

Integrity Grants – Full Project Plan Template

Instructions: States must complete the application using the suggested format and instructions below for the projects/activities for which the state is seeking funding. This application is to be combined with a completed SF-424, a SF-424A, and Budget Narrative covering all projects/activities (*see* Section 4.b.vi.C.3. of this UIPL).

Grant funding for Strengthening Identity (ID) Verification and Improving Fraud Prevention, Detection, and Overpayment Recovery Efforts in All Unemployment Compensation (UC) Programs		
State Name:		
Total Funds Requested:		
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 (add additional rows as needed)		
Individual Workload Project/Activity Name	Total Cost of Workload Project/Activity	Proposed Completion Date

Name of Funding Activity or Activities

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Amount of Funding Request for the Activity or Each Activity

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State Contact

Name:
E-Mail Address:
Telephone Number:

Description of Activity or Activities

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Project Timeline for Each Activity

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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

Application Instructions

Name of Funding Activity or Activities: Provide the name of the proposed integrity project/activity to be carried out. If the state is submitting requests to fund more than one project/activity, each project/activity should be identified by a different name that describes each project/activity. The state must provide a separate Grant Project Application for each project/activity they are seeking to have funded by the grant (the applications should match the projects in the Request Abstract).

Amount of Funding Requested for the Activity or Each Activity: Provide the total amount of funds requested in this individual project/activity.

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

Description of Activity or Activities: Provide a brief description of the integrity project/activity for which the state is seeking funding and explain how the project/activity will support strengthening the integrity of UC programs for the participating state.

Project Timeline for Each Activity: Provide a list of the dates and the milestones for each project/activity. 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/activity. These milestones and dates will be

used to monitor the implementation of the project/activity. Any additional work needed to identify and provide progress on the identified outcome metric should be included in this project/activity timeline.

Description of Costs: Provide an explanation of all costs included in the project/activity.

1. **State Agency Staff Costs:** Use the table format provided in this attachment to request state staff to support project/activity implementation.
2. **Contract Staff Costs:** Use the table format provided in this attachment to request contract staff to support project/activity implementation.
3. **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.
4. **Other Costs:** 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 integrity project/activity should provide evidence of a thorough analysis of current operations and include information supporting how the use of these funds will provide a return on investment with regards to strengthening UI program integrity in the UC programs. All projects/activities funded under this UIPL must be complementary rather than duplicative of projects/activities funded under other grant opportunities.