Supplemental Budget Request Outline

1. Name of the Project: The naming convention for each project is State Abbreviation-Project Name-Project Priority-UIPL Number. The state abbreviation is the two character alphabetic code, the name of the project is the name assigned by the state, the priority of the proposal (if more than one is submitted) is the priority order designated by the state and the UIPL number is the number located on page one of this UIPL.

2. Amount of Funding Request for this project: Provide the total amount of funds requested for this individual project. By submitting this proposal, the state agrees to complete this project without additional Federal funds.

3. State Contact: Provide name, telephone number and email address of the individual who can answer questions related to this proposal.

4. Project Description: Explain in one paragraph what the funds will accomplish.

5. Project Timeline: The value of this element is 15 points. Provide a timeline identifying the dates of all significant steps in this project through the projected implementation date. SBR funds are to be awarded to states that plan to implement their proposed project(s) quickly. A portion of the scoring in this element will focus on evaluating how well the state has shown that they are ready to implement the project. As various projects require different amounts of time to implement, the project will evaluated based upon the scope of the work and the state's narrative demonstration that the proposal will be undertaken and completed in an expedient manner.

6. Description of Costs: Provide an explanation of all costs included in the project. The value of this item is 15 points.

    a. Staff Costs for Agency and Contract Staff: States must use the table format below to request state or contract staff. The project should clearly explain which costs are for state staff and which costs are for contractor staff.

Type of Position	Total Hours	Cost Per Hour	Total

    b. Hardware, Software, and Telecommunications Equipment: Provide an itemized list of hardware, software and telecommunications equipment including the cost per item and the number of each item requested. A description of each item should provide any information needed to identify the specific item and a description of the size and capacity of each item, if applicable.

Type of Item	Total Number of Items	Cost Per Items	Total

    c. Other: Identify each item and provide the expected cost per item. The need for each item should be explained in detail.

Summary of All Costs Requested

Staff	
Item	
Other	
Total	

7. Strategic Design: The value of this element is 35 points. Include a brief description of the strategic project design, identifying key reasons for this project. The strategic design should provide a detailed analysis of current operations and show how the design will meet the needs of the state. Describe the current problem(s) and how the project will address it: for example, a state may have a dropped call rate of 30 percent of calls on Monday/Tuesday due to the inability of the system to handle the high call volume. Problems should be those that will be addressed through technology rather than by just adding staff. For example, new/enhanced technology may be needed before staff can be added to handle workload increases.

8. Measurable Improvements Expected in UI Operations: The value of this element is 35 points. Identify which services or performance will be improved or which on-going costs will be reduced through implementation of the proposed project. Improvements and cost reductions must be quantified and estimates must be reasonable (e.g., improvement might be an estimated 20 percent decrease in the call drop rate of a Call Center taking claims).

9. Additional Points for Cost Matching: Additional points will be awarded based on any matching funds provided by the state for the project. The proposal must describe the matching funds using the cost breakout in the section 6 - Description of Costs, above. The points will be scaled based on the percentage of matching costs that the state proposes to contribute as follows:

- 80% or greater   5 points
- 60% to 79%   4 points
- 40% to 59%   3 points
- 20% to 39%   2 points
- 05% to 19%   1 point