

**Supplemental Funding Application Guidelines**

**Instructions:** The state agency submitting an application must use this format to describe the activities for which it seeks funding. This document is to be combined into a single SBR with a SF-424 and an SF-424A.

**Name of Project:** Unemployment Insurance Integrity Center of Excellence

**Amount of Funding Request for this Project:** Provide the total amount of funds requested for the 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 description of the project for which the state is seeking funding and explain how the project will address each of the 6 requirements identified in Section 4.

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

**Project Organization:** Provide an explanation of how the state will implement the project organization and cooperative agreement described in Sections 5 and 7.

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

**Project Timeline and Deliverables:** Provide a timeline for completion of the deliverables for the project. This description should convey how the Center will achieve the deliverables included in Section 6.

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 application 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 estimated cost per item and the number of each item required. 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.

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

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

**Measurable Improvements Expected in UI Operations:** Identify the areas in which fraud detection and prevention will be improved and improper payments reduced through implementation of the proposed project. All improvements must be explained in detail rather than generalized, and quantified where possible. For example, the development of a new secure method to communicate with states about fraud schemes when they are identified may require the identification of the number of states that will have access to this tool by what date for the prevention of UI fraud overpayments.

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