

**2012 Supplemental Budget Request (SBR) Application Guidelines**

**Instructions:** States must complete a separate document using this format for each activity for which the state is seeking funding with the exception of the REA implementation or expansion requests which should utilize the REA Attachments from UIPL 10-12. These documents are to be combined in a single SBR with a SF-424 and an SF-424A combining all projects. The lead state in a consortium must submit a separate application for a Consortium Project.

**Name of Project:**

**Amount of Funding Request for this Project:** Provide the total amount of funds requested in this individual project.

**State Contact:** Provide name, telephone number, and e-mail address of the individual who can answer any questions relating to the proposal.

**Project Description:** Provide a brief description of the activity/project for which the state is seeking funding and explain how the project will improve prevention, detection, or collection of overpayments; or improve performance in other UI activities.

**Project Timeline:** Provide a list of the dates and the milestones for this project. The timeline should include the completion of the scope of work, the designation of specific tasks to appropriate parties, the issuance of a request for proposal if appropriate, the projected start date for programming the new system, the proposed dates to begin and complete testing, and the proposed date for full implementation of the system.

The weight of this element is 20 percent of the total score.

**Description of Costs:** Provide an explanation of all costs included in the project.

**Staff Costs for Agency and Contract Staff:** Use the table format below to request state or contract staff. The project must clearly explain which costs are for state staff and which costs are for contract staff.

Type of Position	Total Hours	Cost Per Hour	Total

**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 must provide any information needed to identify the specific item and a description of the size and capacity of each item if applicable.

**State Leveraged Resources:** For consortium project proposals (described under Section 7 of this UIPL), states must indicate the minimum funding necessary to accomplish the proposed project(s) and may also include in this section any cash or in-kind resources they are prepared to commit to the project(s). We will award bonus points, as described below, for leveraged resources that a consortium agrees to provide to the project. If an applicant proposes to provide additional resources, those funds will be included in the award agreement and we will hold the recipient responsible for providing the agreed-upon resources.

**Other:** Identify each item and provide the expected cost per item. The need for each item must be explained.

The weight of this element is 20 percent of the total score.

**Strategic Design:** The strategic design should provide evidence of a thorough analysis of current operations and show that the design will meet the needs of the state. For example, the description could include an explanation of the overpayments that are currently not being addressed or the collections that are not accomplished because the proposed automated system is not operational. The state must explain how it has determined that this system would be the most beneficial to its operation. This explanation might include a list of other overpayment systems that are operational such as the National Directory of New Hires.

For example:

- Identify the data that will be received from the data matching, e.g., wages, start to work date, name, date of birth, address, etc.
- Estimate the amount of overpayments the system will prevent or detect in a year.
- Estimate the percentage of claimants that will be part of the data matching system.
- Describe the data system(s) that the state will use to match claimant records.
- Indicate how often the data match will be conducted.
- Describe the assurance(s) that the state has received from the owner(s) of the data, which will demonstrate a willingness to participate in the proposed data exchange.

The weight of this element is 30 percent of the total score.

**Measurable Improvements Expected in UI Operations:** Identify the areas in which overpayment prevention, detection, or collection will be improved or on-going costs reduced through implementation of the proposed project. All improvements and cost reductions must be quantified rather than generalized. For example, if it is anticipated that overpayments will be collected more quickly with the new system, the measurable improvements must identify the anticipated time savings per overpayment and the percentage of overpayments that will be affected by the new system.

The weight of this element is 30 percent of the total score.

**Bonus Points for projects described in Section 7 of this UIPL related to Consortium Projects:**

- Additional points will be awarded based on leveraged resources provided by the state for the project. The points will be scaled based on the percentage of leveraged resources that the state proposes to commit to the project. Points will be awarded as follows:
  - 10% 2 points
  - 11% to 20% 4 points
  - 21% to 30% 6 points
  - 31% to 40% 8 points
  - 41% or greater 10 points