



IOWAccess Project Concept Paper

1. Email completed copy to the IOWAccess Manager: 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:

June 9, 2008

Project Name: **DNR Special Events Coordination**

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)*

Jeff Kopaska, Natural Resource Biologist (515) 432-2823 X109

Project Sponsor:

Ken Herring, Division Administrator, Conservation and Recreation Division, Department of Natural Resources, 515-281-5529

Background:

The Iowa Department of Natural Resources is the government agency that leads Iowans in caring for their natural resources. It is responsible for maintaining state parks and forests, protecting the environment, and managing energy, fish, wildlife, and land and water resources in Iowa.

The DNR's mission is to conserve and enhance our natural resources in cooperation with individuals and organizations to improve the quality of life for Iowans and ensure a legacy for future generations.

In support of that mission the DNR offers state properties and other state-managed areas for use in terms of "special events". These special events include over 500 fishing tournaments, 300 to 500 ATV, Snow, and Boating activities, multiple Dog Field Trials, Scouting events, fireworks displays, car shows, motorcycle poker runs, pancake feeds, equestrian events and trials, endurance challenges and marathons, "Geocaches" (electronic scavenger hunts using GPS devices), and many more activities.

The current process for booking these events requires promoters, organizers, and the public to plan for their event and to contact the DNR for applications and permits to hold the events a minimum of 30 calendar days before the event. Currently each Conservation and Recreation bureau in the DNR has its own permits and paper forms that must be completed to hold an event on state property. The public may have to make multiple inquiries to obtain the proper paperwork to apply for the permit to hold the event. Often multiple permits must be submitted, as is the case for certain fishing tournaments, where the Fisheries Bureau and Parks Bureau may have to give approval for the event.

Once the appropriate forms are submitted to the department there is much coordination required to ensure that the events are approved, denied or modified by the park or area supervisor, land manager, internal staff supervisors, etc. This process is complicated for a number of reasons including the manual processes and the need to consider safety, crowd control and environmental issues, especially when multiple events may be occurring at the same time on state land.

Coordination of these efforts is imperative so that the events do not interfere with or impede the normal use of the area by the public or cause and extra or unusual hazards to spectators. The DNR is responsible for addressing any objections to events that may be received from other interested parties.

The sponsoring organization needs to indicate whether their patrolling is adequate for safe conduct of the event and in some cases, additional law enforcement assistance is required. The number of vessels or vehicles provided by sponsoring organizations for safety assistance must be known and planned.

Other types of event applications submitted to the DNR capture information about the specific location of the event (lake or specified boat ramp, shelter, picnic area, beach, marina, parking lot, trails, portions of the wildlife area, etc.). The number of participants, the number of spectators and vendor information is also collected. Fishing permits enable the collection of key information necessary to monitor and control biological species of fish. This includes the number of fish caught, whether or not the fish are released, the fish weights and lengths, and the number of people entered for the tournament. Special conditions are also noted by the Fisheries Biologists for internal use by the DNR and, if requested, the applicant must return a report within 30 days after the tournament to the DNR.

Often proof of liability insurance naming the applicant and the DNR as additional insured is necessary. Event coordination is necessary to limit the DNR's responsibility for injury to persons or damage to property arising out of or incident to the activities that are subject to the application. Issuance of a special event permit does not imply that the permittee has exclusive use of the area unless a facility has been reserved pursuant to DNR rule, so it is important that the application understand exactly what privileges for which they are permitted.

Finally, the DNR sometimes attaches separate written information once the permit has been authorized, such as after hour access to the park. Therefore, the information must be processed timely and responses from the DNR may contain separate attachments or documentation with specific stipulations for usage. For example, applicants must have permits available during the event so they can provide it to any State Park Personnel or Conservation (law enforcement) Officer upon request.

The various Special Event Applications and Permits are covered under different sections of Code, depending on the type of event. Timing and coordination are very important when more than one permit is required and must be approved by more than one DNR Bureau. Delays or inability to plan appropriately due to manual processes negatively impact the public in multiple ways (safety, congestion, limits on regular usage, etc.).

Expected Results in this Project:

The expected results of this project include a unified Special Events web application system for the Conservation and Recreation Division of the DNR. The objective is to coordinate various types of events into one streamlined application, approval and notification process, whereby DNR staff has immediate access to information about what events have been scheduled, the type of event and any special information regarding multiple events. This online data will facilitate faster decision making by DNR staff, especially those out in the actual parks (field) based on accurate data that is updated in real time. The current system does not allow access to information and is a manual, time intensive process. The expected result is that the streamlining of workflow processes will occur, enabling appropriate levels of approval by DNR central office and/or field staff in an automated fashion. In some cases multiple levels of approval across Bureaus will be necessary and this system will have the capability to automatically notify and prompt for the necessary approvals, without manual intervention.

The vision is that the public will access the DNR web site to find information about events on State property for any date, whether they want to plan an event, avoid an event, or just use existing facilities. The application will include instructions for all permits and various information regarding requirements for multiple permits. The application will also include other necessary information for the public and organizers.

DNR wants to allow submission of the applications for special event permits online. The application will be automatically routed to the correct approvers. The system will “know” who needs to be informed of the application based on geographic reference information. For example the approval may go to a specific conservation officer based on the county, or a park ranger and/or park manager if it is in a state park. In addition, authorized users, such as park managers, will have the option to select specific days that certain special events will not be allowed at a location, in order to ensure the public has regular access and usage of facilities at the location.

Sometimes the public is unaware that the Coast Guard, Corp of Engineers, or other Federal Government entity is in charge of property and bodies of water in and along the State of Iowa when they are planning an event. The vision is that the new application will advise them of this and of the need for both a State permit and/or Coast Guard, Fish and Wildlife Service, or Corp of Engineers authorization. In addition, the plan is to provide a link from this system to the Federal entity as an additional service to the customer. An exchange of information and data could be possible by linking various systems. For example, automatic links from the new system with the existing DNR Campground Reservation system and other existing DNR systems will be programmed, so that information may be relayed and coordinated between interfacing systems.

Applicants will be required to enter contact information that will be used to provide feedback on their application i.e. they cannot apply for a special event on a particular date. The contact information will also be valuable in case there is a park closing, flooding of trail, etc. that will affect the event and for which the event coordinator will need to be informed.

There will be a web interface where interested parties can query the back-end database to determine when and where special events are scheduled. This query ability will include date queries, location queries, and event-type queries. Query information will help the public to be better informed regarding activities that they chose to participate in or those that they choose to avoid at a state managed facility. In addition, prior to completing the application, the sponsoring organization and the public will be able to view the events already planned and approved for a particular state property online through this system so they have an opportunity to select an alternative site. Information will be stored and displayed on the web site as it is approved, which is a benefit to the DNR and in particular the public that either will be planning the special events or trying to avoid them. Access to data will save effort on the part of the public and DNR and will cut down on inquiries. It will be especially important to the public as information can be accessed on demand at any time and will not require direct contact with the DNR during regular working hours.

Eliminating many of the manual processes will result in streamlined processes within the DNR for DNR Accounting, Customer Service and the Division of Conservation and Recreation staff, while providing the best customer service possible utilizing updated technology.

The new system must be up and running by July 1, 2009. It must include a mechanism for online payments to handle new application fees associated with fishing tournaments. Compliance with the with PCI (Payment Card Industry) standards, the Treasurer's requirements for depositing money and our Accounting staff expectations shall be assured. The coding of the web application should provide the ability to reuse code and charge for other types of fees in the future.

As we transition to a new system, we will also want to ask the applicants if tournaments are “open” or “closed/club only/Invitation only” tournaments, which is an enhancement to the existing processes. Administrative rules will be changed in parallel with system development to streamline processes and requirements.

To summarize, this service to the public will be greatly enhanced and improved through this new web application, enabling 24 x 7 access to information and the ability to interact and submit applications and information and to receive feedback regarding their requests through special editing. Scheduling and approval obstacles will be removed for them. Finally, the overall experience with interacting with the DNR and enjoying Iowa's great natural resources will be superior as a result of implementing this new application.

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

Business Analyst services will be purchased to do the scope analysis and requirements. In addition, this person will complete screen mock ups, use cases and provide an estimate of the resources needed to complete the design and implementation. Essentially the Business Analyst will complete all aspects of the scope analysis phase as defined by IOWAccess.

Project Timeline:

<i>Phase</i>	<i>Start Month/Year</i>	<i>End Month/Year</i>	<i>Estimated Amount</i>
Scope Analysis	July 2008	August 2008	\$20,000
Design	October 2008	January 2009	Depends on Scope Analysis
Implementation	January 2009	July 2009	Depends on Scope Analysis and Design

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

The DNR will contribute staff time to work with the Business Analyst. It will also provide a work space and resources necessary for the Business Analyst to perform his/her duties of the job.

Recipients of this Service:

The general public and recreational user, businesses, organizations, contestants, exhibitors, United States Coast Guard, Federal Government, DNR field and central office staff (including land managers, parks managers, biologists, law enforcement, policy staff, etc.), politicians, etc.

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 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

Allowable costs

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

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

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

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

No later than the 21st 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

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

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

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

_____	_____
Sponsor Signature	IOWAccess Manager Signature
_____	_____
Date	Date