IOWAccess Advisory Council

IOWAccess Revolving Fund Project Application

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

Part I - Project Information

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

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.

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 underlined 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)

- <u>Minimal</u> use of information technology to reengineer government processes (0-3 points).

- <u>Moderate</u> use of information technology to reengineer government processes (4-6 points).

- <u>Significant</u> 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 <u>prior to </u>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.):	
Total One Year Pre-Project Cost:	

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 <u>after </u>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
Total One Year Post-Project Cost:	$0.00

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:

Transaction Savings (Record Center Costs)	
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)	
Total Savings:	

4. Opportunity Value/Risk or Loss Avoidance - Quantify the estimated one year <u>non-operations</u> 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**

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 Planning 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:

[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%
Total Project Cost	$0	0%	$0	0%	$0	0%
Non-Pooled Tech./Non-IOWAccess Total	$280,000	100%	$6744.00	100%	$0	0%

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:

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

Budget Line Items	Budget Amount (1st Year Cost)	Useful Life (Years)	% State Share	Annual Ongoing Cost (After 1st 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	$		%	$	%	$
Totals	$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**

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

[This section to be scored by application evaluator.]
<u>**Execution Financial Evaluation**</u> **(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.]

Planning Phase:

Requirements/Compliance Evaluation (15 Points Maximum)	☐
Impact Evaluation (15 Points Maximum)	☐
Customer Service Evaluation (10 Points Maximum)	☐
Scope Evaluation (10 Points Maximum)	☐
Funds Evaluation (5 Points Maximum)	☐
Reengineering Evaluation (10 Points Maximum)	☐
Planning Timeline Evaluation (10 Points Maximum)	☐
Planning Financial Evaluation (15 Points Maximum)	☐
TOTAL PLANNING EVALUATION (90 Points Maximum)	☐

Execution Phase:

Execution Timeline Evaluation (10Points Maximum)	☐
Execution Financial Evaluation (15 Points Maximum)	☐
Execution Funding Evaluation (10 Points Maximum)	☐
TOTAL EXECUTION EVALUATION (35 Points Maximum)	☐

Part V – Auditable Outcome Measures

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

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: