

Supplemental Budget Request Outline

- 1. Name of the Project:** The naming convention for this project is State Abbreviation- Activity Name-Activity Priority-UIPL Number. The state abbreviation is the two-digit alphabetic code, and for purposes of this UIPL, the Project Name is “EUC Sequestration Implementation.”
- 2. Funding Request:** Provide the total dollars requested for this submission and delineate the total dollars requested for each activity.
- 3. State Contact:** Provide name, telephone number and email address of the individual who can answer questions related to this proposal.
- 4. Project Timeline:** Provide a timeline identifying the dates of significant steps and critical activities in this project through the projected implementation date.
- 5. Description of Costs:** Provide an explanation of costs for each activity included in the package.

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

Type of Position	Total Hours	Cost Per Hour	Total
3 Computer Programmers	600	\$60	\$36,000

Other: Identify each activity and provide the expected cost per items associated with the activity. Provide narrative that identifies the need for each activity/item in detail. For example, for postage expenditures the per-item cost and the number of items that will be mailed.

Summary of All Costs Requested

Staff	
Other	
Total	