure for SFY 03/04, Contractor charges are itemized and hard coded if the LCSA had prior year contractor costs. For the SFY 04/05 request, click on the "New Item" button to create new blank lines and input itemized contractor cost(s). This is an expanding field that will roll into additional cell rows for each additional vendor contract entered (i.e. cell B, C, D …etc). **Note:** LCSA must have State and federal approval prior to contract execution.
127	**No Entry**. Based on prior year.
128	**No Entry**. Baseline funding from prior year.
129	Enter number of full or partial FTEs associated to vendor staff provided by the contract as measured by how many full-time and /or part-time equivalent staff make up the salary cost. Note: FTEs should be entered in full or partial increments starting with .1 which would represent a partial FTE working 10% of the time on EDP up to a Full FTE entered as 1, which would represent an FTE working 100% on EDP. Do not use a measurement of 50% or more to represent a full time equivalent at 1.
130	Enter the number of months associated to each individual FTE during the State Fiscal Year the contract period of performance will cover.
131	Enter the period of performance costs as associated to each contract vendor FTE position (vendor staff costs times number of months).
132	**No Entry**. Automatically calculates.
133	**No Entry**. Automatically calculates.
134	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
135	**No Entry**. Sub-Total automatically calculates.
136	**No Entry**. Sub-Total automatically calculates.
137	**No Entry**. Sub-Total automatically calculates.
138	**No Entry**. Sub-Total automatically calculates.

OBSOLETE

Input Cell Reference	Cell Instructions
140	**No Entry**. Sub-Total automatically calculates.
Table 3	**Non-Recurring LCSA M&O Cost Summary**
	NO ENTRY. Table provides a summary of non-recurring project descriptions and total project costs.

OBSOLETE

Input Cell Reference	Cell Instructions
Table 3	**Non-Recurring LCSA M&O Cost Justification**
141	Enter a detailed project description and explanation of business need for LCSA requested non-recurring project. Identify any LCSA personnel or contractor services required to complete the project. Do not include system conversion or enhancement requests.
142	**No Entry**. Automatically populates.
143	**No Entry**. Automatically populates.
144	**No Entry**. Automatically populates.
145	**No Entry**. Automatically populates.
146	**No Entry**. Automatically populates.
147	Enter cost of LCSA staff required to complete project (i.e. HW/SW installation).
148	Enter cost of contractor services required to complete project (i.e. HW/SW installation).
149	Enter EDP equipment with a per unit cost less than $5000 (non-depreciable equipment) required to complete project.
150	Enter EDP equipment with a per unit costs of $5000 or greater (depreciable equipment) required to complete project.
151	Enter costs of software applications required to complete project.
152	Enter description of any “other” associated project components not previously identified. This is an expanding field that will roll into additional cell rows for each additional entry by clicking on the “New Item” button.
153	Enter the itemized costs of "other" project components.
165	**No Entry**. Automatically calculates.
154	Select appropriate response that best describes the project business need.
155	Enter explanation detailing the project needs/justification.
156	Enter total number (quantity) of project components requested. If personnel or contractor services are requested identify FTEs required for project completion.
157	Enter a description of the item requested. When requesting HW/SW include eduipment type, model, software name and version. For personal or contractor services identify source.
158	Enter per unit price for requested project componet.
159	**No Entry**. Automatically calculates.
160	Enter major task description required for project completion.
161	Enter major task start date.
162	Enter major task completion date.
163	Select appropriate response from pull down menu.
164	Enter detailed justification, if applicable, for sole source procurement.
Table 4	**Recurring Consortium M&O Costs**
167	Under the baseline figure for SFY 03/04, Central Processing Charges are hard coded if the Consortium had associated prior year costs. For the SFY 04/05 request, click on the "New Item" button to create new blank lines and input itemized cost descriptions associated to computer system and network usage required for daily operation of the consorium CSE system. This is an expanding field that will roll into additional cell rows for each additional classification title (i.e. cell B1, C1, D1 …etc).
168	**No Entry**. Baseline funding from prior year.
169	Enter costs for itemized Central Processing Charges.
170	**No Entry**. Automatically calculates.
171	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
172	**No Entry**. Sub-Total automatically calculates.
173	**No Entry**. Sub-Total automatically calculates.

OBSOLETE

Input Cell Reference	Cell Instructions
174	**No Entry**. Sub-Total automatically calculates.
175	Under the baseline figure for SFY 03/04, Contract Services charges are itemized hard coded if the LCSA had associated prior year costs. For the SFY 04/05 request, click on the "New Item" button to create new blank lines and input itemized cost descriptions associated to contractor service charges. This is an expanding field that will roll into additional cell rows for each additional classification title (i.e. cell B2, C2, D2 …etc).
176	**No Entry.** Based on prior year.
177	**No Entry**. Baseline funding from prior year.
178	Enter number of FTEs associated to vendor staff provided by the contract as measured by how many full-time and /or part-time equivalent staff make up the salary cost. Note: FTEs should be entered in full or partial increments starting with .1 which would represent a partial FTE working 10% of the time on EDP up to a Full FTE entered as 1, which would represent an FTE working 100% on EDP. Do not use a measurement of 50% or more to represent a full time equivalent at 1.
179	Enter the number of months associated to each individual FTE during the State Fiscal Year the contract period of performance will cover.
180	Enter the period of performance total costs as associated to total contract vendor FTE position (vendor staff costs times number of months). **Note**: Contracts in excess of $100,000 must receive prior federal approval before contract execution.
181	**No Entry**. Automatically calculates.
182	**No Entry**. Automatically calculates.
183	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
184	**No Entry**. Sub-Total automatically calculates.
185	**No Entry**. Sub-Total automatically calculates.
186	**No Entry**. Sub-Total automatically calculates.
187	**No Entry**. Sub-Total automatically calculates.
188	**No Entry**. Sub-Total automatically calculates.
189	**No Entry**. Sub-Total automatically calculates.
190	Under the baseline figure for SFY 03/04, Management Staff charges are itemized and hard coded if the Consortium had associated prior year costs. For the SFY 04/05 request, click on the "New Item" button to create new blank lines and input itemized management staff cost(s). This is an expanding field that will roll into additional cell rows for each additional classification title (i.e. cell B3, C3, D3 …etc).
191	**No Entry.** Based on prior year.
192	**No Entry**. Baseline funding from prior year.
193	Enter number of FTEs associated to the classification title requested for budget year as measured by how many full-time and /or part-time equivalent staff make up the salary cost. Additions to staffing must have pre-approval for positions through DCSS Admin prior to requesting EDP funding of additional salaries. Note: FTEs should be entered in full or partial increments starting with .1 which would represent a partial FTE working 10% of the time on EDP up to a Full FTE entered as 1, which would represent an FTE working 100% on EDP. Do not use a measurement of 50% or more to represent a full time equivalent at 1.
194	Enter the number of months during the State Fiscal Year the position will be filled.
195	Enter the total annual costs associated to the position (salary times number of months).
196	**No Entry**. Automatically calculates.
197	**No Entry**. Automatically calculates.

OBSOLETE

Input Cell Reference	Cell Instructions
198	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
199	Under the baseline figure for SFY 03/04, Technical Staff charges are itemized and hard coded if the Consortium had associated prior year costs. For the SFY 04/05 request, click on the "New Item" button to create new blank lines and input itemized technical staff cost(s). This is an expanding field that will roll into additional cell rows for each additional classification title (i.e. cell B3, C3, D3 …etc).
200	**No Entry.** Based on prior year.
201	**No Entry**. Baseline funding from prior year.
202	Enter number of FTEs associated to the classification title requested for budget year as measured by how many full-time and /or part-time equivalent staff make up the salary cost. Additions to staffing must have pre-approval for positions through DCSS Admin prior to requesting EDP funding of additional salaries. Note: FTEs should be entered in full or partial increments starting with .1 which would represent a partial FTE working 10% of the time on EDP up to a Full FTE entered as 1, which would represent an FTE working 100% on EDP. Do not use a measurement of 50% or more to represent a full time equivalent at 1.
203	Enter the number of months during the State Fiscal Year the position will be filled.
204	Enter the total annual costs associated to the position (salary times number of months).
205	**No Entry**. Automatically calculates.
206	**No Entry**. Automatically calculates.
207	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
208	Under the baseline figure for SFY 03/04, Support Staff charges are itemized and hard coded if the Consortium had associated prior year costs. For the SFY 04/05 request, click on the "New Item" button to create new blank lines and input itemized support staff cost(s). This is an expanding field that will roll into additional cell rows for each additional classification title (i.e. cell B3, C3, D3 …etc).
209	**No Entry.** Based on prior year.
210	**No Entry**. Baseline funding from prior year.
211	Enter number of FTEs associated to the classification title requested for budget year as measured by how many full-time and /or part-time equivalent staff make up the salary cost. Additions to staffing must have pre-approval for positions through DCSS Admin prior to requesting EDP funding of additional salaries. Note: FTEs should be entered in full or partial increments starting with .1 which would represent a partial FTE working 10% of the time on EDP up to a Full FTE entered as 1, which would represent an FTE working 100% on EDP. Do not use a measurement of 50% or more to represent a full time equivalent at 1.
212	Enter the number of months during the State Fiscal Year the position will be filled.
213	Enter the total annual costs associated to the position (salary times number of months).
214	**No Entry**. Automatically calculates.
215	**No Entry**. Automatically calculates.
216	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
217	**No Entry**. Automatically calculates.
218	**No Entry**. Automatically calculates.
219	**No Entry**. Automatically calculates.
220	**No Entry**. Automatically calculates.
221	**No Entry**. Automatically calculates.

OBSOLETE

Input Cell Reference	Cell Instructions
222	**No Entry**. Automatically calculates.
223	Under the baseline figure for SFY 03/04, Hardware Lease charges are hard coded if the Consortium had associated prior year costs. For the SFY 04/05 request, click on the "New Item" button to create new blank lines and input itemized support staff cost(s). This is an expanding field that will roll into additional cell rows for each additional classification title (i.e. cell B4, C4, D4 …etc).
224	**No Entry**. Baseline funding from prior year.
225	Enter costs for continuing Consortium lease agreements for mainframes, mini-mainframes, servers, PCs, printers; excludes any start-up lease agreements/payments. Initial lease agreements and associated payment must be requested through a Non-Recurring project.
226	**No Entry.** Automatically calculates.
227	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
228	Under the baseline figure for SFY 03/04, Hardware Maintenance charges are hard coded if the Consortium had associated prior year costs. For the SFY 04/05 request, click on the "New Item" button to create new blank lines and input itemized support staff cost(s). This is an expanding field that will roll into additional cell rows for each additional classification title (i.e. cell B4, C4, D4 …etc).
229	**No Entry**. Baseline funding from prior year.
230	Enter cost of each individual EDP equipment maintenance agreement for service outside of the manufacturer's original purchase warranty.
231	**No Entry.** Automatically calculates.
232	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
233	**No Entry**. Sub-Total automatically calculates.
234	**No Entry**. Sub-Total automatically calculates.
235	**No Entry**. Sub-Total automatically calculates.
236	Under the baseline figure for SFY 03/04, SW Maintenance charges are included in one total and hard coded if the Consortium had costs. For the SFY 04/05 request, click on the "New Item" button to create new blank lines to input separate and individual SW maintenance item(s) detail and associated cost(s).
237	**No Entry**. Baseline funding from prior year.
238	Enter cost of each individual EDP software maintenance service agreement.
239	**No Entry.** Automatically calculates.
240	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
241	**No Entry**. Sub-Total automatically calculates.
242	**No Entry**. Sub-Total automatically calculates.
243	**No Entry**. Sub-Total automatically calculates.
244	Training is a new EDP cost category for SFY 04/05; therefore, no prior year costs are identified in the baseline for SFY 03/04. For the SFY 04/05 request, click on the "New Item" button to create new blank lines and input training costs associated to staff identified in Table 4: County IT Personnel.
245	**No Entry**. New category; no previous baseline funding.
246	Enter itemized costs associated with training staff identified in Table 4: County IT Personnel.
247	**No Entry.** Automatically calculates.

OBSOLETE

Input Cell Reference	Cell Instructions
248	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
249	Travel is a new cost category for SFY 04/05; therefore, no prior year costs are identified in the baseline for SFY 03/04. For the SFY 04/05 request, click on the "New Item" button to create new blank lines and input Travel costs associated to staff identified in Table 4: County IT Personnel.
250	**No Entry**. New category; no previous baseline funding.
251	Enter itemized costs associated with travel for staff identified in Table 4: County IT Personnel.
252	**No Entry.** Automatically calculates.
253	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
254	Under the baseline figure for SFY 03/04, Overhead/Indirect charges are included in one total and hard coded if the Consortium had associated Overhead/Indirect costs. For the SFY 04/05 request, click on the "New Item" button to create new blank lines and input itemized overhead/indirect cost(s) as apportioned to staff identified in Table 4: County IT Personnel.
255	**No Entry.** Baseline funding from prior year.
256	Enter a percent to total of overhead/Indirect costs associated with EDP Staff itemized in Table 4: County IT Personnel. Include costs paid to external agencies for indirect support of EDP M&O activities.
257	**No Entry.** Automatically calculates.
258	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
259	Under the baseline figure for SFY 03/04, Site and Facilities charges are included in one total and hard coded if the Consortium had associated site and facilities costs. For the SFY 04/05 request, click on the "New Item" button to create new blank lines and input itemized site and facilities cost(s) as apportioned to staff identified in Table 4: County IT Personnel.
260	**No Entry**. Baseline funding from prior year.
261	Enter costs related to any separate facility that houses only EDP staff listed in Table 4: County IT Personnel, as apportioned to county personnel or contractor staff resources.
262	**No Entry.** Automatically calculates.
263	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
264	Under the baseline figure for SFY 03/04, "Other" charges are included in one total and hard coded if the Consortium had associated other costs related to Table 4: County IT Personnel staff. For the SFY 04/05 request, click on the "New Item" button to create new blank lines and input an itemized percent of other costs associated to Table 4: County IT Personnel staff.
265	**No Entry**. Baseline funding from prior year.
266	Enter a percent to total of "other" costs associated with EDP IT staff as itemized in Table 4: County IT Personnel staff. Other costs include operating expenses and equipment costs (cell phones, pagers, supplies, etc.) attributable to EDP IT staff.
267	**No Entry.** Automatically calculates.
268	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
269	**No Entry**. Sub-Total automatically calculates.
270	**No Entry**. Sub-Total automatically calculates.
271	**No Entry**. Sub-Total automatically calculates.

OBSOLETE

Input Cell Reference	Cell Instructions
272	**No Entry**. Grand Total automatically calculates.
273	**No Entry**. Grand Total automatically calculates.
274	**No Entry**. Grand Total automatically calculates.
275	**No Entry**. Grand Total automatically calculates.
276	**No Entry**. Grand Total automatically calculates.
277	**No Entry**. Grand Total automatically calculates.
Table 5	**Non-Recurring Consortium M&O Cost Summary**
	No Entry. Automatically populates.
Table 5	**Non-Recurring Consortium M&O Cost Justification**
278	Enter a detailed project description and explanation of business need for LCSA requested Non-recurring project. Identify any LCSA personnel or contractor services required to complete the project. Do not include system conversion or enhancement requests.
279	**No Entry**. Automatically populates.
280	**No Entry**. Automatically populates.
281	**No Entry**. Automatically populates.
282	**No Entry**. Automatically populates.
283	**No Entry**. Automatically populates.
284	Enter cost of LCSA staff required to complete project (i.e. HW/SW installation).
285	Enter cost of contractor services required to complete project (i.e. HW/SW installation).
286	Enter EDP equipment with a per unit cost of less than $5000 (non-depreciable equipment) required to complete project.
287	Enter EDP equipment with a per unit costs of $5000 or greater (depreciable equipment) required to complete project.
288	Enter costs of software applications required to complete project.
289	Enter description of any “other” associated project components not previously identified. This is an expanding field that will roll into additional cell rows for each additional entry by clicking on the “New Item” button.
290	Enter the itemized costs of "other" project components.
291	**No Entry**. Total automatically calculates.
292	Select appropriate response that best describes the project business need.
293	Enter explanation detailing the project needs/justification.
294	Enter total number (quantity) of project components requested. If personnel or contractor services are requested identify FTEs required for project completion. Note: FTEs should be entered in full or partial increments starting with .1 which would represent a partial FTE working 10% of the time on EDP up to a Full FTE entered as 1, which would represent an FTE working 100% on EDP. Do not use a measurement of 50% or more to represent a full time equivalent at 1.
295	Enter a description of the item requested. When requesting HW/SW include equipment type, model, software name and version. For personal or contractor services identify source.
296	Enter per unit price for requested project componet.
297	**No Entry**. Automatically calculates.
298	**No Entry**. Automatically calculates.
299	Enter major task description required for project completion.
300	Enter major task start date.
301	Enter major task completion date.
302	Select appropriate response from pull down menu.
303	Enter detailed justification, if applicable, for sole source procurement.

OBSOLETE

Input Cell Reference	Cell Instructions
Table 6	**LCSA Apportioned Consortium Cost**
304	**No Entry**. Automatically populates. Enter the consortia member name and percentage of consortium cost apportioned to the consortia. The cost associated to the percentage will be automatically calculated based on the recurring and non-recurring consortium total costs as reported on Table 4 and Table 5.
305	**No Entry**. Automatically populates.
306	**No Entry**. Automatically calculates.
307	**No Entry**. Automatically populates.

OBSOLETE

Minimum PC Configuration Requirements

OBSOLETE

In order to assist LCSAs in the EDP M&O Budget development process for State Fiscal Year (SFY) 2005/06, the Department of Child Support Services (DCSS), Technology Services Division (TSD), provides the LCSAs with this document specifying minimum personal computer (PC) configuration requirements. **This document is not an authorization for LCSAs to upgrade to these standards.** LCSAs are to use these minimum specifications when procuring new or replacement PCs. Before LCSAs purchase new or replacement PCs, LCSAs must request this equipment through the normal budget process. *Please note that the estimated PC price range does not include emulation or connectivity software; LCSAs must request these types of software separately.*

The following description provides LCSAs with recommended minimum hardware and software PC configuration requirements when purchasing new or replacement PCs:

Hardware (HW):

Pentium IV, 2.80GHz Processor

256Mb of RAM

40Gb Hard Drive

19" SVGA Monitor (CRT)[1]

Keyboard & Mouse

48X CD-ROM

Software (SW):

Operating System: Windows 2000 Professional or Windows XP Professional

Microsoft Office 2000 or Microsoft Office XP *

Estimated Allowable PC Price range (without MS Office), including tax and shipping, equals $1,000 - $1,300 each.

*** Note:** When providing DCSS with PC price quotes, be sure to break out the costs for Microsoft Office Suite separately from the operating system software. The MS Office Suite software must be claimed as a Non-EDP M&O Administrative cost, and typically costs $375 per unit price.

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[1] Flat panels and monitors over 19" are not allowed to be purchased through EDP M&O nor Non-EDP Administrative budgets. Additionally, DCSS will not be able to continue supporting flat panels in the Cashier Windows and Interview Booths.

ATTACHMENT V

Department of Child Support Services
Administration Services Division
Financial Services Branch
EDP Approvals Unit
Main #: (916) 464-5333
FAX #: (916) 464-5213

OBSOLETE

Unit supervisor: Peter Lucyga (916) 464-5098 E-mail: Peter.Lucyga@dcss.ca.gov

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Amador
Alpine
Calaveras
Colusa
Del Norte
Glen
Humboldt
Inyo
Mono
Marin
Napa
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Nevada (Sierra Nevada)
Sierra
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San Mateo
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Shasta
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