**TMF Initial Project Proposal (IPP)**

**Instructions:** Review the [Selection Criteria](https://tmf.cio.gov/criteria/) to ensure your project is competitive prior to submission. Fill out each section below using 11-point font. Use plain language. Don’t use acronyms or terminology likely to be unfamiliar to someone outside of your agency and/or program area. IPPs that exceed **six pages** won’t be considered.

**How to Submit:** Submit your completed IPP as a .docx file to ombtmf@omb.eop.gov and tmf@gsa.gov.

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| **GENERAL INFORMATION** |
| Project Name |   |
| Sponsoring Agency |   |
| Submission Date | *MM/DD/YYYY* |
| Special Emphasis Category*Select all that apply.* | [ ]  Modernizing High Priority Systems[ ]  Cybersecurity[ ]  Public-Facing Digital Services[ ]  Cross-Government Collaboration / Scalable Services[ ]  Artificial Intelligence[ ]  Other (please specify) |
| Elevator Pitch (200 words or less) – Summarize your proposal, including its main goals and anticipated impact. *See examples at* [*https://tmf.cio.gov/projects*](https://tmf.cio.gov/projects)*.*  |
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| **FUNDING OVERVIEW** |
| TMF Request Amount |  $0000.00  |
| *Explain method used for cost estimation:* |
| Will other funding sources be used to support the project?[ ]  Yes [ ]  No*If “Yes,” describe the other funding sources that will be used and provide an estimate for total project cost that includes the TMF Request Amount and other funding sources:* |
| Repayment Rate  | [ ]  100% *(Most Competitive)* [ ]  75% [ ]  50%[ ]  [Insert amount > 50%] |
| *If less than 100%, provide justification below:* |
| Has funding for the project ever been restricted or denied by OMB or Congress? [ ]  Yes [ ]  No*If “Yes,” explain below:* |
| Did you request funding for the project in the current Budget cycle to OMB? [ ]  Yes [ ]  No*If “Yes,” explain below:* |
| Do you know of potential appropriations that propose funding for the project? [ ]  Yes [ ]  No*If “Yes,” explain below:* |
| **DETAILS** |
| Describe the problem(s) the project will solve. Explain how your agency identified the problem(s), any previous efforts to solve them, impacted users, and how urgent it is to solve the problem(s) in the next 1-3 years. Provide data or metrics that demonstrate the scale of the problem, if available. *(200 words or less)* |
| How will this project solve the problem(s) described above? Explain the impact, including how things will change for users, and benefits within and beyond your agency. If applicable, describe any expected cost savings, cost avoidance, or revenue generation. If applicable, describe how the project will address Executive Orders, OMB memos, GAO recommendations, or organizational goals. *(200 words or less)* |
| Describe your agency’s level of support for this project, including executive sponsorship and foundations for success. *(150 words or less)* |
| Describe how the project is iterative and evidence-driven. Include baseline or current state measurements, as well as key metrics for success and milestones for implementation with anticipated completion dates. If applicable, share an addendum (as an attachment) for planned user research, pilot projects, change management, etc. *(200 words or less)* |
| Looking ahead: How will your agency repay the TMF and ensure the project’s long-term success? Describe 1) the funding source(s) that will be used for repayment, identifying specific offset(s) and reprioritization of funding; and 2) future O&M and DM&E costs to sustain progress. *(200 words or less)*  |
| **CONTACT INFORMATION** |
| Project Sponsor | Name:  |  Title:  |
| Email:  |
| CIO Sponsor | Name:  |  Title:  |
| Email:  |
| CFO Sponsor | Name:  |  Title:  |
| Email:  |