



# 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>	July 8, 2009
<b>Agency Name:</b>	Department of Public Safety, Division of Criminal Investigation
<b>Project Name:</b>	Breath Alcohol Program Records
<b>Agency Manager:</b>	James Bleskacek
<b>Agency Manager Phone Number / E-Mail:</b>	515-725-1500 <a href="mailto:bleskace@dps.state.ia.us">bleskace@dps.state.ia.us</a>
<b>Executive Sponsor (Agency Director or Designee):</b>	
<b>Initial Total for Planning:</b>	\$60,000
<b>Initial Total for Execution:</b>	\$150,000
<b>Initial Total for all Phases of Project, if Multi-Phased:</b>	\$
<b>Project Timeline: (estimate start and end dates for project spending)</b>	Scope Start Date: Jan 7, 2009 Scope End Date: June 30, 2009 Planning Start Date: July 9, 2009 Planning End Date: Nov 1, 2009 Execution Start Date: Nov 16, 2009 Execution End Date: May 1, 2010
<b>Revised Total for Planning and Execution:</b>	\$210,000.
<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:** The goal of this project is to provide the public access to maintenance reports, accuracy reports and individual reports for the Breath Alcohol Testing equipment. There are currently 183 instruments statewide. These instruments are managed and tested by the Department of Public Safety (DPS) Division of Criminal Investigation (DCI) Crime Lab. With those instruments, 15,000 to 18,000 tests are administered annually. DCI staff members receive from one to six discoveries weekly which must be answered. One of the purposes of this project is to automate those requests. Members of the public, to include the media and Mothers Against Drunk Drivers (MADD), have also expressed an interest in the information which will be provided.

An additional item to this project is the training of law enforcement personnel. Law enforcement personnel are required to receive training before they may administer tests using the Breath Alcohol equipment. They must then receive recertification training every five years. The website will allow the recertification training to be conducted on line. This will eliminate the need for DCI personnel to travel to administer the training or law enforcement personnel to travel to receive the training.

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

**Response:** The DCI Crime Lab is tasked with owning, administering and testing the Breath Alcohol Test equipment. They are also tasked with providing the information on the machines to the public and in court. DPS would like to provide as much public information as possible in a manner that makes it easily accessible at all times to the public. This project will provide a means to disseminate the public records and information as it pertains to the Breathalyzer equipment and tests.

**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:** Currently, a person must request the records from the DCI. The DCI employee must then obtain the records from their database and files. The information is then provided to the requestor.

This project is in alignment with the DPS direction in providing public information in an easily accessible manner.

The programming elements are consistent with an SOA approach. Elements from existing projects will be used as much as possible in the development of this project.

The programming elements have been reviewed with ITE and DPS to ensure they are consistent with existing enterprise standards.

## 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: No**

**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: No**

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

YES (If "YES", explain.)

**Response: No**

**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:** This project will directly affect state government employees in that the time needed to obtain and provide the information to the public will be greatly reduced. Currently, the agency receives one to six requests weekly for this information. This will eliminate the need to call the agency to obtain the information. The user may access the information on line. This project will provide a means for attorneys to quickly obtain the information that is needed for court cases. It will also provide the public user with a way to very quickly and easily obtain records.

This will also provide the agency staff with a means of obtaining the information if they are not located at the main building. State, county and city law enforcement agencies will be able to obtain records on the machines in their possession at any time. They will also be able to review a particular case as needed.

**An additional benefit will be the access to reports. Law Enforcement agencies will be able to quickly determine the time of year, week and day that most Driving While Under the Influence (DUI) charges are imposed. This will enable them to plan their policies to accommodate the increase or decrease in DUI cases.**

**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: Attorneys will no longer have to depend on the normal working hours of the DCI Crime Lab staff members to obtain information. The user will be able to review the information, determine if they need an actual printed copy of the information and, if needed, print the information. The information can be obtained at any time.**

**The public will have access to the easily obtainable data at all times. The website will also provide many more details that have not been able to be accessed by the public.**

**The DCI staff will no longer be required to spend time looking up the information and printing the information to be delivered to the requesting party. This will enable a great savings on time, printing costs and mailing costs.**

**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: The information is public knowledge. This project will provide the citizens with the information that has always been available but hard to obtain. In many cases, the public was not aware of the information that is available. Citizens will also have access to information concerning the number of tests given by law enforcement agencies as well as when more people are inclined to fail the tests. This information can be used for many purposes. The information can also be used by the news media and organizations such as MADD and the Automobile Association of America (AAA).**

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

**Response: In knowing when more DUI offenses are committed, this will enable law enforcement agencies to take more preventive actions during the times of increases activity.**

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**[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: Development and first year hosting funding is anticipated to come from lowAccess. After the first year of the project being in production, the agency will absorb 100% of the ongoing operational and maintenance costs.**

[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: \$70,000**

### 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.

**Response: Currently, citizens requesting Breath Alcohol testing information must submit a request to DPS/DCI. This can be done in person, by phone or by sending in a request. The DCI personnel must then retrieve the requested data in a printed format. The data is then given to the citizen either by mail, fax or the person coming to the office. Our office is located on the DMACC campus in Ankeny. The citizens are not provided with reports annotating the number of cases which were tested and the results. These can only be retrieved by DCI personnel at this time.**

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: The citizens will be able to quickly and easily obtain a broader range of information such as being able to search for data based on date or instrument number. They can quickly and easily obtain the information on a particular device. They will also have access to the Accuracy and Maintenance documents, certification records and Breath Record reports which have been scanned and saved into the DPS file system. Other advantages will include**

the ability of the user to specify a time period and retrieve reports based on the numbers of tests during that period. Users will also be able to retrieve data based on county. This new system will also allow law enforcement personnel to become recertified online. This will eliminate the need for law enforcement personnel to travel to Des Moines for recertification.

[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.

Begin Date for Planning: March 12, 2009 Planning will be conducted by the following:

- Project Manager – Mary Hadd, DAS/ITE
- Business Analyst – Amelia Adkins, DAS/ITE
- Customer Member – Jim Bleskacek, DPS/DCI
- Customer Member – Leon Frederick, DPS/TSB (data issues and connectivity)
- Developer (mock up screens) – as yet unnamed, DAS/ITE
- Developer (.NET) – as yet unnamed, DAS/ITE

End Date for Planning: September 4, 2009

[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

Explain how the funds will be allocated.

Customer Meetings	80 hours	\$9,040
4 team member/20 meetings with customer		
Team Meetings	100 hours	\$11,300

Detail Design	96 hours	\$10,848
Project Management	74 hours	\$8,362
Business Analysis	80 hours	\$9,040
Mock up screens	60 hours	\$6,780
Test Document	40 hours	\$4,520
<b>TOTAL</b>		<b>\$60,000</b>

### 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:**

Criminalist personnel time, paper, toner, fax toner, long distance calling charges. Additionally, the criminalist conducts an excess of 400 training classes annually. These classes are held at the DCI Lab in Ankeny as well as other areas of the state.

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

	State Total
FTE Cost(salary plus benefits): FTE criminalist @ approximately 35% of time on this matter	\$ 35,000
Support Cost (i.e. office supplies, telephone, pagers, travel, etc.): (travel to include mileage, lodging and food and office supplies)	\$ 25,000
Other Cost (expense items other than FTEs & support costs, i.e. indirect costs if applicable, etc.):	\$225
Law Enforcement Personnel (training)	1,200 personnel
Law Enforcement travel time (1,200 x 2)	2,400
Law Enforcement personnel savings for travel time (\$31 x 2,400) This savings is primarily to the county and city law enforcement agencies.	\$74,400
<b>Total One Year Pre-Project Cost:</b>	<b>\$ 134,625</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:**

Costs will be greatly reduced as most information currently requested can now be obtained by accessing the website.

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

	State Total
FTE Cost(salary plus benefits): FTE criminalist @ approximately 5% of time on this matter	\$ 5,000
Support Cost (i.e. office supplies, telephone, pagers, travel, etc.):	\$ 350



Other Cost (expense items other than FTEs & support costs, i.e. indirect costs if applicable, etc.): This application will be co-located with other DPS applications. At this time, it is felt all data will be retrieved from DPS databases. This eliminates the need for hosting fees.	\$0
<b>Total One Year Post-Project Cost:</b>	<b>\$ 5,350</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.

We have used a mixed rate which includes \$10 an hour for citizens and \$100 an hour for attorneys. We estimate the attorneys' use at 60% and the general public's use at 40%.

**Describe savings justification:**

<u>Transaction Savings</u>	
Number of annual online transactions:	350
Hours saved/transaction:	2
Number of Citizens affected:	127
Value of Citizen Hour	Various
Total Transaction Savings:	\$44,800
Other Savings (Describe)	
<b>Total One Year Citizen Benefit :</b>	<b>\$44,800</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:** The National Safety Council of Alcohol and Other Drugs recommends that officers receive training on a periodic schedule of 5 years on the operation of evidential breath alcohol instruments. It is felt that when the laboratory becomes ISO certified in Breath Alcohol, that ASCLD (American Society of Crime Lab Directors) will follow that recommendation requiring continual training.

**5. Planning Phase Cost Calculation**

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, etc., during the **Planning Phase**.

	Current FY		Current FY +1		Current FY +2	
	Cost(\$)	% Total Cost	Cost(\$)	% Total Cost	Cost(\$)	% Total Cost
<b>State General</b>	\$0	0%	\$0	0%	\$0	0%

<b>Fund</b>						
<b>Pooled Tech. Fund /IOWAccess Fund</b>	\$60,000	100%	\$0	100%	\$0	0%
<b>Federal Funds</b>	\$0	0%	\$0	0%	\$0	0%
<b>Local Gov. Funds</b>	\$0	0%	\$0	0%	\$0	0%
<b>Grant or Private Funds</b>	\$0	0%	\$0	0%	\$0	0%
<b>Other Funds (Specify)</b>	\$0	0%	\$0	0%	\$0	0%
<b>Total Project Cost</b>	\$60,000	100%	\$0	100%	\$0	0%
<b>Non-Pooled Tech./Non-IOWAccess Total</b>	\$60,000	100%	\$0	0%	\$0	0%

### 6. Planning Financial Benefit Worksheet

<b>A. Total One Year Pre-Project cost (Section III D1):</b>	\$134,625	
<b>B. Total One Year Post-Project cost (Section III D2):</b>	\$5,350	
<b>C. State Government Benefit (= A-B):</b>		\$129,275
<b>D. One Year Citizen Benefit (Section III D3):</b>		\$44,800
<b>E. Opportunity Value or Risk/Loss Avoidance Benefit (Section III D4):</b>		\$0
<b>F. Total Planning Benefit (C+D+E)</b>	\$ 174,075	
<b>G. Planning Phase Cost Calculation (Section III D5):</b>	\$60,000	
<b>Benefit / Cost Ratio: (F/G) =</b>	2.90	
<b>Return On Investment (ROI): ((F-G) / Requested Project Funds) * 100</b>	190.125	

**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 project will greatly enhance the citizen's interaction with the government. Data which currently must be retrieved by submitting paperwork, waiting for the research to be completed and the return of the results will now be done on line with instant results.

This project also provides information which, at this time, is not available to the public. This information includes the number of OWI offenses by county and law enforcement agencies. It also provides information on how many offenses there are by date, month, year, time of day, etc. The reports can also provide the limits that were reached on the tests based on the previously mentioned factors. This will be an invaluable tool to the media, organizations such as MADD and law enforcement agencies.

An ad hoc report will be available to the public. This will allow the public to determine the factors needed for their reports using much of the data included in the database. The user will then be able to analyze the retrieved data in ways different from those currently performed by the agency. With the valuable insight gained from the reports, the user may then use the analyzed data for additional reports, research, to inform the public or more detailed informational purposes.

**[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: \$

Amount of Hosting Requested: \$

*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:

<p><b>[This section to be scored by application evaluator.]</b>  <b>Execution Timeline Evaluation (10 Points Maximum)</b></p> <ul style="list-style-type: none"> <li>The timeline contains several problem areas (0-3 points).</li> <li>The timeline seems reasonable with few problem areas (4-6 points).</li> <li>The timeline seems reasonable with no problem areas (7-10).</li> </ul>	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>
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### B. Execution 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, etc., during the **Execution Phase**.

	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	\$0	0%	\$0	0%	\$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>\$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.]

**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	\$		%	\$	%	\$
Hardware	\$		%	\$	%	\$
Training	\$		%	\$	%	\$
Facilities	\$		%	\$	%	\$
Professional Services	\$		%	\$	%	\$
ITE Services	\$		%	\$	%	\$
Supplies, Maint., etc.	\$		%	\$	%	\$
Other	\$		%	\$	%	\$
<b>Totals</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 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:**

**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:**

**3. Execution Financial Benefit Worksheet** – Copy items A through F from Part III (Planning Phase), Section III D6; item G is from Section IV C, above.

<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>		

**[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 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"/>

## Execution Phase:

## 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:**

4. Project reengineering

**Response:**

5. Source of funds (Budget %)

**Response:**

6. Tangible/Intangible benefits

**Response:**