

**Supplemental Budget Request for Identity Theft Prevention/Detection
Activities**

Cover Sheet

State: _____

Name of Contact: _____

Phone: _____

Email Address: _____

Total Project Cost: _____

Number of Staff Requested: _____

Staff Costs Requested: _____

Other Costs Requested: _____

State Agrees to Maintain/Collect Data Yes___ No___

Supplemental Budget Request for Identity Theft Prevention/Detection Activities

Proposals must adhere to this specific format.

1. Proposal Summary: Provide a one paragraph summary of the activities that the SBR will fund.

2. Proposed Expenditures: Provide information that applies to each category below.

a. Staff Needs. The proposal should identify one-time SWA staff needs and/or contract staff needs. Staff needs should include the type of position, the expected number of staff hours, and the projected hourly costs. All staff funded under this SBR grant must be in excess of base staff, and the SBR must state this in writing. SWAs must include this information using the following format which includes illustrative information.

Position Title	# of Hours	Cost Per Hour	Total Cost
Investigator	2080	\$30	\$62,400

If contract staff is requested, documentation must include the type of position, estimated contract staff hours, and the projected hourly costs for the contract staff.

b. Other Costs: ADP staff costs may be funded for minimal programming which can be accomplished quickly and utilized by the integrity staff funded through this SBR. Programming of large data matching systems, such as the SSA cross match, may not be funded through this grant.

Funds from this project may be used to pay for other necessary costs; proposals must explain the basis for the projected cost estimate for each item. For example, funding requests for posters to inform the public of integrity activities that staff is conducting should include an estimated cost per poster and the number of posters to be purchased. Funds under this SBR project may be used to pay for any increases in long distance telephone costs, but only for work specifically related to this initiative.

5. Project Timeline:

- Provide a planned implementation schedule identifying dates of all critical steps up to and including implementation.
- Funds must be expended by December 31, 2007; therefore, it is critical that the project be implemented quickly. Priority will be given to states that anticipate early implementation of the project.
- Selected states will submit assessment data for report to Congress 180 days following the end of Fiscal Year.