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

April 6, 2009

LCSA LETTER: 09-08

ALL IV-D DIRECTORS

SUBJECT: ELECTRONIC DATA PROCESSING MAINTENANCE AND OPERATIONS FUNDING REQUESTS FOR STATE FISCAL YEAR 2009/10

This letter provides the local child support agencies (LCSAs) with an updated Electronic Data Processing (EDP) Maintenance and Operations (M&O) allocation for State Fiscal Year 2009/10 (Attachment I). This letter also provides the LCSAs with the necessary information required to prepare the next cycle of EDP M&O budget requests for SFY 2009/10. The Department of Child Support Services (DCSS) requests submission of the completed EDP M&O documents by close of business on Friday, May 15, 2009.

DCSS has provided authorized LCSA representatives with access to their specific agency EDP M&O electronic budget worksheets for SFY 2009/10 through the secured LCSA website. LCSAs with a change in designated EDP M&O representatives from SFY 2008/09, or who have other issues regarding LCSA EDP website access, should contact your assigned LCSA Budget Section Analyst for assistance.

Please use the EDP Budget form to provide your line-item details of the allocation; your EDP Budget form should not exceed your EDP Allocation. Due to budget constraints there will be no emergency funding for FY 2009-10.

- ***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 2009/10 as part of the yearly EDP budget request process. LCSAs may submit MOU documents signed by the LCSA Director to their assigned LCSA Budget Section Analyst.
- ***Contracts/Leases/Purchase Orders:*** Any contracts, leases, or purchase orders equal to or greater than $1,000,000, or contract amendments that are equal to or greater than $1,000,000 and/or extend schedule over 120 days, require **prior** federal approval. LCSAs must allow for a 30-day review by DCSS with an additional 60-day review by the Administration for Children and Families.

Any purchases or contracts for software and hardware require prior DCSS approval. LCSAs must submit contracts to their assigned LCSA Budget Section Analyst.

- ***Operating Equipment & Expenses* (OE&E):** LCSAs 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 must be submitted under the EDP M&O budget and directly charged whenever possible. For indirect OE&E costs such as facilities, communications and general expense, the LCSAs need to utilize a percentage of EDP Information Technology (IT) Full Time Equivalent (FTE) staff to total LCSA FTEs.
- ***A-87 Countywide Cost Allocation Plan & Expenses***: LCSAs must have documentation if the A-87 allocation ratio is calculated differently from the EDP OE&E ratio. DCSS will issue a separate A-87 allocation as part of the annual recurring allocation to account for each LCSAs total approved maximum A-87 expense.
- ***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.
- ***Child Support Enhancement (CSE) Travel Expenses:*** Travel budget requests and allocations in support of CSE projects are budgeted and allocated separately from this funding request. Contact your assigned LCSA Budget Section Analyst for assistance.
- ***Depreciable Equipment:*** Per the Office of Child Support Enforcement Action Transmittal (AT) 94-5 dated July 22,1994, EDP equipment exceeding a total acquisition cost of $5,000 must be depreciated and claimed over a five-year period. This applies for the first and following four years of a five year depreciation schedule.
- ***Summary of required supporting documents:*** The following supporting documents are required to complete the SFY 2009/10 EDP Funding Request, preferably by electronic copy sent to the assigned LCSA Budget Analyst:

    a. EDP equipment inventory (updated for 2009/10)

    b. IT MOU agreement (if receiving county IT services and charge-back fees)

    c. Justification documentation and written cost proposals for non-recurring project purchase or lease requests.

    d. Documentation on the LCSA EDP/Administrative FTE ratio used to calculate OE&E splits between EDP and Administrative expenses.

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

- Attachment II provides definitions by the line items listed in the EDP M&O budget request form.
- Attachment III provides LCSAs with a set of guidelines and instructions to assist the LCSAs in filling out the EDP M&O website budget request.
- Attachment IV details cell references.
- Attachment V provides LCSAs with minimum personal computer specifications.
- Attachment VI provides the LCSA Budget Section Analyst LCSA assignments.

If LCSAs need to submit documents via e-mail, please refer to Attachment VI for the LCSAs assigned LCSA Budget Section Analyst. Please send all hardcopy documents to the following address:

Department of Child Support Services
Administrative Services Division
Attention: LCSA Budget Section
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 LCSA Budget Section Analyst.

For questions, please contact the assigned LCSA Budget Section Analyst or Justina Gould, Supervisor, at (916) 464-5015.

Sincerely,

/os/

MARK BECKLEY
Deputy Director
Administrative Services Division

Attachments

cc: David Oppenheim, Child Support Director's Association

Attachment I

FY 09/10 EDP Allocation

County	FY 08/09 Allocation	FY 09/10 Allocation	Dollar Change	% Change
Statewide Total	**$ 28,925,707**	**$ 25,981,995**	**$ (2,943,711)**	**-10.2%**
Alameda	1,120,691	1,019,134	(101,557)	-9.1%
Butte	261,525	222,296	(39,229)	-15.0%
Central Sierra	1,100	1,100	-	0.0%
Colusa	-	-	-	0.0%
Contra Costa	572,728	570,879	(1,849)	-0.3%
Del Norte	3,885	3,885	-	0.0%
El Dorado	202,280	195,040	(7,240)	-3.6%
Fresno	2,077,813	1,797,688	(280,125)	-13.5%
Glenn	-	-	-	0.0%
Humboldt	-	-	-	0.0%
Imperial	146,341	124,390	(21,951)	-15.0%
Inyo	4,500	4,500	-	0.0%
Kern	948,707	806,401	(142,306)	-15.0%
Kings	117,879	119,301	1,422	1.2%
Lake	2,000	2,000	-	0.0%
Lassen	17,370	14,765	(2,606)	-15.0%
Los Angeles	3,851,847	3,314,153	(537,693)	-14.0%
Madera	184,136	168,262	(15,874)	-8.6%
Marin	207,614	176,472	(31,142)	-15.0%
Mariposa	6,000	5,628	(372)	-6.2%
Mendocino	95,225	80,941	(14,284)	-15.0%
Merced	183,775	187,389	3,614	2.0%
Modoc	1,000	1,000	-	0.0%
Mono	350	350	-	0.0%
Monterey	206,948	381,906	174,958	84.5%
Napa	94,126	90,814	(3,312)	-3.5%
Nevada	296,803	271,953	(24,850)	-8.4%
Orange	1,766,549	1,501,567	(264,982)	-15.0%
Placer	231,251	257,397	26,145	11.3%
Plumas	3,186	3,186	-	0.0%
Riverside	2,175,679	1,849,327	(326,352)	-15.0%
Sacramento	1,139,442	1,166,877	27,435	2.4%
San Benito	1,300	1,300	-	0.0%
San Bernardino	1,233,085	1,096,122	(136,963)	-11.1%
San Diego	2,505,922	2,264,918	(241,003)	-9.6%
San Francisco	2,014,792	1,712,573	(302,219)	-15.0%
San Joaquin	526,865	447,835	(79,030)	-15.0%
San Luis Obispo	233,063	198,103	(34,959)	-15.0%
San Mateo	376,907	337,161	(39,746)	-10.5%
Santa Barbara	486,483	498,531	12,048	2.5%
Santa Clara	1,199,200	1,062,114	(137,086)	-11.4%
Santa Cruz	134,824	134,824	-	0.0%
Shasta	379,668	322,718	(56,950)	-15.0%
Sierra Nevada	49,999	45,097	(4,902)	-9.8%
Siskiyou	78,697	77,365	(1,332)	-1.7%
Solano	307,677	318,673	10,995	3.6%
Sonoma	707,954	683,313	(24,641)	-3.5%
Stanislaus	1,001,178	851,002	(150,177)	-15.0%
Sutter	84,815	72,093	(12,722)	-15.0%
Tehama	5,730	5,730	-	0.0%
Trinity	2,750	2,750	-	0.0%
Tulare	656,237	557,801	(98,436)	-15.0%
Tuolumne	10,256	17,667	7,411	72.3%
Ventura	713,936	651,934	(62,002)	-8.7%
Yolo	171,766	180,194	8,428	4.9%
Yuba	121,854	103,576	(18,278)	-15.0%

Interim System EDP M&O Funding Requests

Budget Line Item Definitions

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.
Personnel Charges (Contractor and County)	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).*
B. LCSA's County IT/DP Shop (Contractor & County)	
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

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*.
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.
F. County Wide Overhead A-87	
A-87 Costs	Costs charged as an A-87 countywide cost allocation plan overhead expense must be listed in this section.

Interim System EDP M&O Funding Requests

Budget Line Item Definitions

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 employees 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 employees 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 employees 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

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

Budget Line Item Definitions

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)	When procuring depreciable EDP hardware (equipment with a delivered cost greater than or equal to $5,000 per unit), a separate Non-Recurring EDP M&O project must be used consisting of ONLY the depreciable hardware. Expenses other than the delivered per unit hardware expenses are not depreciable expenses and must be documented in a separate Non-Recurring EDP M&O project. LCSA funding requests for depreciable EDP hardware must be depreciated on a five year schedule, meaning that only 20% of the projected total depreciable hardware expense is funded by DCSS and only 20% of the ACTUAL total depreciable hardware expense can be claimed on the CS 356 County Expense Claim annually. Funding for years 2 through 5 will be placed in future years' recurring allocation, similar to a multi-year hardware lease obligation, and is based on 20% of the ACTUAL total depreciable hardware expense, not the first years' projected expense.
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.]*

Interim System EDP M&O Funding Requests

Budget Line Item Definitions

DATA	DEFINITION
Competitive Procurement	In accordance with Title 45, Code of Federal Regulations, Section 74.43 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

Guidelines & Instructions

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

- EDP budget request, LCSA personnel staff detail costs must be filled out for EDP staff costs under Table 2, Recurring LCSA M&O Staff Resources.
  The salary detail will include: base salary, cost of living allowance (COLA), merit salary increases, health insurance, worker's compensation, retirement and other.
- 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 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 Information Technology (IT) staff should be calculated as a percentage of IT staff relative to the total number of LCSA staff.
- Training Personal Computers (PC) are funded through the EDP M&O budget.
- LCSAs are required annually to submit an inventory list of all EDP M&O equipment.

- Any contracts, leases, or purchase orders equal to or greater than $1,000,000, or contract amendments that are equal to or greater than $1,000,000 and/or extend schedule over 120 days, require **prior** federal approval. LCSAs must allow for a 30-day review by DCSS with an additional 60-day review by the Administration for Children and Families.

  Any purchases or contracts for software and hardware require prior DCSS approval. LCSAs must submit contracts to their assigned LCSA Budget Section Analyst.

General Rules: Non-recurring EDP M&O Projects

- Flat panel monitors 19 inches and under are now authorized for purchase. Cathode Ray Tube monitors remain limited to 19 inches, and can be purchased through either the EDP or Non-EDP Administrative allocations during SFY 2009/10.
- LCSAs must adhere to DCSS established Personal Computer (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 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. Additionally, the 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 Title 45 Code of Federal Regulation 92.

Commonly Referenced EDP M&O Regulations

EDP M&O Service Contracts:

Any contracts, leases, or purchase orders equal to or greater than $1,000,000, or contract amendments that are equal to or greater than $1,000,000 and/or extend schedule over 120 days, require **prior** federal approval. LCSAs must allow for a 30-day review by DCSS with an additional 60-day review by the Administration for Children and Families.

Any purchases or contracts for software and hardware require prior DCSS approval. LCSAs must submit contracts to their assigned LCSA Budget Section Analyst.

Information Technology (IT) Agreements:

Pursuant to federal regulation Title 45 Code of Federal Regulation 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, Title 45 Code of Federal Regulation 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 Title 45 Code of Federal Regulation 205.50.
- Include period of performance.

Interim System EDP M&O Funding Requests

Guidelines & Instructions

Disposition of Equipment:

DCSS has issued an instructional letter to all LCSAs regarding clarification of federal regulations Title 45 Code of Federal Regulation 92.32. See LCSA letter number 05-19, dated, November 2, 2005. This letter can be accessed via DCSS' public internet site at : http://www.childsup.ca.gov/Portals/0/resources/docs/policy/lcsa/2005/lcsa05-19.pdf

Interim System EDP M&O Funding Requests

Guidelines & Instructions

Recurring EDP M&O

The Recurring Budget Request identifies annually incurred automation expenses in support of the LCSA's Child Support Enforcement (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 2008/2009 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 IT costs as measured in full-time equivalents (FTEs) requested for LCSA Personnel and Contractor LCSA Services and includes 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. (See Data Definitions, Table 2, for further explanation of cost categories). Increased personnel costs associated to COLAs 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 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/Data Processing (DP) sub-cost categories:

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 Wide Area Network (WAN) used to access the CSE system.

Interim System EDP M&O Funding Requests

Guidelines & Instructions

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 $1,000,000 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 M&O 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.

Hardware 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 $1,000,000.

Hardware 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).

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.

County wide Overhead A-87~ Include costs charged as an A-87 countywide cost allocation plan overhead expense must be listed in this section

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.

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 2008/2009 Baseline to SFY 2009/2010 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:

- 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.

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.

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.

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.

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 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.

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.

EDP M&O BUDGET DISPLAY INSTRUCTIONS

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 oh 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	For SFY 06/07 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	SFY 06/07 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	SFY 06/07 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	SFY 06/07 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	SFY 06/07 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.
058	SFY 06/07 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.

Input Cell Reference	Cell Instructions
063	For SFY 06/07 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 05/06, Overhead/Indirect charges are included in one total and hard coded if the LCSA had associated Overhead/Indirect costs. For the SFY 06/07 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 05/06, 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 06/07 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.
329	**No Entry.** Baseline funding from prior year.
330	Enter costs charged as an A-87 countywide cost allocation plan overhead expense.
331	**No Entry. Automatically calculates.**
332	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
333	**No Entry.** Subtotal automatically calulates.
334	**No Entry.** Subtotal automatically calulates.
335	**No Entry.** Subtotal automatically calulates.
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.

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 05/06, Management Staff charges are itemized and hard coded if the LCSA had associated prior year costs. For the SFY 06/07 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	Total annual costs associated with position. (**No Entry.** Automatically calculates).
319	Enter the base salary amount. (Salary times number of months).
320	Enter the COLA Amount
321	Enter the Merit Amount
322	Enter any Salary Increases
323	Enter any Health Insurance
324	Enter any Workers Comp
325	Enter any Retirement
326	Enter any other amounts
327	Enter the explanation for the other cost
328	**No Entry**. Automatically calculates.
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 05/06, Technical Staff charges are itemized and hard coded if the LCSA had associated prior year costs. For the SFY 06/07 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	Total annual costs associated with position. (**No Entry.** Automatically calculates).
319	Enter the base salary amount. (Salary times number of months).

Input Cell Reference	Cell Instructions
320	Enter the COLA Amount
321	Enter the Merit Amount
322	Enter any Salary Increases
323	Enter any Health Insurance
324	Enter any Workers Comp
325	Enter any Retirement
326	Enter any other amounts
327	Enter the explanation for the other cost
328	**No Entry**. Automatically calculates.
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 05/06, Support Staff charges are itemized and hard coded if the LCSA had associated prior year costs. For the SFY 06/07 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.
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	Total annual costs associated with position. (**No Entry.** Automatically calculates).
319	Enter the base salary amount. (Salary times number of months).
320	Enter the COLA Amount
321	Enter the Merit Amount
322	Enter any Salary Increases
323	Enter any Health Insurance
324	Enter any Workers Comp
325	Enter any Retirement
326	Enter any other amounts
327	Enter the explanation for the other cost
328	**No Entry**. Automatically calculates.
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.

Input Cell Reference	Cell Instructions
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 05/06, Contractor charges are itemized and hard coded if the LCSA had prior year contractor costs. For the SFY 06/07 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.
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.

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 equipment type, model, software name and version. For personal or contractor services identify source.
158	Enter per unit price for requested project component.
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.

Minimum PC Configuration Requirements

In order to assist LCSAs in the EDP M&O Budget development process for State Fiscal Year (SFY) 2009/10, 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 Dual Core or Core 2 Duo Processor

1GB of RAM (Recommend 2GB)

80GB Hard Drive

19" LCD Flat Panel Monitor

Keyboard & Mouse

DVD-ROM Drive

Software (SW):

Operating System: Windows XP Professional

Microsoft Office 2003*

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

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Administrative Services Division
Budget and Contract Services Branch
LCSA Budget Section
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Revised 12/30/08

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Kern	Mendocino
Lake	Orange
Lassen	Plumas
Madera	San Diego
Marin	San Francisco
Mariposa	San Joaquin
Merced	San Luis Obispo
Monterey	Santa Barbara
Napa	Santa Clara
Placer	Shasta
Riverside	Sierra/Nevada***
Sacramento	Siskiyou/Modoc*
San Bernardino	Sutter
San Mateo	Tehama
Santa Cruz/San Benito*****	Tulare
Solano	Tuolumne
Sonoma	Ventura
Stanislaus	Yolo
Trinity	Yuba

- * Siskiyou/Modoc are regionalized (Siskiyou is lead)
- ** Amador/Alpine/Calaveras are regionalized (Amador is lead) (Central Sierra)
- *** Sierra/Nevada are regionalized (Nevada is lead)
- **** Inyo/Mono are regionalized (Mono is lead) (Eastern Sierra)
- ***** Santa Cruz/San Benito are regionalized (Santa Cruz is Lead)