

2016 Supplemental Budget Request (SBR) Application

Instructions: States must complete a separate document using the suggested format and instructions below for each activity for which the state is seeking funding. This document is to be combined in a single SBR along with a completed SF-424 and an SF-424A covering all projects. The lead state in a consortium must submit a separate application for a Consortium Project. Applications that do not follow the format prescribed in this section will be judged as non-responsive and will not be considered for funding.

Unemployment Insurance Supplemental Budget Request Abstract		
State Name:		
Total Funds Requested for All Projects:		
Name, Title, and Address of Grant Notification Contact <i>(Typically the State Workforce Agency Administrator)</i> Name: Title: Address:		
Name, E-Mail Address, and Phone Number of SBR Project or Fiscal Manager Name: E-Mail Address: Telephone Number:		
Name, E-Mail Address, and Phone Number of Benefit Payment Control Supervisor Name: E-Mail Address: Telephone Number:		
Provide the following information for each project <i>(add additional rows as needed):</i>		
Individual Project Name	Total Cost of Project	Proposed Completion Date

Unemployment Insurance Supplemental Budget Request Abstract		

SIDES Attestation for previously funded states	
SIDES Web Services and SIDES E-Response implemented	Yes / No with target date
State is using SIDES Web Services to Exchange with all available employers and TPAs	Yes / No with target date within 12 months of this UIPL's publication date. ⁴
State is implementing strategies to expand overall state usage of SIDES Web Services and SIDES E-Response ⁵ (Yes / No with projected target date for achieving the SIDES expansion goals of 50% overall and 35% for E-Response)	

Cross-Functional Task Force Attestation	
Is the Cross-Functional Task Force in place and convened in the last quarter?	Yes / No, but will convene within 3 months of this UIPL's publication date.

SBR Project Application
Complete a separate document for each activity for which the state seeks funding

⁴ If a particular employer or TPA is the cause for the delay for implementing the exchange, the date will be based on a negotiated schedule with the NASWA SIDES Team.

⁵ States meet SIDES expansion goals by receiving employer responses for at least 50 percent of all UI initial claims and at least 35 percent of all UI initial claims processed through the SIDES E-Response.

Name of Project
Amount of Funding Request for this Project
State Contact
Name: E-Mail Address: Telephone Number:

Project Description
Project Timeline

Description of Costs			
State Agency Staff Costs:			
Type of Position	Total Hours	Cost Per Hour	Total
Contract Staff Costs:			
Type of Position	Total Hours	Cost Per Hour	Total
Hardware, Software and Telecommunications Equipment:			
Item Description	Cost Per Item	Quantity	Total

Other Costs:			
Item	Cost	Explanation	

Strategic Design:

Measurable Improvements Expected in UI Operations:

SECTION INSTRUCTIONS

SIDES Attestation for previously funded states: Provide an attestation that the state has completed implementation of SIDES Web Services and SIDES E-Response. If implementation is ongoing, provide the target completion date for that component. Indicate if the state is currently matching with all available employers and TPAs, and if not, attest that the state will be matching with all available employers and TPSs within 12 months.

Name of Project: Provide a name to identify the state’s proposed project. If the state is submitting requests to fund more than one project, each project should be identified by a different name that describes each 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 (20 percent of total score): Provide a list of the dates and the milestones for this project. The timeline should include the completion of the work, the designation of specific tasks to appropriate parties, the issuance of a request for proposal, if appropriate, the projected start date, the proposed dates to begin and complete testing (if necessary), and the proposed date

for full implementation of the project. These milestones and dates will be used to monitor the implementation of the project.

Description of Costs (20 percent of total score): Provide an explanation of all costs included in the project.

- **State Agency Staff Costs:** Use the table format above to request state staff to support project implementation.
- **Contract Staff Costs:** Use the table format above to request contract staff to support project implementation.
- **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.
- **Other:** Identify each item of cost not covered elsewhere and provide the expected cost per item. The need for each item must be explained.

Strategic Design (30 percent of total score): 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, a proposed improper payment strategy could include an explanation of overpayments that are currently not being prevented, detected or recovered because the proposed automated system is not operational. The state must explain how it has determined that the proposed system would be the most beneficial to its operation and accomplish the goals.

Measurable Improvements Expected in UI Operations (30 percent of total score): Identify the areas which 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 project(s).