

**REGIONAL OFFICE CHECKLIST AND RECOMMENDATION FORM**

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

STATE:

DATE:

REGION:

REGIONAL OFFICE (RO) CONTACT:  
(Name, Telephone Number and Email Address)

CHECK ONE:         Information Technology Security  
                       Internal Security

PROPOSAL AMOUNT:

THE TOTAL AMOUNT OF THE PROPOSAL CANNOT EXCEED \$150,000

STATE CONTACT:  
(Name, Telephone Number and Email Address)

**CHECKLIST:**

Please check each item that has been submitted in for the Unemployment Insurance (UI) Information Technology (IT) Security / Internal Security (IS) Supplemental Budget Request (SBR). Any items that are not included may result in the failure of the proposal to be considered for possible funding.

- RO Check Sheet and Recommendation Form for UI Information Technology Security or Internal Security SBR.
- Original and two copies of each UI IT Security / IS SBR proposal with supporting documentation.

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### UNEMPLOYMENT INSURANCE INFORMATION TECHNOLOGY SECURITY / INTERNAL SECURITY SUPPLEMENTAL BUDGET REQUEST

All SBR submissions must include the following documentation:

- \_\_\_ Completed forms SF 424 (revised 9-2003), 424a and 424b as required in ET Handbook 336, 17<sup>th</sup> Edition.
- \_\_\_ Copy of the risk assessment/analysis, audit or self-assessment specifications or tools used.
- \_\_\_ Complete report of the risk assessment/analysis, 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.
- \_\_\_ 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 are identified by position title, number of hours, cost per hour and total cost.
- \_\_\_ The proposal does not contain multiple solutions from which the state will later choose but clearly identifies the state's proposed system.
- \_\_\_ Timeline for the project is provided.

REGIONAL RECOMMENDATION: