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:	**5/6/09**
Agency Name:	**College Student Aid Commission (Commission)**
Project Name:	**Student Aid Web Portal**
Agency Manager:	**Julie Leeper**
Agency Manager Phone Number / E-Mail:	**515.725.3420**
Executive Sponsor (Agency Director or Designee):	**Karen Misjak**
Initial **Total for Planning:**	**$148,000**
Initial **Total for Execution:**	**$350,000 (This request)**
Initial **Total for all Phases of Project, if Multi-Phased:**	**$536,000 ($38K Scope, $148K Planning, $350 Execution)**
Project Timeline: *(estimate start and end dates for project spending)*	**Planning Start Date: September 2008** **Planning End Date: July 2009** **Execution Start Date: March 2009** **Execution End Date: June 2010**
Revised **Total for Planning and Execution:**	**$**
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:

The College Student Aid Commission believes there is a need for the citizens of Iowa to be able to access and save college financing information that is individualized. Students and their families are concerned about financing college educations and starting work careers after college. Technology has advanced to a point where students and families demand information that is timely and easy to access.

To meet this need, the Commission is planning for a system that will provide a unique opportunity for students to search for information, view funding options already available to them, apply for financial aid, and receive information about their eligibility. In addition, the system would be helpful to Iowa's college and university financial aid officials so that they can more easily and efficiently provide information to Iowa students and their parents.

In time for the 2009/2010 school year, the Commission intends to deploy a Web Portal for all students, their families, and adult workers to plan secondary and postsecondary education and plan for work careers in the State of Iowa.   In addition, school and university administrators and faculty will use this system to assist students in their education choices.

In January of each year financial aid programs for scholarships, grants, and loans are open for students to apply.   By January 2010, the Commission plans to extend the Web Portal with an integration to financial aid, scholarships and grants programs to provide one single application for students to apply for all aid they may be qualified to receive rather than the current process that requires students to find and complete many applications – one for each program they apply for. In addition, the system will find programs for which the student qualifies. The new system will fill in the additional application forms and notify the program administrators. The new process will be much easier and convenient than the old system so prospective students will find more financial aid programs and program administrators can select students from a larger pool of applicants.

The Web Portal can be used by all citizens of the State planning their education and/or work careers in Iowa (students, parents, grandparents, adult workers, school counselors, financial aid administers, etc.). The Web Portal, called "I Have A Plan Iowa," contains an education and career Information system that will help citizens:

- Connect their interests and skills to careers through interactive assessments
- Explore career options and investigate salary and job outlook information
- Identify the education and/or training needed for chosen occupations
- Research post-secondary institutions and training programs
- Practice job search skills through resume building and interview activities
- Maintain a lifelong online portfolio of activities including education and career activities.

The addition of financial aid system integration will provide the following features to Iowa citizens:

- Increase awareness of postsecondary financial aid processes and availability
- Search for postsecondary financial aid, scholarship and grant information

- Apply for all state aid administered by the Commission through an interactive online application process
- Auto-fill multiple applications for aid and forward them to the appropriate party
- View historical personal state funding awards
- Receive estimated financial assistance information
- Enhance grant reporting capabilities for colleges, universities, and Commission staff

The Commission is requesting IOWAccess funding for the extension, integration, and customization of the Web Portal to enhance and improve the process for students to find and apply for financial aid and for program administrators to select and award grants or scholarships plus monitor and manage these programs.

As part of the project the Commission will upgrade its existing scholarships and grants software applications so students only need to apply for financial aid one time through the new Web Portal. The Web Portal will interface with existing Commission software applications that support Financial Aid programs.

In the future, this system will also interface with Department of Education, Workforce Development, and Industry systems.   In addition, the system will interface with Treasury so parents, grandparents, and others can begin savings programs for education.

Benefits:

- **Increase Student and Family Access to State Funded Financing Options for Postsecondary Education**: Allow students to apply for state-funded student financial aid programs, save applications, view and archive awards made by the state, compare student financial aid available from all sources, and make wise postsecondary education decisions using the web-based system that will integrate with all aspects of State student financial aid.

- **Improve College and University Reporting of State Funded Financial Aid on a Student-by-Student basis**: Improve the ability of college and university staff to report information about individual student awards to the Commission.   Also, the new system would provide this information directly to the students, which is not currently being reported by the Commission.

- **Improve the Commission's Reporting Capabilities to Students, College and University Officials, and Elected Officials:** Provide more information to students, college and university officials, and elected officials so they can make better decisions about the state student financial aid programs. This will be accomplished by improving the Commission's reporting, viewing, and management through a web based application interface.

Additional benefits following the implementation of this application include:
- Reduce the amount of paperwork passing between the applicants for funding and the Commission and between schools and the Commission. There are nearly 140,000 applications processed each year. Over a 5 year time period, more than 75% are expected to be processed through the new online Web Portal.
- Increase accuracy of the initial application to reduce manual processing and rework.
- An enhanced system for online applications will reduce staff hours required to process applications; reduce printing, mailing and postage expense; decrease paperwork; improve processes for managing funds received by colleges and universities; improve customer service by the Commission for student applicants and colleges and universities, and provide quicker turnaround.

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

Response:

The Commission's strategic plan calls for the Commission to:
- Develop or enhance products and services that meet the needs of the Commission's customers
- Improve efficiency through the use of technology to better serve the Commission's customers
- Increase awareness of programs, products, and services provided by the Commission.

This project will move the Commission closer to each of these goals by providing students, families, and college and university officials with the information they need to make informed decisions about funding postsecondary education.

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:

Over a period of several years, the Commission's financial aid programs have been deployed as individual software applications and individual databases. In order to overcome deficiencies in the current software applications, Commission staff has created individual MS Excel spreadsheet and MS Access databases. The current system is cumbersome and difficult to use by students, parents, and school administrators. The data stored in Excel or Access is not available to these groups online.

The new proposed system will consolidate shared data in one centralized database with online web access by authorized individuals – students, families, schools. Consistent with a Service Oriented Architecture, a Web Service Proxy will be deployed as the integration point or hub between many different systems that include the Web Portal, the Commission's existing systems, the centralized database, systems of various financial aid programs, Department of Education systems and in the future Workforce Development, Economic Development, and Treasury systems.

The development of the new system is planned to be consistent with and use an SOA strategy. The programming elements are consistent with existing enterprise standards.

The Commission's direction is to increase the software maintainability while improving citizen access. This project accomplishes both of these objectives.

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:
N/A

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:
 N/A

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

☐   YES (If "YES", explain.)
Response:
N/A

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

☐   YES (If "YES", cite the specific standard.)
Response:
    N/A

[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:
All citizens of Iowa will be able to use the website to access general, financial, and application information for all the programs administered by the Commission.

The Commission receives nearly 140,000 applications each year from students and their families seeking financial aid to attend postsecondary education in Iowa. All applicants will have the option to submit electronic application forms, view options for funding their education, and review aid awarded for the current and prior years.

The Commission works with financial aid administrators at nearly 60 colleges and universities in Iowa. These administrators need up-to-date, accurate information at their fingertips to ensure that they are providing complete information to students and their families. In addition, financial aid administrators need access to an online system to provide individual student information to the Commission.

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:

Students and their families are concerned about financing postsecondary education. Technology has advanced to a point where students and families demand information that is timely and easy to access. This system will provide a unique opportunity for students to search for information, view funding options already available to them, apply for financial aid, and receive information about their eligibility.

College and university officials also will have access to the system which will allow them to view information about student awards and report awards to the Commission. The functionality provided by this system will enhance productivity at colleges and universities, ensuring better service and information to students and families.

The system also will allow access at any time of the day or night – 24 hours a day, 7 days week which will eliminate problems associated with limited office hours of 8:00 AM to 5:00 PM on weekdays only.

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:**

This project will:

- Improve student and their families' access to college financial aid information and awarding of financial aid by the Commission, Iowa colleges and universities and other financial aid programs.

- Provide Iowa students with one simple tool to identify, understand, and apply for financial aid.

- Increase efficiency in data collection and communication and streamline information sharing among Iowa students, postsecondary schools, and the Commission.

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

> **Response:**
> N/A

[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?

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

Response:

The Commission is funding deployment, ongoing software support, and hosting of the Web Portal by a vendor that has been selected through the RFP process. This Web Portal will allow elementary and middle school students and their families and adult workers to plan the students' high school careers, to prepare for college, and/or plan their work career.   This system includes the following features:

- Interactive assessments to help students and adults connect their interests and skills to careers
- Salary and job outlook information for exploring career options
- Education and/or training needed for specific occupations
- Postsecondary institutions and training programs
- Resume building and interview activities to practice job search skills
- Maintain a lifelong online portfolio of activities.

IOWAccess is asked to fund the customization of the vendor's system to allow for the addition and integration of Financial Aid Programs to enhance and improve the process for:

- Students and parents to find and apply for financial aid
- School administrators to customize and individualize programs for students
- Program administrators and school administrators to select and award grants and scholarships
- Monitoring and managing these programs.

During the Design/Planning phase of the project, requirements were documented in the form of use cases and process flows, data model, web service proxy design, testing plan, and other technical design documents.   ITE will work with the Vendor to customize the Web Portal to meet the business needs detailed in this documentation.

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 <u>absorbed</u> by your agency from non-Pooled Technology/IOWAccess funds? If desired, provide additional comment / response below.

Response:

The total project costs are $746,000. The Commission is providing $210,000 or 28% of the project costs. IOWAccess has funded $38,000 for Scope Analysis and $148,000 for the Planning. This request for the Execution Phase is $350,000. The Commission is prepared to fund the ongoing support, and software maintenance.

In addition, the Commission has provided many hours of Subject Matter Expert (SME) time which will continue through the Execution Phase.

[This section to be scored by application evaluator.]
<u>Funds Evaluation</u> **(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: $148,000

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:

Each of the 15 student aid programs that the Commission administers are separate computer applications, separate databases, and students must apply for each one separately.   In addition, much of the data regarding scholarship and grants programs is maintained in individual MS Excel spreadsheets and MS Access Databases.   The currents systems are difficult to use by students, their parents, and school administrators. The many systems and databases are costly to maintain and are subject to data errors and error when information is entered into the systems.

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 separate student facing software applications will be integrated through a web service proxy with the Web Portal.
- A central database of all shared data will be created and accessible through the Web Portal.
- The single sign on capability will be implemented so users of the system need only one user id and password.
- The student aid application process will be simplified for Iowa students and colleges and universities by providing an easier to use and more convenient system.
- Students and parents will have one place (the Web Portal) to plan high school education, postsecondary education, and work careers along with finding financial aid for postsecondary education.
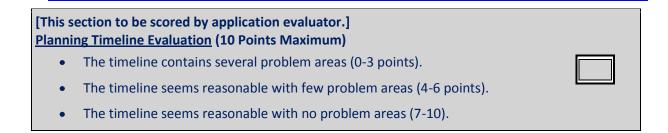

[This section to be scored by application evaluator.]
Reengineering Evaluation (10 Points Maximum)

- <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.

Milestone	Planned Completion Date
Begin Design/Planning Phase	September 2008
Complete Design/Planning Phase	January 2010
Begin Execution Phase	March 2009 (Enhancements and consolidation of the existing systems (Execution Phase) started with Commission funding concurrently with the Design/Planning Phase)
Implement 1st Release of Web Portal	August, 2009 (In time for 2009/2010 School Year)
Implement 2nd Release for Integration with Financial Aid Systems	January, 2010 (In time for Financial Aid Applications that open in January for the 2010/2011 School Year)
Implement 3rd Release adding additional Financial Aid Programs and modifications obtained as a result of user feedback	June, 2010

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

Funds for Planning and Execution Phases are expected to be allocated over the time period of September 2008 through June 2010.

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):	$
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 Post-Project Cost:	$

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:

- The new system will provide significant benefits for students and their families applying for aid by allowing applicants to apply online in an easy, more convenient, and time savings system.
- The new system will also allow colleges and universities to improve their processes for managing the information and funding they receive from the Commission.

Transaction Savings	
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:

- The implementation of this application will allow the Commission to provide enhanced services to students and their families applying for funds plus for college and universities receiving the funds.
- An enhanced system for online applications will reduce the amount of time required to process applications; reduce printing, mailing and postage expense; and decrease paperwork by the State.
- The time saving will allow the Commission to improve processes for managing funds received by colleges and universities; improve customer service for student applicants and colleges and universities, and provide quicker turnaround than the current system.
- This benefit provides cost avoidance to the State of approximately $140,000 annually.

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
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%
Total Project Cost	$0	0%	$0	0%	$0	0%
Non-Pooled Tech./Non-IOWAccess Total	$0	0%	$0	0%	$0	0%

6. 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. Planning Phase Cost Calculation (Section III D5):	$	
Benefit / Cost Ratio: (F/G) =		
Return On Investment (ROI): ((F-G) / Requested Project Funds) * 100		

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: $350,000

Amount of Hosting Requested: $ None

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:

Milestone	Planned Completion Date	Parties Responsible
Begin Design/Planning Phase	September 2008	Commission / ITE
Complete Design/Planning Phase	January 2010	Commission / ITE
Begin Execution Phase	March 2009 (Enhancements and consolidation of the existing systems (Execution Phase) started with Commission funding concurrently with the Design/Planning Phase)	Commission / ITE
Implement 1st Release of Web Portal	August, 2009 (In time for 2009/2010 School Year)	Commission / ITE
Implement 2nd Release for Integration with Financial Aid Systems	January, 2010 (In time for Financial Aid Applications that open in January for the 2010/2011 School Year)	Commission / ITE
Implement 3rd Release adding additional Financial Aid Programs and modifications obtained as a result of user feedback	June, 2010	Commission / ITE

[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. 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	$50,000	26%	$300,000	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) Commission Grant	$140,000	74%	$0	0%	$0	0%
Total Project Cost	$0	0%	$0	0%	$0	0%
Non-Pooled Tech./Non-IOWAccess Total	$0	0%	$0	0%	$0	0%

[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:

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

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	$		%	$	%	$
Hardware	$		%	$	%	$
Training	$		%	$	%	$
Facilities	$		%	$	%	$
Professional Services	$		%	$	%	$
ITE Services	$490,000	10	100%	$25,000	100%	$74,000
Supplies, Maint., etc.	$		%	$	%	$
Other	$		%	$	%	$
Totals	$		%	$	%	$

D. Spending plan

Explain how the funds will be allocated.

Funds for Planning and Execution Phases are expected to be allocated over the time period of September 2008 through June 2010.

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 <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:

The new system will provide significant benefits including:

- Students and their families applying for aid will save time by allowing applicants to apply online in an easy, more convenient system with only one application form
- Reduce the amount of paperwork for applicants, postsecondary schools, program administrators, and the commission
- Increase accuracy of applications to reduce manual processing and rework
- Reduce costs for printing and mailing.

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:

- The new system will also allow colleges and universities to improve processes for managing the information and funding they receive from the Commission
- Easier and more convenient for Iowa students to apply for aid across state-funded and many private financial aid, scholarships and grants programs
- Improved maintainability of the software
- Strong platform and foundation for the next phases and future enhancements
- Improves and increases the State's competency for using open source integration by building a Web Portal that will provide access and integrate with several other, different systems.

 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.

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):		$295,000
E. Opportunity Value or Risk/Loss Avoidance Benefit (Section III D4):		$140,000
F. Total Planning Benefit (C+D+E)	$435,000	
G. Annual Prorated Cost (From Budget Table, Section IV C):	$74,000	
Benefit / Cost Ratio: (F/G) =	5.88	
Return On Investment (ROI): ((F-G) / Requested Project Funds) * 100	103.14	

[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.]

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, list the auditable metrics for success after Execution and identify how they will be measured.

1. Improved customer service

Response:

- Students and their families will complete one online application to apply for several financial aid programs.
- Scholarship and grant recipients will be able to view their awards for the current year and historically through an online process.

2. Citizen impact

Response:

- Postsecondary planning and financial aid will be linked and integrated with secondary education and financial aid planning through the same user interface Web Portal.
- The Web Portal will be available 24 hours a day / 7 days a week.

3. Cost Savings

Response:

- Reduce the amount of time required to apply for financial aid.
- Reduce printing, paper and postage costs by applicants and the Commission.

4. Project reengineering

Response:

- An easier and more convenient system will allow Iowa students to apply for state-funded and many private scholarship, and grant programs.
- The new system will also allow colleges and universities to improve their processes for managing the information and funding they receive from the Commission.

5. Source of funds (Budget %)

Response:

- 28% of total Financial Aid project costs funded by the College Student Aid Commission; 72% of project costs funded by IOWAccess.

6. Tangible/Intangible benefits

Response:

The new system will provide significant benefits including:

- Students and their families applying for aid will save time by allowing applicants to apply online in an easy, more convenient system with only one application form.
- Increase accuracy of applications to reduce manual processing and rework.