

STATE CHECKLIST FORM

**UNEMPLOYMENT INSURANCE INFORMATION TECHNOLOGY SECURITY
SUPPLEMENTAL BUDGET REQUEST**

STATE:

DATE:

PROPOSAL AMOUNT:

(The total amount of the proposal cannot exceed \$100,000)

STATE CONTACT:

Name:

Telephone Number:

Email Address:

CHECKLIST:

All SBR submissions must include the following. Please check each item that has been submitted for the UI IT Security SBR. Any items that are not included may result in the failure of the proposal to be considered for possible funding.

- ___ Original and two copies of each UI IT Security SBR proposal with supporting documentation.
- ___ Completed forms SF 424 (revised 9-2003), 424a and 424b as required in ET Handbook 336, 17th Edition.
- ___ Copy of the audit or self-assessment specifications or tools used.
- ___ Complete report of the audit or self-assessment (performed within the last three years) which outlines the finding(s) related to the UI program weakness being addressed.
- ___ Description of how the proposed remediation addresses the security weakness (multiple solutions from which the state will later choose will not be funded).
- ___ Projected Cost breakout (including any additional costs to be covered by the SWA).
- ___ Detailed cost proposals for any equipment, hardware, software, etc. to be purchased to address the security weakness.
- ___ Detailed product description and specifications for any equipment, hardware, software, etc. to be purchased to address the security weakness.
- ___ All requested expenditures for staff identified by position title, number of hours, cost per hour and total cost.
- ___ Timeline for the project.