

**VIII. Content Checklist.** The SQSP Content Checklist shows all the documents which comprise the entire SQSP listed by submittal and in order of assembly. Each SESA must insure that those documents appropriate to its plan are submitted to minimize the potential for a delay in the approval and funding process.

**APRIL SUBMITTAL**

UI-1 - UI Staff Hours and Travel Staff Years

**AUGUST SUBMITTAL (Main)**

1. Transmittal Letter
2. State Plan Narrative
  - Summary
  - Program Focus Summaries
3. CAPs
  - Tier I Deficient Performance
  - Tier II Egregious Poor Performance
  - Reporting Deficiencies
  - Program Review Deficiencies:
    - (a) Federal Program Reviews (UCFE, UCX, etc.)
    - (b) BPC Reviews
    - (c) Internal Security Reviews
    - (d) Workload Validation
    - (e) Automation Grants
    - (f) Other
  - BAM Requirement Deficiencies:
    - (a) Organization
    - (b) Authority
    - (c) Written Procedures
    - (d) Format
    - (e) Sample--Selection and Investigation
    - (f) Case Completion Timeliness
  - TPS Requirement Deficiencies
4. CIPs
  - Tier I - Continuous Improvement (Negotiated or State Option)
  - Tier II - Continuous Improvement (Negotiated or State Option)
5. Budget Worksheets/Forms:
  - SF 424, SF 424 (A) & (B) - Application For Federal Assistance
6. Organization Chart
7. Signature Page

**SBR SUBMITTAL (As Appropriate)**

1. Transmittal Letter
2. Budget Worksheets/Forms:
  - SF 424, SF 424 (A) & (B) - Application For Federal Assistance
3. Supporting Documentation
  - Summary
  - Commitment to Complete Project
  - Schedule
  - Description of Proposed Fund Usage
  - Amount of Funding Requested
  - Expenditures
4. Additional SBR Documentation (Law Change SBRs only)
  - Bill Number and Effective Date
  - Relevant Provisions
  - Costs & Narrative by Legislative Provision
  - UI only Statement
5. Optional Supplementary Items (Large-scale, Complex Projects)
  - Technical Approach
  - Strategic Design
  - Measurable Improvements Expected
  - Supporting Materials