

IT Modernization 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.d.iv.C. of this UIPL).

Grant Funding for Unemployment Insurance (UI) IT Modernization			
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:			
Applicable UI IT Modernization Categories for this Grant (check all that apply)			
Cloud Migration		<input type="checkbox"/>	
Modular and API-driven approaches		<input type="checkbox"/>	
Measurably Improving Customer Experience		<input type="checkbox"/>	
Provide the following information for each project (add additional rows as needed)			
Individual Activity Name	Corresponding UI IT Modernization Category	Total Cost of Activity	Proposed Completion Date
State Contact			
Name:			
E-Mail Address:			
Telephone Number:			

Description of Current State IT Modernization Efforts
Summary of Planned IT Modernization Activities

Description of Activity	
Provide the following information for each Activity (add additional pages as needed).	
Individual Activity Name	
Corresponding UI IT Modernization Category	
Key Milestones and approximate dates for reaching milestones	
Action Needed to Accomplish the Key Milestones	
Risk Mitigation	

Outcome Metrics

Method for Sharing Lessons Learned

Requested Assistance from the Department

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	

Instructions:

Applicable UI IT Modernization Categories for this Grant: Check the applicable categories as described in Section 4.d. of this UIPL.

Individual Activity Name: Provide the name of the proposed IT modernization project/activity to be carried out and its corresponding UI IT Modernization Category. 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 detail for each project/activity they are seeking to have funded by the grant (the applications should match the projects in the Project Abstract).

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

Description of Current State IT Modernization Efforts: Include, if applicable, modernization efforts your state agency has engaged in previously or is currently engaged in, as well as key dates for any active modernization efforts and what vendor you use (if applicable). Also, if applicable, mention any Tiger Team recommendations that are being implemented in relation to IT.

Summary of Planned IT Modernization Activities: Provide a high-level description of the work you plan to accomplish with the funds, including your goals, the problem(s) you will solve, and if applicable, how it will expand on any current or planned modernization. Describe any possible synergies between this project, and other American Rescue Plan Act (ARPA) funded activities related to fraud prevention, equitable access to benefits, and timeliness/backlog reduction.

Description of Activity: Provide a brief description of the IT Modernization project/activity under this grant opportunity and explain how the project/activity will support the modernization of unemployment compensation (UC) programs for the participating state. This section must be completed for each Individual Activity identified on the first page of the template.

Key Milestones (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.

Action Needed to Accomplish the Key Milestones (for each Activity): Information in this section should, at a minimum, answer the following questions.

- Describe what needs to happen in terms of agency adoption or customer adoption to ensure your project is successful.

- Describe the team members who are already staffed and the team members you will need to hire.
- Explain any vendors, software, and/or other solutions you plan to use, including necessary procurement activities (as applicable).

Risk Mitigation (for each Activity): Information in this section should, at a minimum, answer the following questions.

- Describe any identified or predicted risks for this activity.
- Any technical dependencies.
- How do you plan to monitor these risks or dependencies?
- How will you plan to mitigate these risks or dependencies?

Outcome Metrics: Identify the qualitative and quantitative metrics you will use to track progress and measure success. One of the conditions for this grant funding (as described in Section 4.d.iv.A.3. of this UIPL) is to report regularly on these metrics through the state’s submission of the form ETA 9178-ARPA. This must, at a minimum, include outcome metrics that are consistent with the examples in Attachment VI to this UIPL. States are encouraged to include metrics in addition to those identified in this UIPL.

Method for Sharing Lessons Learned: One of the conditions for this grant funding (as described in Section 4.d.iv.A.4. of this UIPL) is to make software or artifacts produced through this grant available under an open license, where required, and participate in a community of practice where this requirement is not applicable. Describe how you intend to fulfill this grant condition.

Requested Assistance from the Department: Describe what, if any, additional assistance you request from the Department to support successful implementation of these activities. The Department will support these requests to the extent that resources and funding allow.

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.