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 three 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, 18th 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 from the date of this UIPL) 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.