

UI Equity Grant 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 grant application package along with a completed SF-424, an SF-424A, and Budget Narrative covering all projects. Refer to Section 6.a. of this UIPL for additional instruction.

UI Equity Grant 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 Grant Project or Fiscal Manager		
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

UI Equity Grant Project Application
Complete a separate document for each activity for which the state seeks funding, including planned supplemental activities if additional funding is available.

Name of Project

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Amount of Funding Request for this Project

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State Contact

Name:
E-Mail Address:
Telephone Number:

Project Description

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Project Timeline

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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:

Outcome Metric Demonstrating Improvements Expected in UI Operations:

UI Equity Grant Project Application Instructions

Name of Project: Provide the name of the proposed equity project to be carried out. 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. The state must provide a separate Grant Project Application for each project they are seeking to have funded by the grant (the applications should match the projects in the Request Abstract).

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 equity project for which the state is seeking funding and explain how the project will support promoting equitable access to UC programs for the participating state.

Project Timeline: 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. Any additional work needed to identify and provide progress on the identified outcome metric should be included in this project timeline.

Description of Costs: 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: The strategic design of the equity project should provide evidence of a thorough analysis of current operations and show that the design will meet the needs of the state in promoting equitable access to UC programs.

Outcome Metric Demonstrating Improvements Expected in UI Operations: Identify the outcome metrics which will be used to monitor progress towards improving equitable access to UC programs. *See* Section 4.c. of this UIPL for examples. All improvements must be quantified rather than generalized. If undertaking more than one intervention or project that may impact the same outcome metrics, please describe the evaluation activities that will be undertaken, if any, that will allow for understanding how your proposed intervention or project contributed to the improvements in those metrics, or not.