

**NOTICE OF PUBLIC MEETING**  
Pursuant to Iowa Code §21.4  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**IOWACCESS ADVISORY COUNCIL**  
Wednesday, May 7, 2008, 1:00 PM – 4:30 PM  
Hoover Building, Level A, Conference Rooms 7 & 8

1. Introductions, New Member (Kathleen Richardson), Approve Minutes, Election of Officers  
*Richard Neri, Chair*
  2. Iowa Interactive Update  
*Tracy Smith, Iowa Interactive*
  3. IOWAccess Financial Update  
*Lana Morrissey, DAS Finance*
  4. IOWAccess Projects and Projections Spreadsheets/Monthly Report  
*Malcolm Huston, IOWAccess Manager*
  5. OpenUp.Iowa – Request for Design Funding Increase **\$42,000**  
*Mark Uhrin, DAS-ITE*
  6. State of Iowa Online Stores– Request for Hosting Fees **\$2,000**  
*Mark Uhrin, DAS-ITE*
  7. Interactive Forms - Request for Scope Analysis Funding **\$20,000**  
*Kent Hartwig, Department of Veterans Affairs*
  8. Business License Information Center (BLIC) project – Request for Execution Funding **\$367,880**  
*Sherri Timmins, Department of Economic Development*
  9. Hazardous Substance Incident Database – Request for Execution Funding **\$280,000**  
*Adam Broughton, Department of Natural Resources*
  10. ITE Project Updates/Pricing  
*Mark Uhrin, DAS-ITE*
  11. Wrap Up And Adjourn  
*Richard Neri, Chair*
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**IOWAccess Advisory Council  
Meeting Minutes of March 12, 2008, 1:00 PM  
Hoover Building, Level A, Conference Room 6**

**Draft**

- Present: Richard Neri, Barb Corson, Sheila Castaneda, Dawn Ainger, Beth Baldwin, Terrence Neuzil, Tom Gronstal, Kelly Hayworth, Glen Dickinson, Lawrence Lentz
- Absent: Dan McGinn, Herb Strentz, Andrew Smith, Teri Selberg, Ron Wieck, Jeff Danielson, Carmine Boal, Vicki Lensing
- Guests: John Hove, John Gillispie, Mark Uhrin, Malcolm Huston, Diane Van Zante, Tracy Smith, Dennis Wiggins, Jim Nervig, Drew Dinsmore, Julie Leeper, Mike Weber, Robin Harlow, John Greshman, Dawn Connet, Claire Hruby, Amy Van Maanen, Christine Spackman, Kristin Honz

Council Chair, Dick Neri, opened the meeting and noted that a quorum of members was present.

1. Introductions, Approve Minutes – Dick Neri, Chair.  
All council members and guests introduced themselves. Kelly Hayworth moved approval of the January 9, 2008 meeting minutes; Barb Corson seconded the motion. An oral vote was taken, unanimously approving the minutes as written.
2. Iowa Interactive Update – Tracy Smith, Iowa Interactive.  
In January, two new websites were launched – the Iowa Person Directed Care website (Department of Inspections and Appeals) and the Public Employment Relations Board health care survey site. In February, the Department of Natural Resources launched a conference registration/transcaer site. Twenty-one code enhancements/updates were completed in January; nine more were completed in February. The month of January saw a dip in campground reservations, however this was offset by an increase in February of about 2500. Iowa Interactive has been tracking adoption rates for online services (renewals, campground reservations, etc.). Statistics indicate that such services continue to do very well.
3. IOWAccess Financial Update – John Hove, DAS Finance.  
For the third month in a row, expenditures have exceeded receipts. The cash balance at the end of January was \$3.5 million with remaining unobligated cash standing at \$867,732.
4. IOWAccess Projects and Projections Spreadsheet – Malcolm Huston, IOWAccess Manager.  
Following discussion at the January meeting, Malcolm developed a tool to project revenue and expenditures over time. The projections are comprised of two things -- 1) projected next phase obligations for currently funded projects, and 2) potential projects (such as those that are being presented today) with associated estimates. This information is also available on the IOWAccess website under the “project status” tab. By graphing net assets over time and the unobligated cash balance, we are also able to do a real time analysis. Generally, it is advisable to have about 60 days worth of working capital on hand.

5. eGMS Project Update – Dennis Wiggins, Iowa Office of Drug Control Policy.  
As you recall, this grant management program will provide an enterprise grants management service to agencies that wish to participate. It will feature a web-enabled storefront for anyone looking for a grant and includes a grants management system as well. Last fall, the IOWAccess Advisory Council approved funding for the scope analysis phase. An RFP was released in January garnering nine responses. Cost estimates for the storefront range from \$18,000 to \$1 million, and from \$300,000 to more than \$1 million for the grants management component. It is hoped that some of the funding will come from the pooled technology allocation. The Department of Management (DOM) anticipates coming back in the next few months to seek funding for the storefront. Could Iowa Interactive develop the storefront? Because DOM hopes to make use of a packaged system (off the shelf software), it is not feasible for Iowa Interactive to develop the front end piece.
6. Update on Dental Licensure – Request for Implementation Funding – Malcolm Huston.  
At the January meeting, the Iowa Dental Board, Iowa Board of Medicine, and Iowa Nursing Board made a joint request for implementation funding in the amount of \$550,000 for a healthcare provider licensure database. At that time, the request was denied, pending exploration of other alternatives and a more accurate determination of costs. At present, the Boards are preparing to issue an RFP which should result in a better cost estimate. After lengthy delays and numerous disappointments, the Boards are anxious to move into the implementation phase.
7. Volunteer Iowa – Request for Scope Analysis Funding (\$15,000) – Kristin Honz, Iowa Commission on Volunteer Service.  
This initiative would develop a statewide volunteer referral database linked through a common portal. Under the Code of Iowa, this is a statutory obligation. Other states have developed similar systems and the Department of Natural Resources has indicated interest in such a system. Volunteers could go to one site to find out about volunteer opportunities in the state of Iowa; organizations could scan the site to find volunteers with the appropriate skill set. Dawn Ainger moved approval of scope analysis funding; Beth Baldwin seconded the motion. Council members expressed a desire to incorporate county and local programs as well. An oral vote was taken; the motion passed unanimously.
8. Student Financial Aid Portal – Request for Increased Scope Analysis Funding (\$18,000) – Mark Uhrin, DAS-ITE.  
The student financial aid portal allows students to search for grants and scholarships. When ITE initiated the work, the complexity of the project was not readily understood. Based on the revised scope, a shortfall of \$18,000 is anticipated. Kelly Hayworth moved approval of the additional funding; Dawn Ainger seconded the motion. An oral vote was taken; the motion passed unanimously.
9. Local Government Budgets and Reports – Request for Design Funding (\$64,000) – Jim Nervig, Department of Management.  
The Department of Management wants to replace the current local government budget system with a web-based system. At present, budgets are submitted via a spreadsheet format

that utilizes paper copies. The new system would reduce errors and include county annual financial reports. Generally, it is difficult for the public to access budget statements. Under the new system, information would be available 24 x 7. Previously, the Council approved scope funding for this project. Council members noted that the Council also funded a project to standardize local budget development about three years ago. Beth Baldwin moved approval of the current request; Sheila Castaneda seconded the motion. An oral vote was taken; the motion passed unanimously.

10. CoMIS Replacement (County CSN) – Request for Implementation Funding (\$350,000) – Robin Harlow, Iowa State Association of Counties (ISAC), and John Greshman.

The Council previously funded the scope and design phases of this project; this request is for implementation funding. County CSN (Community Services Network) will serve as a resource for citizens to find and apply for area community services and will facilitate the sharing of client-specific data between counties. The system will provide all 99 counties with a citizen web portal, billing and accounting, operations, budgeting, reporting, case management and data exchange. While the database will actually be separate from the website, such data is considered confidential/private and is governed by HIPPA regulations. ISAC is requesting \$350,000 for implementation, but is receiving some additional funding from other sources. Spindustry is building the system; they hope to test in the fall and begin rollout in December. The Council expressed concern about the security of data traveling over the Internet. Spindustry staff assured the Council that data will be encrypted. What is the status of our inquiry about using IOWAccess funds to finance local projects? The Attorney General has advised us to proceed with those that are already in process in some phase, but not to accept new requests (for local projects) until the matter is resolved. Kelly Hayworth moved approval of implementation funding; Barb Corson seconded the motion. An oral vote was taken; the motion passed unanimously.

11. Animal Feeding Operations (AFO) – Request for Implementation Funding (\$282,000) – Claire Hruby, Department of Natural Resources (DNR).

Animal feeding operation data is integral to the livestock industry, water quality and quantity, air quality, real estate, road conditions, the alternative energy industry, and human and animal health. An animal feeding operation database would provide the public access to information about confinements and open lots, improve coordination and communication, reduce staff time, make data easily accessible and permit seamless data exchange, and allow cities and counties to better manage their resources. DNR hopes to have the database up and running by March 2009. Will this application be compatible with other systems at the DNR? Yes, the department is currently looking at integrating as much data and linking as many program areas as possible. Why hasn't an RFP been completed? This is primarily a timing issue, as the request still needs to be presented to the Technology Governance Board and the DNR Board. In order to keep the project moving along, it was in DNR's best interest to request implementation funding now. Sheila Castaneda moved approval of the request; Dawn Ainger seconded the motion. An oral vote was taken; the motion passed unanimously. Malcolm suggested that the amount of the request be revised once the actual amount is known.

12. Iowa Child Advocacy Board Online – Request for Additional Design Funding (\$75,780) – Mark Uhrin, DAS-ITE.

This project turned out to be more complex than originally thought. ITE decided to do a full prototype to ensure that all parties are in agreement on the requirements and design prior to moving to implementation. Added costs for this work are \$49,000. With newly revised estimates for other changes throughout the project, the additional funding request totals \$75,780. If the design phase exceeds \$100,000, what is the estimate for implementation? At this point in time, we don't have a ballpark figure. Barb Corson moved approval of the request; Beth Baldwin seconded the motion. An oral vote was taken; the motion passed unanimously.

13. Civil Rights Public Interface –Request for Additional Implementation Funding (\$31,723) – Mark Uhrin, DAS-ITE.

The project is nearing the end of the implementation phase. Additional funds are requested to make two changes, one to meet legislative mandates, the other to allow complainants and respondents to upload information directly. Tom Gronstal moved approval of funding; Larry Lentz seconded the motion. An oral vote was taken; the motion passed unanimously.

14. ITE Project Updates – Mark Uhrin, DAS-ITE.

There have been no significant changes or red flags since the last report was issued. What is the process for agencies who encounter unexpected code changes? ITE encourages agencies to include an item for future code changes in their budget requests.

15. Wrap Up and Adjourn – Dick Neri, Chair.

Terms for some of our council members expire April 30, 2008. The Governor's Office has not yet announced new appointments/reappointments. We do know that Herb Strentz has elected not to seek reappointment. Dick acknowledged Herb's long-standing participation and many contributions in support of the Council's work.

The next meeting is scheduled for May 7, 2008. There being no further business, the meeting adjourned at 3:12 p.m.

	Iowa Interactive Status Report As of 4/30/2008				
	Project Name	Requesting Department	Phase	Target Dates	Status
Static Sites	Department of Revenue Website Redesign	Department of Revenue	Planning	04/28/08	II is working on initial design concepts to be reviewed by the partner on 04/28/2008. II is scheduled to meet with the partner on 04/28/2008 to discuss overall information architecture and content. (no change since last update)
Static Sites	Department of Veterans Affairs Web Page Redesign	Dept. of Veterans Affairs	Dev	04/11/08	II spoke with Jill Joseph on 4/21/08. She indicated she would meet with Drew Dinsmore that same day to finalize all content. After her meeting she would forward the final round of content to II. II is waiting on that content as of this update.
Static Sites	Iowa State Historical Society Website Redesign	Dept. of Cultural Affairs	Dev	4/29/2008	There is no current date set for the approved content, but the partner has been informed that no development will begin until II receives the approved content. II met with the partner on 04/08/08 to discuss navigation and content. Some clarification was made and the partner is to have made progress towards approved categories and sub categories by their next meeting on 04/29/08. II will be attending that meeting to assist with any questions. II provided a template example of a page several layers into the website to clarify any confusion of overall page layout and functionality on 04/18/08.
Static Sites	Status of Women Website Redesign	Dept. of Human Rights	Dev	5/2/2008	The partner was unavailable for a meeting during the week of 04/21/2008. II is in the process of coordinating a meeting with the partner to review the current design and develop a timeline for the remaining content the week of April 28th.
Static Sites	Iowa Board of Nursing Redesign	Iowa Board of Nursing	Dev	5/2/2008	II met with the partner on 04/22/2008 to review the current design. The partner will respond with feedback by 05/02/2008.

Static Sites	Iowa Profood Safety Website Redesign	Dept. of Inspections and Appeals	Planning	TBD	II has provided the new website template to the partner on 04/14/08. II is waiting on content for two remaining pages. II is also waiting on translation of content into at least 7 different languages from the partner. The partner is following up the the Targeted Small Business who is completing the translation.
Static Sites	Department of Management Website Redesign	Department of Management	Planning	TBD	II is currently developing the Project Charter.
Static Sites	Office of Lean Website Redesign	Department of Management	Planning	TBD	II is currently developing the Project Charter.
Static Sites	Iowa Community Empowerment Website Redesign	Department of Management	Planning	TBD	II is currently developing the Project Charter.
Static Sites	Iowa Grants Website Redesign	Department of Management	Planning	TBD	II is currently developing the Project Charter.
Dynamic Sites	State Homepage	Dept. of Administrative Services/IOWAccess	Development	05/16/08	II presented the overall project timeline to the partner on 04/15/2008. The partner approved via email. The functional requirements and project timeline have been agreed upon. II will meet with the partner (TBD) to discuss all tasks associated with the first deliverable of 05/16/08.
Dynamic Sites	AMBER Alerts	Iowa State Patrol	Development	04/29/08	II received approval from the partner via email on this application. II is working with ITE and the Iowa State Patrol on a final end-to-end test of the application. Once completed and approved, we will move forward with the release of the live website and a test of the new system as part of the Missing Children Awareness Month, which is May. II has a meeting set up of ITE on 04/29/08.
Dynamic Sites	Real-Time Election results	Sec. of State	Testing	05/01/08	II met with the partner on 04/21/2008 to discuss and review the current status of the application and develop a training plan for the 99 counties. Currently testing with counties who have special elections in April. Three successful tests with special elections has occurred. One additional test on 04/29/08 with Polk County. The next meeting with the partner is scheduled for 05/1/2008.

Dynamic Sites	Office of Energy Independence Dynamic Site	Office of Energy Independence	Planning	04/28/08	II has started to plan the technical implementation and design prototyping approach. II will attempt to have an initial static design to OEI by the week of 4/28/08. II and OEI have a tentative meeting scheduled for 4/25/08 to continue with requirements gathering.
Dynamic Sites	Governor's Website	Office of the Governor	Planning	04/28/08	II forwarded all the changes requested by Troy Price to him on 4/7/08. Troy also forwarded a request for content to be implemented on the First lady's webpage on 4/6/08 of which was also delivered to him on 4/7/08. Troy contacted II on 4/14/08 with the feedback and which design layout they would like to go with. II is now transitioning the site over to the new layout. II is expected to have this completed and on the testing server the week of 4/28/08.
Transaction_based	Professional Licensing Division - admin & public side	Professional Licensing Division	Live, CR testing, maintenance	04/29/08	II has released all 28 Online Renewal deliverables to the partner on 04/22/08 to test. The partner is to have all feedback to II by EOD 04/29/08. At that time, II will present all remaining phase II issues to be tested by the partner.
Transaction_based	Iowa Parks Shelters, Lodges, Cabins, and Campgrounds	Dept. of Natural Resources	Live	TBD waiting for testing results	II met with DNR on 4/17/08. II and DNR discussed the remaining features to be implemented. DNR asked for II to research if we can split the roll out of the online changes and cancellations. II did research it and we are able to roll these features out separately. II has informed DNR of that but also cautioned DNR that we have not received the feedback on the proposed screens for the this feature. II and DNR also discussed the eCheck feature and a plan to roll that out. II and DNR agreed we should conduct one more round of end to end testing to make sure that everything works properly. II has received the feedback from the bugs that were to be tested. II is making adjustments to some of the features and will have that ready for DNR re-testing on 4/24/08.

Transaction_based	Iowa Bureau of Professional Licensure	Iowa Bureau of Professional Licensure	Live (renewals only)	TBD	II has been focused on scoping out the discipline requirements. II is scheduled to meet with IBPL on 4/25/08 to get some additional clarification on the requirements as well as discuss the testing results from the bug fixes. When II has been able to fully understand the discipline requirements II will revise a new time line. II expects this time line to be revised by week ending 5/2/08.
Transaction_based	Shopping Cart	Legislative Services	Dev	04/23/08	II met with the partner on 04/18/08 to discuss the project. The partner asked several questions which II will need to research and address. II is to meet internally 04/23/08 to discuss.

Department of Administrative Services  
 Information Technology Enterprise  
 IOWAccess Fund  
 Statement of Net Assets (Balance Sheet)  
 March 31, 2008

<u>Assets:</u>	<u>AMOUNTS</u>
Cash .....	3,102,070
Accrued Appropriation .....	0
Accrued Receivables .....	8,333
	<u>3,110,403</u>
 <u>Liabilities:</u>	
Accrued Payables .....	<u>341,372</u>
<u>Net Assets:</u> .....	<u>2,769,031</u>
 Approved project obligations remaining .....	<u>2,565,066</u>
Remaining unobligated cash .....	<u>203,965</u>

Department of Administrative Services  
Information Technology Enterprise  
IOWAccess Fund  
Statement of Changes in Net Assets (Income Statement)  
March 31, 2008

	July	August	September	October	November	December	January	February	March	YTD FY 2008
<b>Resources:</b>										
Appropriation	83,333	83,333	83,333	750,000	0	0	0	0	0	1,000,000
Interest Income	8,333	8,333	19,797	4,195	15,201	9,514	8,333	15,117	12,151	100,974
Fees-DMVR	218,700	228,168	175,203	203,712	179,697	147,594	207,696	178,278	181,824	1,720,872
<b>Total Revenues</b>	<b>310,367</b>	<b>319,835</b>	<b>278,333</b>	<b>957,907</b>	<b>194,898</b>	<b>157,108</b>	<b>216,029</b>	<b>193,395</b>	<b>193,975</b>	<b>2,821,846</b>
<b>Expenditures:</b>										
Travel, IOWAccess Advisory Council	152	120	367	263	0	0	566	0	300	1,767
Travel, Other		463	0	558	0	0	0	0		1,021
Professional Services for eGovernment Maintenance	105,705	110,281	84,681	98,461	86,854	71,323	100,388	86,168	95,989	839,849
ITE Support Costs for IOWAccess										
Internet Connections/Communication Costs	2,017	2,017	2,017	2,017	2,017	61	423	61	667	11,295
Recovery of cost for IOWAccess Manager	10,663	10,205	10,205	10,205	10,205	10,205	10,205	10,962	10,962	93,818
Applications Development & Infrastructure Support	60,428	(58,246)	0	0	0	22,708	4,614	4,614	4,914	39,030
Data processing - sw & hw / license fees & maintenance	0	0	0	0	0	0	0	0	0	0
Expenses, Other	0	0	0	0	0	0	0	0	0	0
IAC Projects:										
Remaining balance on projects approved prior to 7/1/2005	213	1,694	996	2,963	823	810	2,743	5,509	5,856	21,608
Remaining balance on projects approved during FY2006	5,794	22,501	25,525	30,791	35,232	26,858	26,785	(22,288)	17,977	169,175
Remaining balance on projects approved during FY2007 & 2008	60,031	103,185	114,348	145,940	165,064	100,942	132,042	234,500	222,844	1,278,894
<b>Total Expenditures:</b>	<b>245,003</b>	<b>192,219</b>	<b>238,139</b>	<b>291,197</b>	<b>300,195</b>	<b>232,906</b>	<b>277,766</b>	<b>319,524</b>	<b>359,508</b>	<b>2,456,457</b>
<b>Increase (decrease) in Net Assets</b>	<b>65,364</b>	<b>127,616</b>	<b>40,194</b>	<b>666,709</b>	<b>(105,297)</b>	<b>(75,798)</b>	<b>(61,737)</b>	<b>(126,129)</b>	<b>(165,533)</b>	<b>365,389</b>
<b>Net Assets beginning of Year</b>										<b>2,403,642</b>
<b>Net Assets, current</b>										<b>2,769,031</b>

eDAS acct	Sub- Org	Project Short Name	FY Funded	% Complete	Original Amount Approved	Current Amount Approved	Amount Spent *	Remaining Balance
072P	10	DHS - Food Stamps Web Intake - 2 - Execution	FY04	54.62%	100,000	100,000	54,617	45,383
073D	13	ITE - Full-time position to support IOWAccess	FY05	99.90%	100,000	97,500	97,399	101
072T	14	DPS - Criminal History Online - 2 - Execution	FY04	61.07%	47,375	69,375	42,366	27,009
072V	16	ITE - Enterprise Lyris List Manager - 2 - Execution	FY05	88.84%	150,040	150,040	133,295	16,745
073G	25	ITE - Small Project Reserve	FY05	51.40%	150,000	175,001	89,949	85,052
073I	27	JB - Attorney Licensing - 2 - Execution	FY05	97.73%	38,875	234,830	229,502	5,328
073R	36	Comm - ABD Order Entry & Liquor Inventory - 1 - Planning	FY06	0.90%	90,000	90,000	806	89,194
073S	37	Comm - ABD Licensing & Regulatory Documents Online - 1 - Planning	FY06	41.27%	45,000	45,000	18,571	26,429
072C	40	DIA - Targeted Small Business Online - 3 - Hosting	FY04	0.00%	12,000	12,000	0	12,000
072J	41	DIA - Social Gambling Online - 3 - Hosting	FY04	0.00%	12,000	12,000	0	12,000
071B	54	DNR - Electronic Access to Iowa's Water Pollution Control Permits - 3 - Hosting and Authentication/Authorization	FY06	14.16%	6,000	6,000	850	5,150
071C	55	LOC - City of Dubuque existing Incident Tracking System improvements - 3 - Execution	FY06	29.40%	15,000	15,000	4,410	10,590
077P	57	DALS - FARMS Project - 2 - Implementation	FY07	97.06%	295,000	340,000	329,993	10,007
248E	60	DNR - Onsite Wastewater Construction Permits - 2 - Execution	FY07	40.73%	150,000	238,000	96,937	141,063
269K	63	ITE - Schools Out Notification System - 3 - Hosting	FY07	0.00%	8,900	8,900	0	8,900
269M	65	ICRC - Civil Rights Public Interface - 2 - Execution	FY07	66.43%	90,000	121,723	80,862	40,861
269N	66	ICRC - Civil Rights Public Interface - 3 - Hosting	FY07	8.93%	7,140	7,140	637	6,503
2410	71	LOC - County Real Estate Electronic Government Advisory Committee Web Application - 2 - Implementation	FY07	94.59%	146,000	146,000	138,105	7,895
282U	72	ICAB - Iowa Child Advocacy Board (ICAB) Online	FY07	86.68%	45,000	120,780	104,691	16,089
2839	73	LOC - CoMIS -1- Scope Analysis	FY07	88.59%	20,000	68,000	60,244	7,756
2830	75	DHS Single Online Application Process - 3 & 4 - Design and Implementation	FY07	0.00%	100,000	200,000	0	200,000
285P	76	DNR - State Forestry Nursery Sales - 1 - Scope Analysis	FY08	0.00%	20,000	20,000	0	20,000
285Q	77	DNR - Turn-In-Poachers (TIP) On-line - 1 - Scope Analysis	FY08	52.56%	20,000	20,000	10,511	9,489
285R	78	DPS - Iowa Sex Offender Public Registry - 3 - Implementation	FY08	21.11%	75,000	75,000	15,835	59,165
285S	79	LIB - Dynamic Demographic Data - 1 - Scope Analysis	FY08	77.08%	20,000	20,000	15,417	4,583
286J	80	DNR - Hazardous Substance Incident Database Conversion - 2 - Design	FY08	91.43%	35,000	35,000	32,002	2,998
286K	81	DOM - Property Valuation Submission - 3 - Design and Implementation	FY08	98.98%	185,000	200,500	198,450	2,050
286M	82	DALS - Financial and Reports Management System (FARMS) - 4 - Hosting	FY08	39.69%	5,000	5,000	1,984	3,016
286N	83	DIA - Social Gambling Online - 3 - Implementation	FY08	100.50%	100,000	100,000	100,501	(501)
295D	85	DOM - Comprehensive Electronic Grant Management System (eGMS) - 1 - Scope Analysis	FY08	61.12%	20,000	20,000	12,224	7,776
295E	86	DAS - State Phonebook - 2 - Design	FY08	20.30%	20,000	20,000	4,060	15,940
295F	87	DCA - Electronic Records Archives - 1 - Scope Analysis	FY08	0.00%	20,000	70,000	0	70,000
295G	88	IGOV - OpenUp.Iowa.gov - 1 - Scope Analysis	FY08	100.35%	20,000	20,000	20,071	(71)
295H	89	Iowa College Student Aid Commission College Student Aid Portal -1- Scope Analysis	FY08	63.56%	20,000	38,000	24,153	13,847
302K	90	DNR - Field Office Compliance Database - 2 - Design and Implementation	FY08	0.00%	240,000	240,000	0	240,000
302M	91	DAS - ITE IOWAccess Development and Testing Environment - 4 - Hosting	FY08	4.63%	15,202	15,202	704	14,498
302N	92	DOM - Web-Based Property Valuation Submission - 4 - Hosting	FY08	0.00%	6,000	6,000	0	6,000

eDAS acct	Sub- Org	Project Short Name	FY Funded	% Complete	Original Amount Approved	Current Amount Approved	Amount Spent *	Remaining Balance
302O	93	ITE - IOWAccess Small Projects Fund Reimbursement and DHS Phonebook – 4 - Hosting	FY08	0.00%	1,500	1,500	0	1,500
302P	94	DNR - Boat Dock Registration – 3 - Implementation	FY08	71.44%	75,000	75,000	53,584	21,416
302Q	95	DNR - Safety Education – 3 - Implementation	FY08	75.80%	110,000	110,000	83,376	26,624
302R	96	DNR - Turn In Poachers – 2 - Design	FY08	8.32%	15,000	15,000	1,248	13,752
302S	97	IDVA - Website Redesign – 1 - Scope Analysis	FY08	72.75%	20,000	20,000	14,549	5,451
302T	98	IDED - Business License Information Center (BLIC) – 2 - Design	FY08	79.13%	25,000	25,000	19,782	5,218
302U	99	DOM - Local Government Budget and Annual Reporting – 1 - Scope Analysis	FY08	99.93%	20,000	20,000	19,985	15
302V	A1	IDALS - On-Line Payment and Database Centralization – 1 - Scope Analysis	FY08	49.91%	20,000	20,000	9,982	10,018
315P	A2	LOC - County MIS (CoMIS) Project – 2 – Design	FY08	59.92%	75,000	75,000	44,938	30,063
315Q	A3	Dynamic Data on the Web – 3 & 4 – Design and Implementation	FY08	0.00%	490,000	490,000	0	490,000
315R	A4	IGOV - OpenUp.Iowa.gov – 2 – Design	FY08	41.87%	20,000	20,000	8,375	11,625
323R	A5	IVCS - Volunteer Iowa – 1 – Scope Analysis	FY08	0.00%	15,000	15,000	0	15,000
323T	A6	DOM - Local Gov Budgets and Reports – 2 – Design	FY08	6.97%	64,000	64,000	4,462	59,538
323U	A7	ISAC - CoMIS Replacement (County CSN) – 3 – Implementation	FY08	0.00%	350,000	350,000	0	350,000
323V	A8	DNR - Animal Feeding Operations – 3 – Implementation	FY08	0.00%	282,000	282,000	0	282,000
				45.94%	4,032,032	4,744,491	2,179,425	2,565,066

\* monthly totals rolled into Amount Spent

Note: 54 projects have been closed. The amount spent was \$3,509,029.

**Remaining unobligated cash . . . . . 203,965**

eDAS acct	Sub- Org	Project Short Name	FY Funded	% Complete	Original Amount Approved	Current Amount Approved	Amount Spent *	Remaining Balance	Mar-2008
072P	10	DHS - Food Stamps Web Intake - 2 - Execution	FY04	54.62%	100,000	100,000	54,617	45,383	
073D	13	ITE - Full-time position to support IOWAccess	FY05	99.90%	100,000	97,500	97,399	101	2
072T	14	DPS - Criminal History Online - 2 - Execution	FY04	61.07%	47,375	69,375	42,366	27,009	3,058
072V	16	ITE - Enterprise Lyris List Manager - 2 - Execution	FY05	88.84%	150,040	150,040	133,295	16,745	
073G	25	ITE - Small Project Reserve	FY05	51.40%	150,000	175,001	89,949	85,052	1,494
073I	27	JB - Attorney Licensing - 2 - Execution	FY05	97.73%	38,875	234,830	229,502	5,328	1,303
073R	36	Comm - ABD Order Entry & Liquor Inventory - 1 - Planning	FY06	0.90%	90,000	90,000	806	89,194	
073S	37	Comm - ABD Licensing & Regulatory Documents Online - 1 - Planning	FY06	41.27%	45,000	45,000	18,571	26,429	17,765
072C	40	DIA - Targeted Small Business Online - 3 - Hosting	FY04	0.00%	12,000	12,000	0	12,000	
072J	41	DIA - Social Gambling Online - 3 - Hosting	FY04	0.00%	12,000	12,000	0	12,000	
071B	54	DNR - Electronic Access to Iowa's Water Pollution Control Permits - 3 - Hosting and Authentication/Authorization	FY06	14.16%	6,000	6,000	850	5,150	212
071C	55	LOC - City of Dubuque existing Incident Tracking System improvements - 3 - Execution	FY06	29.40%	15,000	15,000	4,410	10,590	
077P	57	DALS - FARMS Project - 2 - Implementation	FY07	97.06%	295,000	340,000	329,993	10,007	2,157
248E	60	DNR - Onsite Wastewater Construction Permits - 2 - Execution	FY07	40.73%	150,000	238,000	96,937	141,063	34,957
269K	63	ITE - Schools Out Notification System - 3 - Hosting	FY07	0.00%	8,900	8,900	0	8,900	
269M	65	ICRC - Civil Rights Public Interface - 2 - Execution	FY07	66.43%	90,000	121,723	80,862	40,861	9,009
269N	66	ICRC - Civil Rights Public Interface - 3 - Hosting	FY07	8.93%	7,140	7,140	637	6,503	212
2410	71	LOC - County Real Estate Electronic Government Advisory Committee Web Application - 2 - Implementation	FY07	94.59%	146,000	146,000	138,105	7,895	6,533
282U	72	ICAB - Iowa Child Advocacy Board (ICAB) Online	FY07	86.68%	45,000	120,780	104,691	16,089	59692.28
2839	73	LOC - CoMIS -1- Scope Analysis	FY07	88.59%	20,000	68,000	60,244	7,756	973
283O	75	DHS Single Online Application Process - 3 & 4 - Design and Implementation	FY07	0.00%	100,000	200,000	0	200,000	
285P	76	DNR - State Forestry Nursery Sales - 1 - Scope Analysis	FY08	0.00%	20,000	20,000	0	20,000	
285Q	77	DNR - Turn-In-Poachers (TIP) On-line - 1 - Scope Analysis	FY08	52.56%	20,000	20,000	10,511	9,489	4,906
285R	78	DPS - Iowa Sex Offender Public Registry - 3 - Implementation	FY08	21.11%	75,000	75,000	15,835	59,165	3,474
285S	79	LIB - Dynamic Demographic Data - 1 - Scope Analysis	FY08	77.08%	20,000	20,000	15,417	4,583	973
286J	80	DNR - Hazardous Substance Incident Database Conversion - 2 - Design	FY08	91.43%	35,000	35,000	32,002	2,998	1,036
286K	81	DOM - Property Valuation Submission - 3 - Design and Implementation	FY08	98.98%	185,000	200,500	198,450	2,050	3,447
286M	82	DALS - Financial and Reports Management System (FARMS) - 4 - Hosting	FY08	39.69%	5,000	5,000	1,984	3,016	436
286N	83	DIA - Social Gambling Online - 3 - Implementation	FY08	100.50%	100,000	100,000	100,501	(501)	4,568
295D	85	DOM - Comprehensive Electronic Grant Management System (eGMS) - 1 - Scope Analysis	FY08	61.12%	20,000	20,000	12,224	7,776	1,015
295E	86	DAS - State Phonebook - 2 - Design	FY08	20.30%	20,000	20,000	4,060	15,940	
295F	87	DCA - Electronic Records Archives - 1 - Scope Analysis	FY08	0.00%	20,000	70,000	0	70,000	
295G	88	IGOV - OpenUp.Iowa.gov - 1 - Scope Analysis	FY08	100.35%	20,000	20,000	20,071	(71)	3,332
295H	89	Iowa College Student Aid Commission College Student Aid Portal -1- Scope Analysis	FY08	63.56%	20,000	38,000	24,153	13,847	4,759
302K	90	DNR - Field Office Compliance Database - 2 - Design and Implementation	FY08	0.00%	240,000	240,000	0	240,000	
302M	91	DAS - ITE IOWAccess Development and Testing Environment - 4 - Hosting	FY08	4.63%	15,202	15,202	704	14,498	704
302N	92	DOM - Web-Based Property Valuation Submission - 4 - Hosting	FY08	0.00%	6,000	6,000	0	6,000	

eDAS acct	Sub-Org	Project Short Name	FY Funded	% Complete	Original Amount Approved	Current Amount Approved	Amount Spent *	Remaining Balance	Mar-2008
302O	93	ITE - IOWAccess Small Projects Fund Reimbursement and DHS Phonebook – 4 - Hosting	FY08	0.00%	1,500	1,500	0	1,500	
302P	94	DNR - Boat Dock Registration – 3 - Implementation	FY08	71.44%	75,000	75,000	53,584	21,416	17,230
302Q	95	DNR - Safety Education – 3 - Implementation	FY08	75.80%	110,000	110,000	83,376	26,624	11,167
302R	96	DNR - Turn In Poachers – 2 - Design	FY08	8.32%	15,000	15,000	1,248	13,752	
302S	97	IDVA - Website Redesign – 1 - Scope Analysis	FY08	72.75%	20,000	20,000	14,549	5,451	4,314
302T	98	IDED - Business License Information Center (BLIC) – 2 - Design	FY08	79.13%	25,000	25,000	19,782	5,218	6,196
302U	99	DOM - Local Government Budget and Annual Reporting – 1 - Scope Analysis	FY08	99.93%	20,000	20,000	19,985	15	2,453
302V	A1	IDALS - On-Line Payment and Database Centralization – 1 - Scope Analysis	FY08	49.91%	20,000	20,000	9,982	10,018	5,901
315P	A2	LOC - County MIS (CoMIS) Project – 2 – Design	FY08	59.92%	75,000	75,000	44,938	30,063	20,563
315Q	A3	Dynamic Data on the Web – 3 & 4 – Design and Implementation	FY08	0.00%	490,000	490,000	0	490,000	
315R	A4	IGOV - OpenUp.Iowa.gov – 2 – Design	FY08	41.87%	20,000	20,000	8,375	11,625	8,375
323R	A5	IVCS - Volunteer Iowa – 1 – Scope Analysis	FY08	0.00%	15,000	15,000	0	15,000	
323T	A6	DOM - Local Gov Budgets and Reports – 2 – Design	FY08	6.97%	64,000	64,000	4,462	59,538	4,462
323U	A7	ISAC - CoMIS Replacement (County CSN) – 3 – Implementation	FY08	0.00%	350,000	350,000	0	350,000	
323V	A8	DNR - Animal Feeding Operations – 3 – Implementation	FY08	0.00%	282,000	282,000	0	282,000	
				45.94%	4,032,032	4,744,491	2,179,425	2,565,066	246,677

\* monthly totals rolled into Amount Spent

Note: 54 projects have been closed. The amount spent was \$3,509,029.

**Remaining unobligated cash . . . . . 203,965**

**IGOV Boards & Commissions Web Application  
(OpenUpIowa.gov)  
Change to Design Funding.**

**Request: \$42,000 of additional funding for Design phase.**

This is a request to change the approved amount of funding for the Design Phase of this project to \$62,000. There are several reasons for the change in funding level:

- The original estimate inadvertently omitted approximately 105 hours of identified tasks in Detailed Use Case development.
- We have added a formal business analyst function that will reduce implementation risk and cost. That cost was not anticipated in the original estimate.
- The number and complexity of migration activities from current IGOV databases/spreadsheets to the new application and the number of financial interfaces was not fully understood at the time the original estimate was made.
- Screen mockups are taking more time than originally anticipated.

Original Design Funding Request		Additional Hours	Revised Total	Notes
Activity	HRS	HRS	HRS	
Complete Detail Use Cases (~ 45 use cases)	30	190	220	The original request total omitted over 100 hours that were estimated. Added BA tasks to reduce implementation cost and risk.
Complete Screen Mockups (~30 screens remaining)	82	80	162	Mockups taking 2-4 hours rather than the 1.5 estimated.
Design & Requirements	88	40	128	Additional hours are to cover the additional use case detail.
Migration & Interfaces	0	40	40	Added interfaces to Payroll and Transportation financial systems not included in the original estimate.
<b>Hours Total</b>	200	350	550	
<b>Cost Totals</b>	\$20,000.	<b>\$42,000.</b>	\$62,000.	

## **ONLINE STORE HOSTING FOR ONE YEAR**

The Legislative Services Agency will shortly be offering various items for sale online that are currently only available on an over-the-counter basis, using an application developed by Iowa Interactive. After that agency's store is operational, plans are to make the same application serve the DAD Print Shop and then explore other sales or service possibilities. To facilitate adoption, ITE is recommending that one year of hosting be provided to agencies to conduct online sales of State of Iowa products and services. The hosting would be a shared service, so one agency can simply join an existing agency on the same hosting environment. After the initial year, the agency takes over their cost of hosting fees.

Hosting fees for one year plus setup, plus code installs would be \$2,000. The one-year period would be extended until all agencies have completed their first year of service at which point the hosting fees would cease.



## IOWAccess Project Concept Paper

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1. Email completed copy to the IOWAccess Manager: [malcolm.huston@iowa.gov](mailto:malcolm.huston@iowa.gov) .
2. Send signed hard copy to Malcolm Huston, IOWAccess Manager, DAS-ITE, Hoover B Level, Des Moines, IA, 50319-0150.
3. Contact ITE or vendor to prepare for project.

Date: 4/24/2008

Project Name: **IDVA Website Redesign Interactive Forms**

Is this project in support of a program designated as an Iowa Great Place, pursuant to section 303.3c?:

Requesting Agency:

Yes     No

Project Point(s)-of-Contact: *(include name and phone number)*

Kent Hartwig  
 Executive Officer  
 Iowa Department of Veterans Affairs  
 Camp Dodge, Bldg. A6A  
 7105 - NW 70th Avenue  
 Johnston, IA 50131-1824  
 Office: 515-242-0031  
 Fax: 515-242-5659

Project Sponsor: *(include name and phone number)*

Patrick Palmersheim  
 Executive Director  
 Iowa Department of Veterans Affairs  
 Camp Dodge, Bldg. A6A  
 7105 - NW 70th Avenue  
 Johnston, IA 50131-1824  
 Office: 515-242-5331  
 Fax: 515-242-5659

### Background:

Iowa Interactive has completely renovated the IDVA static website. This project is for ITE to add the capability for our veterans to be able to apply online to IDVA for

1. The Veterans Trust Fund
2. Veterans Commemorative Property transactions
3. County Grant Program
4. Vietnam Bonus Program
5. Military Home Ownership Program
6. All other application for benefits and service currently made to the IDVA

These forms should be interactive so that counties and veterans may fill them out online and submit them without printing and mailing.

A third project is planned after the completion of the CoMIS project (also being funded by IOWAccess) to provide a protected site for the counties to access forms and submit securely, along with other information deemed necessary by the department.

### Expected Results in this Project:

This project would greatly improve the way veterans are able to apply to the IDVA for benefits and service by having an online application process.

Request: *(include dollar amount and description of what will be purchased - i.e. services, hardware, software)*

\$20,000 for ITE Services

#### Project Timeline:

<i>Phase</i>	<i>Start Month/Year</i>	<i>End Month/Year</i>	<i>Estimated Amount</i>
Scope Analysis	May/08	July/08	\$20,000.
Design	July/08	Sept/08	\$20,000
Implementation	July/08	Sept/08	Included above

Resources Being Contributed: *(people or funds being contributed to the project by the sponsoring agency-include role/% of time or amount in dollars)*

Kent Hartwig and Jill Joseph will contribute 5% of work time with the development team to establish a scope of work and to ensure the project will fit the department's needs. Additional funding from the department is not available.

#### Recipients of this Service:

Iowa Department of Veterans Affairs  
 Iowa Veterans Commission  
 Iowa County Commissions of Veterans Affairs  
 Iowa National Guard  
 Veterans of Iowa and their families

## Acknowledgement of Conditions for

## Approval of IOWAccess Project

### Project Approval Conditions

IOWAccess Revolving Fund project approvals are based upon the application materials submitted to the IOWAccess Advisory Council and approved by the Director of DAS. Recipients of IOWAccess projects are subject to the following conditions.

- The Iowa Accountable Government Act, Iowa Code Chapter 8E
- Information technology standards and practices that are applicable to "participating agencies", the Office of the Governor, and elective constitutional or statutory officers pursuant to Iowa Code Section 8A.206.
- Iowa Administrative Code Section 11-25(8A) - Information Technology Operational Standards.
- Policies and procedures of the IOWAccess Advisory Council and DAS as outlined in this acknowledgement or published on their websites.

### IOWAccess Project Policy Guides

The acceptance of an IOWAccess Project is based on the following:

- Sponsoring agency is responsible for the efficient and effective administration of IOWAccess Projects through the application of sound management practices.
- The IOWAccess Project Process is guidance only and describes a customary sequence used in software development. As such, sponsoring agencies are not required to conform to the IOWAccess Project Process.
- Sponsoring agency assumes responsibility for using IOWAccess funds in a manner consistent with program objectives and the terms and conditions of the IOWAccess Project.

- Sponsoring agency will commit appropriate resources in a timely manner to the project to prevent undue delay in project completion.
- Sponsoring agency will be responsible for compliance with audit requirements.
- Approval of one phase of an IOWAccess project does not mean that other phases will be approved. Each phase is subject to separate approval.

## Guidelines for Costs

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### Allowable costs

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To be allowable under IOWAccess Projects, costs must meet the following general criteria:

- Be necessary and reasonable for proper and efficient performance of IOWAccess Projects.
- Be authorized or not prohibited under State or local laws or regulations.
  - ✓ Not be included as a cost or used to meet cost sharing or matching requirements of any other State or Federal Project in either the current or a prior period, except as specifically provided by State law or regulation.

### Reasonable costs

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A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. In determining the reasonableness of a cost, consideration shall be given to:

- Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the sponsoring agency or performance under the IOWAccess Project.
- Market prices for comparable goods or services.

### Composition of Cost

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Typical costs chargeable to IOWAccess Projects are:

- Cost of materials acquired, consumed, or expended specifically for the purpose of those Projects.
- Equipment and other capital expenditures detailed in the application and previously approved as part of the Project.

Amounts not recoverable as costs under one State or Federal Project may not be shifted to another State or Federal Project, unless specifically authorized by State or Federal legislation or regulation.

## Availability of Funds

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DAS Finance processes the disbursement of all funds for IOWAccess Projects. Qualifying expenditures for goods and services obtained from other than DAS-ITE or Iowa Interactive, LLC, must be paid by the sponsor and submitted to DAS for reimbursement. In order to facilitate the timely processing of IOWAccess Project reimbursements, entities must use the following process:

- The request must be submitted by the sponsor in writing or through e-mail to the IOWAccess Manager.
- The request must include the following information:
  - ✓ Identification of the IOWAccess Project for which reimbursement is being sought,
  - ✓ The amount of reimbursement requested,
  - ✓ Period of time covered by request,
  - ✓ A comprehensive description of the items covered by the request, and

- ✓ Copies of any supportive documentation (e.g. vendor invoices, documentation for completed work).
- The IOWAccess Manager will review the supporting financial information and evaluate it against the originally approved project.
- When satisfied that the request meets the stated requirements, the IOWAccess Manager will recommend the request for approval for payment and submit it to DAS Finance for processing.
- In no case will the total reimbursement for each phase exceed the approved amount of the Project phase.

The sponsor seeking reimbursement of expenses is responsible for retaining all necessary documentation pertaining to the relevance and results of the work performed and will provide such documentation upon request. DAS Finance will refer the Auditor of State to the sponsor should there be any questions about the expenditures associated with the Project.

### **Sponsor Monthly Status Reports**

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No later than the 21<sup>st</sup> day of each month the sponsoring agency shall submit a status report to the IOWAccess Manager if work is being performed by a developer *other than DAS-ITE or Iowa Interactive, LLC*. This status report should include:

- A short narrative of the accomplishments for the month.
- Descriptions of any changes in tasks, resources, or issues materially affecting the project plan and, if necessary, a schedule with new target dates provided.

### **Changes to an Project**

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All changes to the Project, or the proposal that resulted in the Project, must be reviewed by the IOWAccess Advisory Council. The Sponsor must be prepared to appear before the IOWAccess Advisory Council to answer questions and provide any clarifications necessary prior to any action by the Council regarding a change to the Project. Reasons for requesting a change to the amount of the Project include, but are not limited to:

- Changes in the scope or objectives of the Project.
- Changes in the amount of project funding.
- Carryover of approved funding for a period of more than one year from the date of approval of the original funding.

All changes to an Project recommended by the IOWAccess Advisory Council must be subsequently approved by the Director of DAS.

### **Project Disputes**

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Iowa Code 679A.19 DISPUTES BETWEEN GOVERNMENTAL AGENCIES.

“Any litigation between administrative departments, commissions or boards of the state government is prohibited. All disputes between said governmental agencies shall be submitted to a board of arbitration of three members to be composed of two members to be appointed by the departments involved in the dispute and a third member to be appointed by the governor. The decision of the board shall be final.”

### **Sponsor Acceptance**

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Signing below will signify that sponsor acknowledges and agrees to the IOWAccess project approval conditions as defined in this document.

<b>Sponsor Signature</b>	<b>IOWAccess Manager Signature</b>
<b>Date</b>	<b>Date</b>



# IOWAccess Advisory Council

## IOWAccess Revolving Fund Project Application

Proposing agencies should complete and submit Parts I, II and III to request Design approval, then complete and submit Parts IV and V to request Implementation approval.

### Part I - Project Information

<b>Date:</b>	April 10, 2008
<b>Agency Name:</b>	Iowa Department of Economic Development (IDED)
<b>Project Name:</b>	10236 – Business License Information Center (BLIC)
<b>Agency Manager:</b>	Sherry Timmins, Regulatory Assistance Coordinator
<b>Agency Manager Phone Number / E-Mail:</b>	Sherry Timmins, 515.242.4901, Sherry.Timmins@iowalifechanging.com
<b>Executive Sponsor (Agency Director or Designee):</b>	Michael Tramontina, Director
<b>Initial Total for Design:</b>	\$ 25,000
<b>Initial Total for Implementation:</b>	\$354,360 – implementation phase \$ 13,520 – 1 <sup>st</sup> year hosting \$367,880
<b>Initial Total for all Phases of Project, if Multi-Phased:</b>	\$392,880
<b>Project Timeline: (estimate start and end dates for project spending)</b>	<b>Design Start Date:</b> November, 2007 <b>Design End Date:</b> May, 2007 <b>Implementation Start Date:</b> May, 2008 <b>Implementation End Date:</b> Dec, 2008
<b>Revised Total for Design and Implementation:</b>	\$

<b><i>Revised Total for all Phases of Project, if Multi-Phased:</i></b>	\$
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## Part II - Project Overview

**A. Project Summary:** Describe the nature and use of the proposed project, including what is to be accomplished, how it will be accomplished, and what the costs and benefits will be.

**Response:**

**B. Strategic Plan:** How does the proposed project fit into the strategic plan of the requesting agency?

**Response:**

**C. Current Technology:** Provide a summary of the technology used by the current system. How does the proposed project impact the agency's technological direction? Are programming elements consistent with a Service Oriented Architecture (SOA) approach? Are programming elements consistent with existing enterprise standards?

**Response:**

### D. Statutory or Other Requirements

**Is this project or expenditure necessary for compliance with a Federal law, rule, or order?**

YES (If "Yes", cite the specific Federal law, rule or order, with a short explanation of how this project is impacted by it.)

**Response:**

**Is this project or expenditure required by state law, rule or order?**

YES (If "YES", cite the specific state law, rule or order, with a short explanation of how this project is impacted by it.)

**Response:**

**Does this project or expenditure meet a health, safety or security requirement?**

YES (If "YES", explain.)

**Response:**

**Is this project or expenditure necessary for compliance with an enterprise technology standard?**

YES (If "YES", cite the specific standard.)

**Response:**

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**[This section to be scored by application evaluator.]**  
**Requirements/Compliance Evaluation (15 Points Maximum)**



If the answer to these criteria is "no," the point value is zero (0). Depending upon how directly a qualifying project or expenditure may relate to a particular requirement (federal mandate, state mandate, health-safety-security issue, or compliance with an enterprise technology standard), or satisfies more than one requirement (e.g. it is mandated by state and federal law and fulfills a health and safety mandate), 1-15 points awarded.

## E. Impact on Iowa's Citizens

**1. Project Participants** - List the project participants (i.e. single agency, multiple agencies, State government enterprise, citizens, associations, or businesses, other levels of government, etc.) and provide commentary concerning the nature of participant involvement. Be sure to specify who and how many **direct** users the system will impact. Also specify whether the system will be of use to other interested parties: who they may be, how many people are estimated, and how they will use the system.

**Response:**

**2. Service Improvements** - Summarize the extent to which the project or expenditure improves service to Iowa citizens or within State government. Included would be such items as improving the quality of life, reducing the government hassle factor, providing enhanced services, improving work processes, etc.

**Response:**

**3. Citizen Impact** – Summarize how the project leads to a more informed citizenry, facilitates accountability, and encourages participatory democracy. If this is an extension of another project, what has been the adoption rate of Iowa's citizens or government employees with the preceding project?

**Response:**

**4. Public Health and/or Safety** – Explain requirements or impact on the health and safety of the public.

**Response:**

[This section to be scored by application evaluator.]

### Impact Evaluation (15 Points Maximum)

- Minimally directly impacts Iowa citizens (0-5 points).
- Moderately directly impacts Iowa citizens (6-10 points).
- Significantly directly impacts Iowa citizens (11-15 points).



[This section to be scored by application evaluator.]



**Customer Service Evaluation (10 Points Maximum)**

- Minimally improves customer service (0-3 points).
- Moderately improves customer service (4-6 points).
- Significantly improves customer service (7-10 points).

**F. Scope**

**Is this project the first part of a future, larger project?**

- YES (If "YES", explain.)     NO, it is a stand-alone project

**Response:**

**Is this project a continuation of a previously begun project?**

- YES (If "YES", explain.)

**Response:**

**[This section to be scored by application evaluator.]**

**Scope Evaluation (10 Points Maximum)**

- This is the first year of a multi-year project / expenditure or project / expenditure duration is one year (0-5 points)
- The project / expenditure is of a multi-year nature and each annual component produces a definable and stand-alone outcome, result or product (2-8 points).
- This is beyond the first year of a multi-year project / expenditure (6-10 points)

The last part of this criteria involves rating the extent to which a project or expenditure is at an advanced stage of implementation and termination of the project / expenditure would waste previously invested resources.

**G. Source of Funds**

On a fiscal year basis, how much of the total project cost (\$ amount and %) would be absorbed by your agency from non-Pooled Technology/IOWAccess funds? If desired, provide additional comment / response below.

**Response:**

**[This section to be scored by application evaluator.]**

**Funds Evaluation (5 Points Maximum)**

- 0% (0 points)

- 1%-12% (1 point)
  - 13%-25% (2 points)
  - 25%-38% (3 points)
  - 39%-50% (4 points)
  - Over 50% (5 points)
-

## Part III – Design Proposal

### Amount of Design Funding Requested: \$

#### A. Process Reengineering

Provide a *pre-project or pre-expenditure* (before implementation) description of the impacted system or process. Be sure to include the procedures used to administer the impacted system or process and how citizens interact with the current system.

**Response:**

Provide a *post-project or post-expenditure* (after implementation) description of the impacted system or process. Be sure to include the procedures used to administer the impacted system or process and how citizens will interact with the proposed system. In particular, note if the project or expenditure makes use of information technology in reengineering traditional government processes.

**Response:**

[This section to be scored by application evaluator.]

#### Reengineering Evaluation (10 Points Maximum)

- Minimal use of information technology to reengineer government processes (0-3 points).
- Moderate use of information technology to reengineer government processes (4-6 points).
- Significant use of information technology to reengineer government processes (7-10).



#### B. Timeline

Provide a projected timeline for the Design phase of the project. Include such items as **start date, projected end date**, planning, and database design. Also include the parties responsible for each item.

[This section to be scored by application evaluator.]

#### Design Timeline Evaluation (10 Points Maximum)

- The timeline contains several problem areas (0-3 points).
- The timeline seems reasonable with few problem areas (4-6 points).
- The timeline seems reasonable with no problem areas (7-10).



#### C. Spending plan

Explain how the funds will be allocated.

## D. Tangible and/or Intangible Benefits

Respond to the following and transfer data to the Design Financial Benefit Worksheet, # 5 below and the Implementation Financial Benefit Worksheet, # IV E3, as necessary:

**1. One Year Pre-Project Cost** - This section should be completed only if state government operations costs are expected to be reduced as a result of project implementation. **Quantify actual state government direct and indirect costs** (personnel, support, equipment, etc.) associated with the activity, system or process prior to project implementation.

**Describe One Year Pre-Project Cost:**

**Quantify One Year Pre-Project Cost:**

	State Total
FTE Cost(salary plus benefits):	\$
Support Cost (i.e. office supplies, telephone, pagers, travel, etc.):	\$
Other Cost (expense items other than FTEs & support costs, i.e. indirect costs if applicable, etc.):	\$
<b>Total One Year Pre-Project Cost:</b>	<b>\$</b>

**2. One Year Post-Project Cost** - This section should be completed only if state government operations costs are expected to be reduced as a result of project implementation. **Quantify actual state government direct and indirect costs** (personnel, support, equipment, etc.) associated with the activity, system or process after project implementation.

**Describe One Year Post-Project Cost:**

**Quantify One Year Post-Project Cost:**

	State Total
FTE Cost(salary plus benefits):	\$
Support Cost (i.e. office supplies, telephone, pagers, travel, etc.):	\$
Other Cost (expense items other than FTEs & support costs, i.e. indirect costs if applicable, etc.):	\$
<b>Total One Year Post-Project Cost:</b>	<b>\$</b>

**3. One Year Citizen Benefit** - Quantify the estimated one year value of the project to Iowa citizens. This includes the "hard cost" value of avoiding expenses ("hidden taxes") related to conducting business with State government. These expenses may be of a personal or business nature. They could be related to transportation, the time expended on the manual processing of governmental paperwork such as licenses or applications, taking time off work, mailing, or other similar expenses. As a "rule of thumb," use a value of \$10 per hour for citizen time.

**Describe savings justification:**

<u>Transaction Savings</u>	
Number of annual online transactions:	
Hours saved/transaction:	
Number of Citizens affected:	
Value of Citizen Hour	\$
Total Transaction Savings:	\$
Other Savings (Describe)	\$
Total One Year Citizen Benefit :	\$

**4. Opportunity Value/Risk or Loss Avoidance** - Quantify the estimated one year non-operations benefit to State government. This could include such items as qualifying for additional matching funds, avoiding the loss of matching funds, avoiding program penalties/sanctions or interest charges, avoiding risks to health/security/safety, avoiding the consequences of not complying with State or Federal laws, providing enhanced services, avoiding the consequences of not complying with enterprise technology standards, etc

**Response:**

**5. Design Financial Benefit Worksheet**

A. Total One Year Pre-Project cost (Section III D1):	\$	
B. Total One Year Post-Project cost (Section III D2):	\$	
C. State Government Benefit (= A-B):		\$
D. One Year Citizen Benefit (Section III D3):		\$
E. Opportunity Value or Risk/Loss Avoidance Benefit (Section III D4):		\$
F. Total Design Benefit (C+D+E)	\$	
G. Annual Prorated Cost (From Budget Table, Section IV C):	\$	
Benefit / Cost Ratio: (F/G) =		
Return On Investment (ROI): ((F-G) / Requested Project Funds) * 100		

**6. Benefits Not Readily Quantifiable** - List and summarize the overall non-quantifiable benefits (i.e., IT innovation, unique system application, utilization of new technology, hidden taxes, improving the quality of life, reducing the government hassle factor, meeting a strategic goal, etc.).

**Response:**

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**[This section to be scored by application evaluator.]**

**Design Financial Evaluation (15 Points Maximum)**

- The financial analysis contains several questionable entries and provides minimal financial benefit to citizens (0-5 points).
- The financial analysis seems reasonable with few questionable entries and provides a moderate financial benefit to citizens (6-10 points).
- The financial analysis seems reasonable with no problem areas and provides maximum financial benefit to citizens (11-15).



## Part IV – Implementation Funding

**Amount of Implementation Funding Requested: \$354,360**

**Amount of Hosting Requested: \$ 13,520**

**\$367,880**

*Note: Projects developed by DAS-ITE allow first year of hosting charges*

### A. Timeline

Provide a projected timeline for the Implementation phase of the project. Include such items as **start date**, coding, testing, deployment, conversion, parallel installation, and **projected date of final release**. Also include the parties responsible for each item.

**Response:**

Start date:	5/26/8	Proj. Mgr; Development Resource;
Coding:	5/26/8	Development Resource
Data migration:	11/14/8	Development Resource; Technical Architect; Customer
Testing:	11/26/8	Tester; Development Resource; Proj. Mgr.
Deployment:	12/11/8	Development Resource; Technical Architect; Proj. Mgr
Projected Completion Date:	12/22/8	Development Resource; Proj. Mgr

**[This section to be scored by application evaluator.]**  
**Implementation Timeline Evaluation (10 Points Maximum)**

- The timeline contains several problem areas (0-3 points).
- The timeline seems reasonable with few problem areas (4-6 points).
- The timeline seems reasonable with no problem areas (7-10).



### B. Funding Requirements

On a fiscal year basis, enter the estimated cost by funding source: Be sure to include developmental costs and ongoing costs, such as those for hosting the site, maintenance, upgrades.

	Current 2008		Current 2009		Current 2010	
	Cost(\$)	% Total Cost	Cost(\$)	% Total Cost	Cost(\$)	% Total Cost
State General Fund	\$0	0%	\$0	0%	\$0	0%
Pooled Tech. Fund /IOWAccess Fund	\$88,590	0%	\$273,830	0%	\$5,460	0%
Federal Funds	\$0	0%	\$0	0%	\$0	0%
Local Gov. Funds	\$0	0%	\$0	0%	\$0	0%
Grant or Private Funds	\$0	0%	\$0	0%	\$0	0%

Other Funds (Specify)	\$0	0%	\$0	0%	\$0	0%
<b>Total Project Cost</b>	<b>\$0</b>	<b>0%</b>	<b>\$0</b>	<b>0%</b>	<b>\$0</b>	<b>0%</b>
<b>Non-Pooled Tech./Non-IOWAccess Total</b>	<b>\$0</b>	<b>0%</b>	<b>\$0</b>	<b>0%</b>	<b>\$0</b>	<b>0%</b>

**[This section to be scored by application evaluator.]**  
**Implementation Funding Evaluation (10 Points Maximum)**

- The funding request contains questionable items (0-3 points).
- The funding request seems reasonable with few questionable items (4-6 points).
- The funding request seems reasonable with no problem areas (7-10).



### C. Project Budget Table

It is necessary to estimate and assign a useful life figure to each cost identified in the project budget. Useful life is the amount of time that project-related equipment, products, or services are utilized before they are updated or replaced. In general, the useful life of hardware is three (3) years and the useful life of software is four (4) years. Depending upon the nature of the expense, the useful life for other project costs will vary between one (1) and four (4) years. On an exception basis, the useful life of individual project elements or the project as a whole may exceed four (4) years.

The Total Annual Prorated Cost (State Share) will be calculated based on the following equation:

$$\left[ \left( \frac{\text{Budget Amount}}{\text{Useful Life}} \right) \times \% \text{ State Share} \right] + (\text{Annual Ongoing Cost} \times \% \text{ State Share}) = \text{Annual Prorated Cost}$$

Budget Line Items	Budget Amount (1 <sup>st</sup> Year Cost)	Useful Life (Years)	% State Share	Annual Ongoing Cost (After 1 <sup>st</sup> Year)	% State Share	Annual Prorated Cost
Agency Staff	\$93756	1	100	\$82756	100%	\$
Software	\$		%	\$	%	\$
Hardware	\$		%	\$	%	\$
Training	\$		%	\$	%	\$
Facilities	\$		%	\$	%	\$
Professional Services	\$		%	\$	%	\$
ITE Services	\$367880	5	100%	\$	%	\$73576
Supplies, Maint., etc.	\$3000	1	100%	\$3000	%	\$
Other	\$		%	\$	%	\$
<b>Totals</b>	<b>\$464636</b>		<b>100 %</b>	<b>\$85756</b>	<b>%</b>	<b>\$73576</b>

### D. Spending plan

Explain how the funds will be allocated.

### E. Tangible and/or Intangible Benefits

Respond to the following and transfer data to the Implementation Financial Benefit Worksheet, #3 below, as necessary:

**1. Opportunity Value/Risk or Loss Avoidance** – Quantify the estimated annual non-operations benefit to State government. This could include such items as qualifying for additional matching funds, avoiding the loss of matching funds, avoiding program penalties/sanctions or interest charges, avoiding risks to health/security/safety, avoiding the consequences of not complying with State or Federal laws, providing enhanced services, avoiding the consequences of not complying with enterprise technology standards, etc.

**Response:** See below worksheet

**2. Benefits Not Readily Quantifiable** – List and summarize the overall non-quantifiable benefits (i.e., IT innovation, unique system application, utilization of new technology, hidden taxes, improving the quality of life, reducing the government hassle factor, meeting a strategic goal, etc.).

**Response:**

- **Enhancing service to existing and prospective business**
- **Utilization of new IT technology;**
- **Reducing unnecessary regulatory delays**
- **Reducing costs of compliance**
- **Increasing business focus on core activities rather than compliance**
- **Increasing compliance rates**

**3. Implementation Financial Benefit Worksheet**

A. Total One Year Pre-Project cost (Section III D1):	\$96756	
B. Total One Year Post-Project cost (Section III D2):	\$85756	
C. State Government Benefit (= A-B):		\$11000
D. One Year Citizen Benefit (Section III D3):		\$58996
E. Opportunity Value or Risk/Loss Avoidance Benefit (Section III D4):		\$
F. Total Design Benefit (C+D+E)	\$69996	
G. Annual Prorated Cost (From Budget Table, Section IV C):	\$25000	
Benefit / Cost Ratio: (F/G) =		
Return On Investment (ROI): ((F-G) / Requested Project Funds) * 100		

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**[This section to be scored by application evaluator.]**

**Implementation Financial Evaluation (15 Points Maximum)**

- The financial analysis contains several questionable entries and provides minimal financial benefit to citizens (0-5 points).
- The financial analysis seems reasonable with few questionable entries and provides a moderate financial benefit to citizens (6-10 points).
- The financial analysis seems reasonable with no problem areas and provides maximum financial benefit to citizens (11-15).



# Evaluation Summary

*[This section to be completed by application evaluator.]*

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## Design Phase:

Requirements/Compliance Evaluation (15 Points Maximum)	<input type="checkbox"/>
Impact Evaluation (15 Points Maximum)	<input type="checkbox"/>
Customer Service Evaluation (10 Points Maximum)	<input type="checkbox"/>
Scope Evaluation (10 Points Maximum)	<input type="checkbox"/>
Funds Evaluation (5 Points Maximum)	<input type="checkbox"/>
Reengineering Evaluation (10 Points Maximum)	<input type="checkbox"/>
Design Timeline Evaluation (10 Points Maximum)	<input type="checkbox"/>
Design Financial Evaluation (15 Points Maximum)	<input type="checkbox"/>
<b><u>TOTAL DESIGN EVALUATION</u></b> (90 Points Maximum)	<input type="checkbox"/>

## Implementation Phase:

Implementation Timeline Evaluation (10Points Maximum)	<input type="checkbox"/>
Implementation Financial Evaluation (15 Points Maximum)	<input type="checkbox"/>
Implementation Funding Evaluation (10 Points Maximum)	<input type="checkbox"/>
<b><u>TOTAL IMPLEMENTATION EVALUATION</u></b> (35 Points Maximum)	<input type="checkbox"/>

## Part V – Auditable Outcome Measures

For each of the following categories, list the auditable metrics for success after implementation and identify how they will be measured.

1. Improved customer service

**Response:** Information will be more readily accessible.

2. Citizen impact

**Response:** Citizens will have complete and accurate information available 24/7.

3. Cost Savings

**Response:** Decreasing the amount of 'down time' and 'frustration' for citizens or business users of BLIC and improving the clarity of information is very valuable.

4. Project reengineering

**Response:**

5. Source of funds (Budget %)

**Response:**

6. Tangible/Intangible benefits

**Response:** Current, update to date BLIC information will result in fewer calls to departments within the State thereby allowing State employees to focus on other business.



# IOWAccess Advisory Council

## IOWAccess Revolving Fund Project Application

Proposing agencies should complete and submit Parts I, II and III to request Planning approval, then complete and submit Parts IV and V to request Execution approval.

### Part I - Project Information

<b>Date:</b>	April 24, 2008
<b>Agency Name:</b>	Department of Natural Resources
<b>Project Name:</b>	Hazardous Material Spills Website
<b>Agency Manager:</b>	Adam Broughton
<b>Agency Manager Phone Number / E-Mail:</b>	515/725-0386 adam.broughton@dnr.iowa.gov
<b>Executive Sponsor (Agency Director or Planningee):</b>	
<b>Initial Total for Planning:</b>	\$
<b>Initial Total for Execution:</b>	\$280,000.00
<b>Initial Total for all Phases of Project, if Multi-Phased:</b>	\$
<b>Project Timeline: (estimate start and end dates for project spending)</b>	<b>Planning Start Date:</b> <b>Planning End Date:</b> <b>Execution Start Date: May 7, 2008</b> <b>Execution End Date: January, 2009</b>
<b>Revised Total for Planning and Execution:</b>	\$335,000.00
<b>Revised Total for all Phases of Project, if Multi-Phased:</b>	\$

## Part II - Project Overview

**A. Project Summary:** Describe the nature and use of the proposed project, including what is to be accomplished, how it will be accomplished, and what the costs and benefits will be.

**Response:**

This application will be used to perform the following:

1. Report hazardous spills
2. Gather additional information concerning the spills from both the DNR and the responsible parties
3. Provide reports to the public
4. Migrate data from 3 databases into one
5. Connect to the four state HERE information exchange portal
6. Connect to and utilize the DNR One Stop database

The reporting and updating of information will be accomplished using a new website written in .NET language.

The databases will be migrated from Access and Paradox to a SQL database.

Reports will be made available through the website. The reports will not be canned reports in that the user may select the dates and type of report. Reports may be saved as an Excel spreadsheet.

**B. Strategic Plan:** How does the proposed project fit into the strategic plan of the requesting agency?

**Response:**

DNR is proactively providing easier access to information to the public, regulated parties, and local emergency response officials. The project will also provide the tools to make it easier for DNR personnel to perform their duties more efficiently, with better accuracy and quicker, better response to the public.

**C. Current Technology:** Provide a summary of the technology used by the current system. How does the proposed project impact the agency's technological direction? Are programming elements consistent with a Service Oriented Architecture (SOA) approach? Are programming elements consistent with existing enterprise standards?

**Response:**

The current system uses an Access Database. The current website contains a page on the DNR website which includes reports in pdf format and links to forms and information currently generated monthly by DNR personnel. The reports are not customized for individual public use. The current system allows DNR employees to input the preliminary spill report, but no follow-up information or reports. However, due to Access database constraints, each field office is limited to using the application one hour of each day. Only one user at a time may access the application.

The proposed project will conform to the new direction being implemented by DNR. The application will submit information to the DNR One Stop application as well as obtain information such as location latitude and longitude from the One Stop application.

The programming elements are very consistent with the SOA approach and are consistent with enterprise standards. The application will also submit information to the four state Heartland Emergency Response Exchange (HERE) project which is designed to provide local and state emergency planners with cross

border hazard information. The revision will allow the application to use the new DNR website look and feel.

## D. Statutory or Other Requirements

### Is this project or expenditure necessary for compliance with a Federal law, rule, or order?

YES (If "Yes", cite the specific Federal law, rule or order, with a short explanation of how this project is impacted by it.)

#### Response:

Emergency Planning and Community Right-To-Know Act (EPCRA) Section 304, 40 CFR 355 requires facilities to provide emergency notification and a written follow-up notice to the State Emergency Response Commission (SERC) if there is a release into the environment of a hazardous substance that is equal to or exceeds the minimum reportable quantity set in the regulations. The DNR is tasked with receiving these notifications on behalf of the SERC.

### Is this project or expenditure required by state law, rule or order?

YES (If "YES", cite the specific state law, rule or order, with a short explanation of how this project is impacted by it.)

#### Response:

Iowa Administrative Code (567 IAC 131.2) requires any person manufacturing, storing, handling, transporting or disposing of a hazardous substance to notify this department of the occurrence of a hazardous condition. In Chapter 131 "*Hazardous Condition*" means any situation involving the actual, imminent or probable spillage, leakage, or release of a hazardous substance onto the land, into a water of the state or into the atmosphere which, because of quantity, strength and toxicity of the hazardous substance, its mobility in the environment and its persistence, creates an immediate or potential danger to the public health or safety or to the environment.

### Does this project or expenditure meet a health, safety or security requirement?

YES (If "YES", explain.)

#### Response:

Responsible parties are required to report all spills that create an immediate or potential danger to the public health or safety or to the environment as outlined in Iowa Code. DNR personnel may investigate any spill which is considered hazardous to the environment and/or people and animals. Information collected by this application will also support the efforts of the Iowa Department of Public Health's Hazardous Substances Emergency Events Surveillance program.

### Is this project or expenditure necessary for compliance with an enterprise technology standard?

YES (If "YES", cite the specific standard.)

#### Response:

**[This section to be scored by application evaluator.]**

#### **Requirements/Compliance Evaluation (15 Points Maximum)**

If the answer to these criteria is "no," the point value is zero (0). Depending upon how directly a qualifying project or expenditure may relate to a particular requirement (federal mandate, state mandate, health-safety-security issue, or compliance with an enterprise technology standard), or satisfies more than one requirement (e.g. it is mandated by state and federal law and fulfills a health and safety mandate), 1-15 points awarded.



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## E. Impact on Iowa's Citizens

**1. Project Participants** - List the project participants (i.e. single agency, multiple agencies, State government enterprise, citizens, associations, or businesses, other levels of government, etc.) and provide commentary concerning the nature of participant involvement. Be sure to specify who and how many **direct** users the system will impact. Also specify whether the system will be of use to other interested parties: who they may be, how many people are estimated, and how they will use the system.

**Response:**

Project Participants – DNR personnel, public, associations, businesses, and other levels of government.

The new application will affect DNR personnel, government agencies, public and other interested groups.

DNR personnel and the person(s) responsible for a hazardous spill will be affected directly as the application will enhance the methods used to input and gather data.

At this time, DNR personnel accept calls reporting a hazardous spill. The information is entered into the system. The current system allows DNR personnel access during a one hour period at specified periods of time during the day. This results in the employee writing down the information and entering the information at a later time. The new application will provide DNR personnel with the ability to enter the information as it is being relayed.

The responsible party must then submit a written follow-up report. DNR personnel may also submit additional information from spill investigations. These pieces of information are currently not tracked electronically. The new application will allow both DNR and the responsible party the ability to enter data online as well as submit supporting documentation such as documents and pictures on line. Data which has been previously entered will populate the corresponding fields in the additional reports thus saving everyone time and effort.

The public and all interested parties will be allowed to select the time period for each available report thus providing more timely and complete information. This will be very helpful to government agencies, special interest groups, developers and real estate agencies.

**2. Service Improvements** - Summarize the extent to which the project or expenditure improves service to Iowa citizens or within State government. Included would be such items as improving the quality of life, reducing the government hassle factor, providing enhanced services, improving work processes, etc.

**Response:**

The new application will greatly enhance the interaction the citizen has with the Department of Natural Resources.

DNR personnel may input data at any time rather than having to wait for their designated hour. This will greatly reduce the amount of time spent manually gathering information to input into the application. This application will allow the input of follow-up reports and information not previously tracked in the current application. This will also enable personnel to quickly perform a search at any time of the day.

This application will enable the citizen to obtain timely reports, provide documentation in a timelier manner and provide a much easier means to input data and update spill information. This will also enable the public to obtain the reports they need for the specific time period that is needed without needing to contact DNR. These reports will be available at any time. The addition of information

not previous tracked electronically will improve the completeness of information provided to the public via the internet.

**3. Citizen Impact** – Summarize how the project leads to a more informed citizenry, facilitates accountability, and encourages participatory democracy. If this is an extension of another project, what has been the adoption rate of Iowa's citizens or government employees with the preceding project?

**Response:**

Public will have the opportunity to obtain timely, complete reports. The application will allow the public to view data graphically through its interface with the DNR's One-Stop geographical information system. Public officials and emergency planners will also be able to view and share this information through the applications connection to the four-state Heartland Emergency Response Exchange system. This will also enable DNR to provide statistics to the public and other government agencies based on more reliable data.

**4. Public Health and/or Safety** – Explain requirements or impact on the health and safety of the public.

**Response:**

**[This section to be scored by application evaluator.]**

**Impact Evaluation (15 Points Maximum)**

- Minimally directly impacts Iowa citizens (0-5 points).
- Moderately directly impacts Iowa citizens (6-10 points).
- Significantly directly impacts Iowa citizens (11-15 points).

**[This section to be scored by application evaluator.]**

**Customer Service Evaluation (10 Points Maximum)**

- Minimally improves customer service (0-3 points).
- Moderately improves customer service (4-6 points).
- Significantly improves customer service (7-10 points).

## F. Scope

Is this project the first part of a future, larger project?

- YES (If "YES", explain.)     NO, it is a stand-alone project

**Response:**

**Is this project a continuation of a previously begun project?**

YES (If "YES", explain.)

**Response:**

**[This section to be scored by application evaluator.]**

**Scope Evaluation (10 Points Maximum)**

- This is the first year of a multi-year project / expenditure or project / expenditure duration is one year (0-5 points)
- The project / expenditure is of a multi-year nature and each annual component produces a definable and stand-alone outcome, result or product (2-8 points).
- This is beyond the first year of a multi-year project / expenditure (6-10 points)

The last part of this criteria involves rating the extent to which a project or expenditure is at an advanced stage of Execution and termination of the project / expenditure would waste previously invested resources.

## G. Source of Funds

On a fiscal year basis, how much of the total project cost (\$ amount and %) would be absorbed by your agency from non-Pooled Technology/IOWAccess funds? If desired, provide additional comment / response below.

**Response:**

**[This section to be scored by application evaluator.]**

**Funds Evaluation (5 Points Maximum)**

- 0% (0 points)
- 1%-12% (1 point)
- 13%-25% (2 points)
- 25%-38% (3 points)
- 39%-50% (4 points)
- Over 50% (5 points)

## Part III – Planning Proposal

### Amount of Planning Funding Requested: \$

#### A. Process Reengineering

Provide a *pre-project or pre-expenditure* (before Execution) description of the impacted system or process. Be sure to include the procedures used to administer the impacted system or process and how citizens interact with the current system.

1. **Response:**

Provide a *post-project or post-expenditure* (after Execution) description of the impacted system or process. Be sure to include the procedures used to administer the impacted system or process and how citizens will interact with the proposed system. In particular, note if the project or expenditure makes use of information technology in reengineering traditional government processes.

**Response:**

[This section to be scored by application evaluator.]

#### Reengineering Evaluation (10 Points Maximum)

- Minimal use of information technology to reengineer government processes (0-3 points).
- Moderate use of information technology to reengineer government processes (4-6 points).
- Significant use of information technology to reengineer government processes (7-10).



#### B. Timeline

Provide a projected timeline for the Planning phase of the project. Include such items as **start date, projected end date**, planning, and database Planning. Also include the parties responsible for each item.

[This section to be scored by application evaluator.]

#### Planning Timeline Evaluation (10 Points Maximum)

- The timeline contains several problem areas (0-3 points).
- The timeline seems reasonable with few problem areas (4-6 points).
- The timeline seems reasonable with no problem areas (7-10).



#### C. Spending plan

## D. Tangible and/or Intangible Benefits

Respond to the following and transfer data to the **Planning Financial Benefit Worksheet, # 5 below and the Execution Financial Benefit Worksheet, # IV E3, as necessary:**

**1. One Year Pre-Project Cost** - This section should be completed only if state government operations costs are expected to be reduced as a result of project Execution. **Quantify actual state government direct and indirect costs** (personnel, support, equipment, etc.) associated with the activity, system or process prior to project Execution.

**Describe One Year Pre-Project Cost:**

**Quantify One Year Pre-Project Cost:**

	State Total
FTE Cost(salary plus benefits):	
Support Cost (i.e. office supplies, telephone, pagers, travel, etc.):	
Other Cost (expense items other than FTEs & support costs, i.e. indirect costs if applicable, etc.):	
<b>Total One Year Pre-Project Cost:</b>	

**2. One Year Post-Project Cost** - This section should be completed only if state government operations costs are expected to be reduced as a result of project Execution. **Quantify actual state government direct and indirect costs** (personnel, support, equipment, etc.) associated with the activity, system or process after project Execution.

**Describe One Year Post-Project Cost:**

**Quantify One Year Post-Project Cost:**

	State Total
FTE Cost(salary plus benefits):	\$0.00
Support Cost (i.e. office supplies, telephone, pagers, travel, etc.):	\$0.00
Other Cost (expense items other than FTEs & support costs, i.e. indirect costs if applicable, etc.):	\$0.00
<b>Total One Year Post-Project Cost:</b>	<b>\$0.00</b>

**3. One Year Citizen Benefit** - Quantify the estimated one year value of the project to Iowa citizens. This includes the "hard cost" value of avoiding expenses ("hidden taxes") related to conducting business with State government. These expenses may be of a personal or business nature. They could be related to transportation, the time expended on the manual processing of governmental paperwork such as licenses or applications, taking time off work, mailing, or other similar expenses. As a "rule of thumb," use a value of \$10 per hour for citizen time.

**Describe savings justification:**

<b>Transaction Savings (Record Center Costs)</b>	
Number of annual record center spill file transactions:	
Hours saved/transaction:	
Number of Citizens affected:	
Cost of Search Time:	
Total Transaction Savings:	
Other Savings (Describe)	
<b>Total Savings:</b>	

**4. Opportunity Value/Risk or Loss Avoidance** - Quantify the estimated one year non-operations benefit to State government. This could include such items as qualifying for additional matching funds, avoiding the loss of matching funds, avoiding program penalties/sanctions or interest charges, avoiding risks to health/security/safety, avoiding the consequences of not complying with State or Federal laws, providing enhanced services, avoiding the consequences of not complying with enterprise technology standards, etc

**Response:**

**5. Planning Financial Benefit Worksheet**

<b>A. Total One Year Pre-Project cost (Section III D1):</b>		
<b>B. Total One Year Post-Project cost (Section III D2):</b>		
<b>C. State Government Benefit (= A-B):</b>		
<b>D. One Year Citizen Benefit (Section III D3):</b>		
<b>E. Opportunity Value or Risk/Loss Avoidance Benefit (Section III D4):</b>		
<b>F. Total Planning Benefit (C+D+E)</b>		
<b>G. Annual Prorated Cost (From Budget Table, Section IV C):</b>		
<b>Benefit / Cost Ratio: (F/G) =</b>		
<b>Return On Investment (ROI): ((F-G) / Requested Project Funds) * 100</b>		

**6. Benefits Not Readily Quantifiable** - List and summarize the overall non-quantifiable benefits (i.e., IT innovation, unique system application, utilization of new technology, hidden taxes, improving the quality of life, reducing the government hassle factor, meeting a strategic goal, etc.).

**Response:**

---

**[This section to be scored by application evaluator.]**

**Planning Financial Evaluation (15 Points Maximum)**

- The financial analysis contains several questionable entries and provides minimal financial benefit to citizens (0-5 points).
- The financial analysis seems reasonable with few questionable entries and provides a moderate financial benefit to citizens (6-10 points).
- The financial analysis seems reasonable with no problem areas and provides maximum financial benefit to citizens (11-15).



## Part IV – Execution Funding

**Amount of Execution Funding Requested: \$280,000.00**

**Amount of Hosting Requested: \$0**

*Note: Projects developed by DAS-ITE allow first year of hosting charges*

### A. Timeline

Provide a projected timeline for the Execution phase of the project. Include such items as **start date**, coding, testing, deployment, conversion, parallel installation, and **projected date of final release**. Also include the parties responsible for each item.

**Response: Start Date – May 7, 2008**

**Coding – May 21, 2008 (ITE)**

**Page creations – May 8, 2008 (ITE)**

**Testing – July 1, 2008 (ITE)**

**Deployment to production – Dec 30, 2008 (ITE)**

**Database conversion – Sept 1, 2008 (ITE)**

**Projected Date of Final Release – Dec 31, 2008**

[This section to be scored by application evaluator.]

**Execution Timeline Evaluation (10 Points Maximum)**

- The timeline contains several problem areas (0-3 points).
- The timeline seems reasonable with few problem areas (4-6 points).
- The timeline seems reasonable with no problem areas (7-10).



### B. Funding Requirements

On a fiscal year basis, enter the estimated cost by funding source: Be sure to include developmental costs and ongoing costs, such as those for hosting the site, maintenance, upgrades.

	Current FY		Current FY +1		Current FY +2	
	Cost(\$)	% Total Cost	Cost(\$)	% Total Cost	Cost(\$)	% Total Cost
State General Fund	\$0	0%	\$0	0%	\$0	0%
Pooled Tech. Fund /IOWAccess Fund	\$280,000.00	100	\$6744.00	100	\$0	0%
Federal Funds	\$0	0%	\$0	0%	\$0	0%
Local Gov. Funds	\$0	0%	\$0	0%	\$0	0%
Grant or Private Funds	\$0	0%	\$0	0%	\$0	0%
Other Funds (Specify)	\$0	0%	\$0	0%	\$0	0%
<b>Total Project Cost</b>	<b>\$0</b>	<b>0%</b>	<b>\$0</b>	<b>0%</b>	<b>\$0</b>	<b>0%</b>
<b>Non-Pooled Tech./Non-IOWAccess Total</b>	<b>\$280,000</b>	<b>100%</b>	<b>\$6744.00</b>	<b>100%</b>	<b>\$0</b>	<b>0%</b>

**[This section to be scored by application evaluator.]**

**Execution Funding Evaluation (10 Points Maximum)**

- The funding request contains questionable items (0-3 points).
- The funding request seems reasonable with few questionable items (4-6 points).
- The funding request seems reasonable with no problem areas (7-10).



**C. Project Budget Table**

It is necessary to estimate and assign a useful life figure to each cost identified in the project budget. Useful life is the amount of time that project-related equipment, products, or services are utilized before they are updated or replaced. In general, the useful life of hardware is three (3) years and the useful life of software is four (4) years. Depending upon the nature of the expense, the useful life for other project costs will vary between one (1) and four (4) years. On an exception basis, the useful life of individual project elements or the project as a whole may exceed four (4) years.

The Total Annual Prorated Cost (State Share) will be calculated based on the following equation:

$$\left[ \left( \frac{\text{Budget Amount}}{\text{Useful Life}} \right) \times \% \text{ State Share} \right] + (\text{Annual Ongoing Cost} \times \% \text{ State Share}) = \text{Annual Prorated Cost}$$

Budget Line Items	Budget Amount (1 <sup>st</sup> Year Cost)	Useful Life (Years)	% State Share	Annual Ongoing Cost (After 1 <sup>st</sup> Year)	% State Share	Annual Prorated Cost
Agency Staff	\$		%	\$	%	\$
Software	\$280000	4	25%	\$6744.00	100%	\$76744
Hardware	\$		%	\$	%	\$
Training	\$		%	\$	%	\$
Facilities	\$		%	\$	%	\$
Professional Services	\$		%	\$	%	\$
ITE Services	\$		%	\$	%	\$
Supplies, Maint., etc.	\$		%	\$	%	\$
Other	\$		%	\$	%	\$
<b>Totals</b>	\$280000	4	25 %	\$6744	100 %	\$76744

**D. Spending plan**

The funds will be used to complete the Execution Phase of the project. Execution will include development of database with web portal and migration of data from existing and historic databases into the newly created database.

**E. Tangible and/or Intangible Benefits**

Respond to the following and transfer data to the Execution Financial Benefit Worksheet, #3 below, as necessary:

**1. Opportunity Value/Risk or Loss Avoidance** – Quantify the estimated annual non-operations benefit to State government. This could include such items as qualifying for additional matching funds, avoiding the loss of matching funds, avoiding program penalties/sanctions or interest charges, avoiding risks to health/security/safety, avoiding the consequences of not complying with State or Federal laws, providing enhanced services, avoiding the consequences of not complying with enterprise technology standards, etc.

Response:

Individuals or industry involved in an incident that creates a hazardous condition are required to report all spills that create an immediate or potential danger to the public health or safety or to the

environment as outlined in Iowa Code. DNR personnel may investigate any spill which is considered hazardous to the environment and/or people and animals based on the information received. Having timely and complete information will allow for the most productive use of limited resources.

Public will have the opportunity to obtain timely, complete reports on spills in their area, impact or potential impact to the environment in their area, and the actions taken to prevent or mitigate that impact. The public will also have easy access to information that will aid in choosing where to live or develop property.

The information is used by local, state, and federal government agencies to plan, apply for and allocate grants, and analyze incidents for a variety of purposes. The information is also used by Iowa Department of Public Health's Hazardous Substances Emergency Events Surveillance program to track incidents that impact public health. Information collected by this application will also support the efforts of the Iowa Department of Public Health's Hazardous Substances Emergency Events Surveillance program.

**2. Benefits Not Readily Quantifiable** – List and summarize the overall non-quantifiable benefits (i.e., IT innovation, unique system application, utilization of new technology, hidden taxes, improving the quality of life, reducing the government hassle factor, meeting a strategic goal, etc.).

Response:

This web application will allow local, state, and federal government agencies to easily obtain the information that is needed for required reporting, emergency planning, and internal information. This web application will also allow citizens the opportunity to be more aware of the condition of the environment where they live and help them select a safe place to raise their family through easy access to current and historical spill data in a searchable format. Through the linkages to the One-Stop program information stored in the web application is linked to information from other sources. This allows the public to view information from several programs geographically and allows DNR personnel to confirm incident location quickly and accurately. Through linkages with the Heartland Emergency Response Exchange program local officials, first responders, and emergency planners can utilize information not only in Iowa but the four other participating states for planning and grant proposals.

### 3. Execution Financial Benefit Worksheet

<b>A. Total One Year Pre-Project cost (Section III D1):</b>	<b>\$6,959</b>	
<b>B. Total One Year Post-Project cost (Section III D2):</b>	<b>\$0</b>	
<b>C. State Government Benefit (= A-B):</b>		<b>\$ 6,959</b>
<b>D. One Year Citizen Benefit (Section III D3):</b>		<b>\$ 2,880</b>
<b>E. Opportunity Value or Risk/Loss Avoidance Benefit (Section III D4):</b>		<b>\$0</b>
<b>F. Total Planning Benefit (C+D+E)</b>	<b>\$9,839</b>	
<b>G. Annual Prorated Cost (From Budget Table, Section IV C):</b>	<b>\$76744</b>	
<b>Benefit / Cost Ratio: (F/G) =</b>	<b>.128</b>	
<b>Return On Investment (ROI): ((F-G) / Requested Project Funds) * 100</b>	<b>-23.89</b>	

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**[This section to be scored by application evaluator.]**

**Execution Financial Evaluation (15 Points Maximum)**

- The financial analysis contains several questionable entries and provides minimal financial benefit to citizens (0-5 points).
- The financial analysis seems reasonable with few questionable entries and provides a moderate financial benefit to citizens (6-10 points).
- The financial analysis seems reasonable with no problem areas and provides maximum financial benefit to citizens (11-15).



# Evaluation Summary

*[This section to be completed by application evaluator.]*

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## Planning Phase:

Requirements/Compliance Evaluation (15 Points Maximum)	<input type="checkbox"/>
Impact Evaluation (15 Points Maximum)	<input type="checkbox"/>
Customer Service Evaluation (10 Points Maximum)	<input type="checkbox"/>
Scope Evaluation (10 Points Maximum)	<input type="checkbox"/>
Funds Evaluation (5 Points Maximum)	<input type="checkbox"/>
Reengineering Evaluation (10 Points Maximum)	<input type="checkbox"/>
Planning Timeline Evaluation (10 Points Maximum)	<input type="checkbox"/>
Planning Financial Evaluation (15 Points Maximum)	<input type="checkbox"/>
<b><u>TOTAL PLANNING EVALUATION</u></b> (90 Points Maximum)	<input type="checkbox"/>

## Execution Phase:

Execution Timeline Evaluation (10Points Maximum)	<input type="checkbox"/>
Execution Financial Evaluation (15 Points Maximum)	<input type="checkbox"/>
Execution Funding Evaluation (10 Points Maximum)	<input type="checkbox"/>
<b><u>TOTAL EXECUTION EVALUATION</u></b> (35 Points Maximum)	<input type="checkbox"/>

## Part V – Auditable Outcome Measures

For each of the following categories, list the auditable metrics for success after Execution and identify how they will be measured.

1. Improved customer service

**Response:**

2. Citizen impact

**Response:**

3. Cost Savings

**Response:**

**Salaries of the DNR personnel who currently are required to gather information and produce reports for government agencies, news media and interested public.**

**The amount of time the personnel spent on these projects before implementation will be compared to the amount of time personnel spend on the tasks after implementation. DNR expects to see a great reduction in the time spent on the tasks.**

4. Project reengineering

**Response:**

**This allows multiple persons to access the website concurrently. At this time, DNR employees must section the time period that each Field Office or the DNR Emergency Response Team may access the data.**

**Personnel will be able to simultaneously access the project. The amount of time spent waiting for the application to be available is hard to determine.**

5. Source of funds (Budget %)

**Response:**

6. Tangible/Intangible benefits

**Response:**