

E-Grants

FY2006 Request: \$100,800
Reference No: 39148

AP/AL: Appropriation **Project Type:** Information Systems
Category: Health/Human Services
Location: Statewide **Contact:** Larry J. Streuber
House District: Statewide (HD 1-40) **Contact Phone:** (907)465-1870
Estimated Project Dates: 07/01/2005 - 06/30/2010

Brief Summary and Statement of Need:

Design and build an automated system for the management of all aspects of grant administration, including on-line grant application, award and reporting.

Funding:	<u>FY2006</u>	<u>FY2007</u>	<u>FY2008</u>	<u>FY2009</u>	<u>FY2010</u>	<u>FY2011</u>	<u>Total</u>
Fed Rcpts	\$33,200						\$33,200
Gen Fund	\$67,600						\$67,600
Total:	\$100,800	\$0	\$0	\$0	\$0	\$0	\$100,800

<input checked="" type="checkbox"/> State Match Required	<input type="checkbox"/> One-Time Project	<input type="checkbox"/> Phased - new	<input checked="" type="checkbox"/> Phased - underway	<input type="checkbox"/> On-Going
67% = Minimum State Match % Required		<input type="checkbox"/> Amendment	<input type="checkbox"/> Mental Health Bill	

Operating & Maintenance Costs:

	<u>Amount</u>	<u>Staff</u>
Project Development:	0	0
Ongoing Operating:	0	0
<u>One-Time Startup:</u>	0	
Totals:	0	0

Additional Information / Prior Funding History:

CH159/SLA04/P26/L23 \$136.7 Federal Unrestricted and \$67.3 Federal

Project Description/Justification:

Information Technology Capital Project Review Form FY2006

1. Has this project been previously approved? Yes

If yes, and there are no significant changes to funding amounts or technologies there is no need to continue with this form. Please copy last year's final capital budget back-up here as your submission for FY2006.

E-Grants is a comprehensive, web-based grant management solution bringing together grant processes in a modular system. This project will design a system to:

- ? Provide on-line grant application, progress report, payment request, and contact information data entry;
- ? Provide feedback to the providers at the time of entry to enhance the accuracy and completeness of submissions that will reduce delays resulting from reprocessing;
- ? Reduce the time providers need to prepare grant applications, progress reports and requests for payment by automatically providing information that is already electronically archived and providing tools, such as lists, radial buttons, and check boxes;
- ? Provide department-wide management reporting capabilities;
- ? Provide historical information on service delivery efficacy.

The e-Grants database is built in SQL 2000; run on a thin client (browser based) using a 'database to web' engine of Cold Fusion; and a reporting, analysis, and information delivery tool of Crystal Reports.

The Department of Health and Social Services uses grants to provide local service delivery whenever practical because this approach has been found to encourage self-sufficiency, foster self-determination for the communities we serve, and to support cultural and racial diversity among service providers. Unplanned growth in the grant programs resulted in labor intensive, inconsistent, redundant, and wasteful grant processes. Three years ago the department began a concerted effort to correct these problems. First a study identified problems and recommended solutions. One of the major recommendations from all stakeholders was to automate procedures. This was not practical without a clear business plan and workflow analysis. A business plan, workflow analysis, and adoption of new regulations were completed in July of 2002. The final steps in this redesign of the department's grant process are the integration and consolidation of the grant administration task functions across the divisions and the design and construction of an E-GRANTS System to manage these tasks.

The department has responsibility for the effective management of these programs and to assure quality services are being purchased. In FY03 11%, \$165,420.3, of the department's budget was grants. The management tools used to monitor and track as much as 11% of the total budget can have a significant impact on the department's ability to not only restrain administrative overhead costs but the cost of our partners, the grantees, as well.

The alternatives considered were to make no changes or to only partially automate the system. No change was not considered a valid alternative because it was apparent that even minimal change would have benefit after surveying the outcomes in other states.

Costs of the initial implementation would be reduced significantly if electronic signature were not fully implemented. The alternative would be that applications would be filled out on line then printed and mailed. However the demand for electronic signature across departments of the state, for various applications, will probably bring the cost of this implementation down after the state elects a standard and contracts statewide. Therefore it remains in the design.

This project will:

1. Save time for provider in the grant application process

E-grants could save time, duplication costs, postage and assure timely arrival of application regardless of distance or weather conditions. The grant application or letter of interest would have checks and edits. If critical information were missing the applicant would be informed so they could fix any problems before submitting their applications. In areas of minimum responsiveness and technical requirements this could be very valuable. Lists boxes, buttons and check boxes could shorten the time needed to complete an application and provide data consistency across grant applications.

2. Save grant management time for providers

Once a grant is awarded, grantees could receive reminders of report due dates, submit progress reports over the web, request grant amendments, and submit bills, draws or requests for reimbursement.

3. Reduce staff time required to review and process grant applications

With edits, on-screen help, and reminders staff review time could be cut significantly because there would be fewer errors in original submittals. System-generated summary reports would keep staff apprised of the current status of grant applications for each grant program.

4. Reduce preparation time for Proposal Evaluation Committee (PEC) members

Instead of providing PEC members with the contents of all applications, they could be provided with the portions of the application that are directly related to scoring the proposal. Any number of reports could be designed, including prior year funding levels and other grants for which they have applied, to support the deliberations of the committee.

5. Reduce staff time required to administer grants

Grantee progress reports, conditions of the grant, performance measures, grant history, grant contacts and payment history would all be available to the grant administrator in one place. This would provide grant administrators not only the information required to administer an individual grant program, but also to see what events may be occurring in other grant programs that could have an overall impact on the grantee. Reducing time spent on administrative tasks increases the time available for technical assistance. Technical assistance can be more effective when there is a total view of the department's involvement with a provider.

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6. Increase accessibility of information for management

This system will allow managers to immediately access the latest and accurate information about any grant, hence decreasing the amount of staff time necessary to answer routine inquiries.

7. Increase flexibility of information for reports and decision-making

Information sought by legislators, provider organizations, policy staff and others can vary with time and circumstances. Having this data automated can save a significant amount of time because data can be summarized in ad-hoc reports.