

**Identity Verification Services – 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.e of this UIPL).

<b>Grant funding for Identity (ID) Verification Services Offering with Login.gov</b>		
<b>State Name:</b>		
<b>Total Funds Requested:</b>		
<b>Name, Title, and Address of Grant Notification Contact (<i>Typically the State Workforce Agency Administrator</i>)</b> <b>Name:</b> <b>Title:</b> <b>Address:</b>		
<b>Name, E-Mail Address, and Phone Number of Grant Project or Fiscal Manager</b> <b>Name:</b> <b>E-Mail Address:</b> <b>Telephone Number:</b>		
<b>Provide the following information for the project (add additional rows as needed)</b>		
<b>Individual Workload Project/Activity Name</b>	<b>Total Cost of Workload Project/Activity</b>	<b>Proposed Completion Date</b>

<b>Name of Funding Activity or Activities</b>		
<b>Amount of Funding Request for the Activity or Each Activity</b>		
<b>State Contact</b>		
<b>Name:</b> <b>E-Mail Address:</b> <b>Telephone Number:</b>		

<b>Description of Activity or Activities</b>			
<b>Project Timeline for Each Activity</b>			
<b>Description of Costs:</b>			
<b>State Agency Staff Costs:</b>			
<b>Type of Position</b>	<b>Total Hours</b>	<b>Cost Per Hour</b>	<b>Total</b>
<b>Contract Staff Costs:</b>			
<b>Type of Position</b>	<b>Total Hours</b>	<b>Cost Per Hour</b>	<b>Total</b>
<b>Hardware, Software and Telecommunications Equipment:</b>			
<b>Item Description</b>	<b>Cost Per Item</b>	<b>Quantity</b>	<b>Total</b>

<b>Other Costs:</b>			
<b>Item</b>	<b>Cost</b>	<b>Explanation</b>	

**Application Instructions**

**Name of Funding Activity or Activities:** Provide the name of the proposed project/activity to be carried out.

**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 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.