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: 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)*

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Executive Officer
Iowa Department of Veterans Affairs
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Project Sponsor: *(include name and phone number)*

Patrick Palmersheim
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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:

Phase	Start Month/Year	End Month/Year	Estimated Amount
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 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**