Attachment A

2017 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 (*Typically the State Workforce Agency Administrator*)

Name: Title:

Address:

Auui 655.

Name, E-Mail Address, and Phone Number of SBR Project or Fiscal Manager Name: E-Mail Address:

Telephone Number:

Provide the following information for each project (*add additional rows as needed*):

Individual Project Name	Total Cost of Project	Proposed Completion Date		

SIDES Attestation		
	Yes / No with target date	
SIDES Web Services and SIDES E-Response implemented		
State is using SIDES Web Services to Exchange with all	Yes / No with target date within 12 months of this UIPL's publication date. ³	
available employers and TPAs		
State is implementing strategies to expand overall state usag and SIDES E-Response ⁴	ge of SIDES Web Services	
(Yes / No with projected target date for achieving the SIDE) overall and 35% for E-Response)	S expansion goals of 50%	

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

Name of Project

Amount of Funding Request for this Project

State Contact

Name: **E-Mail Address: Telephone Number:**

³ 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. ⁴ 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.

Project Description		
-		
Project Timeline		

Description of Costs						
State Agency Staff Costs:						
Type of Position	Total l	Hours	Cost Per Hour		Total	
Contract Staff Costs:	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: 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 the name of the proposed UI IT modernization project to be carried out by a consortium. 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.

<u>Amount of Funding Request for this Project</u>: Provide the total amount of funds requested in this individual project.

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

<u>Project Description</u>: Provide a brief description of the UI IT modernization project for which the consortium is seeking funding and explain how the project will improve UI program operations for the participating states.

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 provided in this attachment to request state staff to support project implementation.
- **Contract Staff Costs:** Use the table format provided in this attachment 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 of the consortium UI IT modernization project should provide evidence of a thorough analysis of current operations and show that the design will meet the needs of the states in the consortium. This section must include an explanation as to how the proposed system will improve UI operations and accomplish the goals of the consortium.

<u>Measurable Improvements Expected in UI Operations (30 percent of total score)</u>: 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.