



Grant Package #4

WIC Technology Grants – Miscellaneous Projects

Request for Application (RFA)

Funding Source – American Recovery and Reinvestment Act of 2009 (ARRA)

Fiscal Year (FY) 2009

Applications Due
to FNS Must Be Postmarked by June 26, 2009

Note: This competition is open to all WIC State agencies.

The Catalog of Federal Domestic Assistance (CFDA) Number is 10.578.

WIC Technology Grants – Miscellaneous Projects Request for Application (RFA) Fiscal Year (FY) 2009

Background

On February 17, 2009, President Obama signed into law P. L. 111-5, the American Recovery and Reinvestment Act of 2009 (ARRA). ARRA provides \$100 million to establish, improve, or administer management information systems (MIS) for the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC Program), to include changes necessary to meet new legislative or regulatory requirements. We initially discussed our approach in the March 13, 2009 memorandum “Implementation Plan for WIC Technology Funding Provided by the American Recovery and Reinvestment Act of 2009 (ARRA).

Consistent with ARRA, Section 17(h)(10)(B)(ii) of the Child Nutrition Act of 1966, 42 USC 1786(h)(10)(B)(ii), the Food and Nutrition Service (FNS) will make available ARRA funding to WIC State agencies for a variety of projects, including, but not limited to, MIS modifications to accommodate food package implementation requirements, MIS enhancements to incorporate EBT readiness functionality, MIS needs assessments, technology upgrades, and equipment replacement. See chart on page 3 for a complete list. The timeframe in which these funds may be used will vary depending on the type of project to be conducted and the level of effort needed to complete the project.

Eligibility for Cooperative Agreement

This Request for Application (RFA) is open to all WIC State agencies. The award of funds under this RFA does not guarantee funding under future grant solicitations.

Amount of Funds Available

The amount of funds awarded under this RFA depends on the number and quality of requests received and competing funding needs within the WIC Program. FNS reserves the right to award funds under this announcement in the subsequent fiscal year without further application submission, subject to the availability of funds. Therefore, applications submitted under this request may also be used to fund MIS projects in FY 2010. The funding source will be funds provided under the ARRA.

Funding Priorities and Use of Funds

All State agencies must have systems in place to accommodate issuance of new additional WIC food items by October 1, 2010; thus system modifications to accommodate food package changes is a top priority for funding. In addition, WIC

management information systems (MIS) must have the ability to support EBT. Therefore, MIS upgrades in order to achieve EBT readiness is an important program goal. Funds will be made available for these and other activities that further the technology goals of state-of-the-art, web-based, systems that enable program compliance and support EBT. The specific activities and their assigned priority level are listed in the chart below.

Priority will be given to State agencies that have an approved PAPD, IAPD, or have existing contract vehicles in place that would allow them to spend the funds quickly. FNS may make some exceptions to planning requirements on a state-by-state and case-by-case basis.

Priority Order	Agency Priority Technology Projects
1	MIS enhancements/software changes for implementation of the new food package requirements, to include monthly reporting changes.
2	MIS modifications to incorporate EBT readiness functionality and UPC database usage.
3	Planning costs to assess new MIS needs, conduct alternatives analyses, etc. (will need to follow APD approval process).
4	Projects that impact multiple State agencies, such as joint procurement strategies to achieve economies of scale or projects that are transferrable to other State agencies.
5	MIS modifications and enhancements needed to comply with Program requirements and/or improve Program management and reporting capabilities (examples include Value Enhanced Nutrition Assessment (VENA), improved vendor compliance and review reporting systems, upgrades to funding and participation reporting and forecasting tools, etc.)
6	Upgrades to technology such as conversion of current system to a web-based system, improving bandwidth or other data transmission lines, etc.
7	New MIS development/transfers that are not funded through the State Agency Model (SAM) project (will need to follow APD approval process).
8	Other MIS modifications that improve communication and access to services (examples include automated participant reminder systems, video teleconferencing, geographic information systems, interactive training equipment, voicemail systems, etc.).
9	Other information technology (IT) investments that improve infrastructure, promote efficiencies at the clinic and State level, reporting enhancements, and projects that support WIC's overall technology plan.
10	FY 2009 technology equipment purchases as outlined in the State agency's approved hardware replacement plan (FY 2010 hardware replacement needs may also be funded, but at a lower priority).

Application Information

To apply for ARRA funds for miscellaneous technology projects, State agencies must submit an application package that includes the components listed below.

- State Agency Funding Request Form (Attachment 1)
- SF-424, Application for Federal Assistance (Appendix 3)
- SF-424A, Budget Information (Appendix 4)
- SF-LLL, Disclosure of Lobbying Activities (Appendix 5)

The State agency must submit the requested information above to FNS Headquarters (FNS HQ) with a postmark date of no later than **June 26, 2009**. The FNS HQ submission should be sent to:

**Lael Lubing, Director
Grants & Fiscal Policy Division
FNS, USDA
3101 Park Center Drive, Room 732
Alexandria, VA 22302-1594**

Reporting Guidelines

Funding received under ARRA will be subject to specific reporting requirements for tracking and reporting separately from other WIC Program funds. Reporting requirements will include project expenditures, obligations, and progress/status reports. “Current Recovery Act Reporting Requirements” (Appendix 1) provides additional information on potential reporting requirements. However, please note the reporting requirements guidance has not been finalized by the Office of Management and Budget (OMB). We will provide further information as it becomes available.

Evaluation Information

Panel Review: All applications that meet the deadline for submission will be screened for completeness and conformity to the requirements of this solicitation. If deemed fully responsive and consistent with the agency’s priorities, listed on page 4, the request will be considered for funding.

Based on the responses to the criteria discussed below, applications will be reviewed and scored by panel evaluators. The proposals will be ranked by score starting with the highest score. The panel will present their recommendation to the selecting official based on this ranking. Awards will be considered based on rank order, however, the selection official reserves the right to fund out of rank order based on the Agency’s priorities and consistent with goals and objectives. FNS also reserves the right to fund successful applications at an amount less than requested if it is judged that the application can be

implemented at a lower funding level or if federal funding is not sufficient to fully fund all successful applications. At the completion of the review and awards process, FNS will provide funding for approved applications upon receipt of a properly executed agreement and subject to available funding.

Evaluation Criteria: Each application for each separate project will be evaluated based on its own merit. The criteria to be used for scoring are as follows:

➤ **Project Description (60 points).**

The project description should provide a detailed proposal to initiate specific activities that contribute to national WIC Program technology goals as outlined in the grant Guidance.

- If requesting funds for system modification, the narrative should describe the functionality to be obtained through system modification. For example, if the modification is to build an interface to the national UPC database, more points will be given to narratives that portray an understanding of the significance of UPC's and the need for an interface. System age and ability to perform basic functions will be considered when scoring points.
- If requesting funds for major hardware/software upgrade, the narrative should identify the number and type of equipment to be purchased and the specific equipment that it will replace. The application should include a hardware replacement plan, if available.
- State agencies that have already worked closely with their internal Information Technology office to assure proper needs assessment will be considered when scoring points.

➤ **Staffing and Management (20 points).**

The application outlines plans for staffing and managing project activities. The roles and duties of all key staff should be explained as they relate to the various project activities. The Plan should describe prior experience of key staff in project management.

➤ **Budget and Timeline (20 points).** The application should provide a line item budget, by fiscal year, consistent with the types of activities to be conducted. Please indicate the amount of funds requested for each budget line-item in narrative form and provide supporting details for the cost estimate. Reviewers will be assessing whether the timeline is reasonable given the level of activity, procurement strategy and the timeliness of the outlays.

Total Possible Points = 100

Attachment 1
State Agency Funding Request Form
Funding Source: The American Recovery and Reinvestment Act of 2009
(Page 1 of 14 Pages)

Purpose of Funds Requested	Anticipated date funds will be outlaid	Amount of funds requested	Is this project subject to IAPD approval?	Has IAPD been submitted and approved?	FOR FNS USE ONLY	
					Score assigned by evaluation panel	Amt. recommended for funding
1. MIS enhancements/software changes for implementation of the new food package requirements, to include monthly reporting changes.	October 2009	\$98,351	No			
2. MIS modifications to incorporate EBT readiness functionality and UPC database usage.						
3. Planning costs to assess new MIS needs, conduct alternatives analyses, etc. (will need to follow APD approval process).	October 2009	\$364,880	No, Project is subject to PAPD Approval. PAPD was submitted on 15-May-2009			
4. Projects that impact multiple State agencies, such as joint procurement strategies to achieve economies of scale or projects that are transferrable to other State agencies.						
5. MIS modifications and enhancements needed to comply with Program requirements and/or improve Program management and reporting capabilities (examples include VENA, improved vendor compliance and review reporting systems, upgrades to funding and participation reporting and forecasting tools, etc.)						
6. Upgrades to technology such as conversion of current system to a web-based system, improving bandwidth or other data transmission lines, etc.						
7. New MIS development/transfers that are not funded through the State Agency Model (SAM) project (will need to follow APD approval process).						
8. Other MIS modifications that improve communication and access to services (examples include automated participant reminder systems, video teleconferencing, geographic information systems, interactive training equipment, voicemail systems, etc.).						
9. Other information technology (IT) investments that improve infrastructure, promote efficiencies at the clinic and State level, reporting enhancements, and projects that support WIC's overall technology plan.						
10. FY 2009 technology equipment purchases as outlined in the State agency's approved hardware replacement plan (FY 2010 hardware replacement needs may also be funded, but at a lower priority).						

Attachment 1
State Agency Funding Request Form
Project #1
WIC System Assessment and Implementation Planning Project
Funding Source: The American Recovery and Reinvestment Act of 2009
RFP#4

INSTRUCTIONS: Please attach a separate application for each project selected on the previous page for which funding has been requested.

State Agency: Connecticut Department of Health

Date: June 24, 2009

Project Title: WIC System Assessment and Implementation Planning Project

Project Description:

Connecticut's current WIC data system (SWIS) severely limits the State WIC Program and Local WIC Agencies ability to:

- Improve program effectiveness and efficiency of operations,
- Implement EBT, and
- Share information with other Maternal and Child health data systems currently used by the Connecticut Department of Public Health (DPH).

To address this problem the Connecticut WIC program, on 15-May-2009, submitted a Planning Advance Plan Document (PAPD) requesting approval to initiate planning activities for a new WIC system. A total budget of \$474,880 has been identified for these activities with \$110,000 coming from approved FFY09 WIC grant funding and \$364,880 in FFY 2010 funding from a WIC Technology Grant – Miscellaneous Projects Grant (Grant Package #4), which is being submitted to fund the FFY2010 project tasks. The following summary discusses:

- The state of the current system,
- Benefits that Connecticut WIC expects to achieve from the implementation of a new system, and
- Describes the analysis and planning process that Connecticut will follow to identify an appropriate system solution and produce the required Implementation Advance Planning Documents.

SWIS supports client certification, nutrition services, food delivery, and the administrative functions of the WIC Program. The system is a transfer of the Andersen Massachusetts System, was implemented in 1995, and currently supports:

- Monthly delivery of services to approximately 60,000 clients by 23 permanent and 57 satellite Local WIC Agencies sites with 150+ staff,
- Issuance of approximately 170,000 food instruments monthly,
- Participation of and payments to over 550 food vendors, and
- Program management activities of 24 DPH / WIC staff.

While SWIS has been successfully modified to meet new federally mandated requirements, a joint meeting of the Department of Public Health's WIC Program Office and Local WIC Agencies identified specific needs that a new system must address:

- Improvements in operational efficiency and program effectiveness:
 - Improved scheduling of client visits, including issuing appointment reminders and the need for clients to bring in supporting documentation
 - Improved growth charting and calculation of Body Mass Indices

- Enhanced ability to transfer clients from one agency to another
 - Simplified replacement of lost or damaged food checks
 - Additional functionality to support the monitoring of client nutritional health and the delivery of nutrition education
 - Elimination of the loss of historical information when updating client records
- Improvements in reporting are needed to support agencies' ability to:
 - Monitor Staff productivity
 - Maintain supply and formula inventories
 - Produce ad-hoc reports needed to support agency operations
 - Track qualitative and quantitative nutritional outcomes
- Accommodate expanding business functions
 - EBT to eliminate the need for paper-based food benefit instrument
 - Simplify the implementation of new food packages and services
- Improved monitoring and fiscal management
 - Improved vendor management, monitoring, and food pricing processes
 - Enable information to be shared between local agencies or the WIC Program office to improve State monitoring of local programs.
 - Reduce time consuming manual processes required to transcribing of information from agency reports to multiple spreadsheets, incorporate data from multiple State systems, research discrepancies, and consolidate information to prepare monthly financial reports (e.g. FNS-798)
 - Enhance the system's ability to aid in the identification of fraud
- Improvements to the system's technology base
 - Improve ease of use
 - Reduce effort required to implement new features
 - Accommodate expanding business functions, such as EBT, eliminating the need for paper-based food benefit instrument
 - Reduce operating, maintenance and support costs

In summary, a new system will enable the State and Local Agencies to address these issues and:

- Improve the delivery of client services,
- Improve program effectiveness and efficiency, and
- Reduce operating costs.

Since most state WIC agencies perform similar functions and state-of-the-art WIC systems exist, Connecticut plans to transfer another WIC state agency's web based system into Connecticut, with minimal yet justifiable customization, rather than designing a totally new system. State Agency Model (SAM) systems (SPIRIT and MPSC) and other web-based WIC systems (e.g. Massachusetts Eos, MI-WIC, and others) will be considered for transfer. The selected system must address Connecticut WIC business needs, be aligned with Connecticut's State Enterprise-Wide Technology Architecture (EWTA¹), and address the specifications identified in the USDA - FNS Functional Requirements Document (FReD²) for a Model WIC System.

The goal of the WIC System Modernization Project is to replace the current SWIS system with modern, cost effective, web-based, WIC management information, food instrument delivery, and payment system that supports the following objectives:

¹ A copy of the State's EWTA can be found at <http://www.ct.gov/doit/cwp/view.asp?a=1245&q=253976&doitNav>

² A copy of USDA-FNS's Fred Requirements Document can be found at http://www.fns.usda.gov/apd/WIC_FRED.htm

- Improves the timely and accurate deliver of WIC benefits to clients and enhances WIC's ability to positively impact the health and nutrition of women and children.
- Improves program effectiveness and efficiency.
- Insures accountability and integrity of program and agency operations
- Improves State and Local Agency staff productivity by automating tasks, simplifying learning curves, and improving satisfaction resulting from ease of use.
- Enhances and improves fiscal processes, accountability, and reduces paperwork.
- Uses modern web technology that facilitates and simplifies use and deployment of the system to local WIC Agencies.
- Incorporates a modern, modular architecture that reduces complexity and costs associated with implementing new functionality to address new federal and state requirements, such as value-based vouchers for fruit and vegetables, and is compliant with the State's EWTA.
- Is compliant with WIC standards and data elements.
- Is compliant with Federal and State policies and regulations.
- Supports integration and data exchanges with other Connecticut and Federal maternal and child health programs and social services agencies.
- Supports and simplifies the future implementation of an Electronic Benefits Transfer (EBT) solution or, depending on the outcome of the feasibility analysis, the concurrent implementation of a recommended EBT platform that is compliant with X9.93.
- Minimizes system implementation costs and reduces on-going operating and support costs

Connecticut's WIC System Modernization project will have two phases. The first phase is the Planning Phase, for which approval is currently being sought in the State's PAPD. The second phase of the project is the Implementation Phase, which will require approval of the alternatives analysis completed in the planning phase, approval of the IAPD, and procuring through a competitive bid process the services of:

- An implementation contractor to transfer a previously developed WIC application into Connecticut, and
- An independent Quality / Validation / Verification contractor to verify the delivered solution meets the project's functional and technical requirements.

To execute the Planning Phase, Connecticut WIC plans to augment its current staff with the services of a project manager - lead consultant, a business system analyst, and technical architect. This Planning Team will define the business, functional / technical requirements, conduct a comprehensive feasibility study, and complete a cost -benefit analysis / risk assessment. The feasibility study will address alternative WIC transfer solutions and the potential of a concurrent implementation of EBT with the WIC System solution or a post-production WIC System implementation of EBT. Completion of these tasks will lead to the identification of a WIC transfer and benefits solution and that best addresses Connecticut's business and technology needs. The Planning Team will use the identified solution to:

- Refine projected costs and benefits,
- Document the system's General Design,
- Develop the Implementation Project's timeline,
- Develop the project's Project Management Plan,
- Establish the Implementation Phase Budget,
- Prepare other Planning Phase Deliverables and Documents required for State and USDA-FNS approval,
- Prepare the Implementation Advance Planning Document (IAPD), and
- Prepare RFPs for the contracting for the services of Implementation and Quality Assurance Contractors.

Active involvement of the stakeholders is critical to ensuring a comprehensive assessment and successful project. Stakeholders include staff from local WIC agencies, the DPH WIC Program Staff, DPH Informatics Staff, Connecticut Division of Information Technology (DoIT), food and formula vendors, representatives from other DPH and State social services programs, and USDA Food Nutrition Services. The State's Information Technology Program Management Office (PMO) and Technology Review Board (TRB) will be actively involved in assessing progress and alignment with State IT standards and architecture.

The Planning Phase is expected to begin in July, 2009 with USDA-FNS's approval of the PAPD and to conclude in August 2010 with USDA-FNS's approval of Connecticut's IAPD. Key dates and milestones are shown on the PAPD – IAPD plan on page 11 of this document.

The USDA-FNS Nutrition Services and Administration (NSA) grant to Connecticut's WIC Program will be the source of funds used to support the costs of the WIC System Modernization Project. The Planning Phase's total budget is \$474,880. NSA grant funding, \$110,000, is currently available to fund activities during the current fiscal year (FFY 2009). Additional FFY 2010 funding, in the amount of \$364,880, is required to fund the completion of the project's Planning Phase. This WIC Technology Grants – Miscellaneous Projects Grant (Grant Package #4) application is being submitted to fund the FFY2010 project tasks. All expenditures for this project will comply with the federal rules and regulations governing WIC expenditures.

USDA-FNS approval and funding is requested to proceed with FFY2010 tasks of the project's Planning Phase.

Management Plan and Staffing:

The formulation of the PAPD and this RFA has been a joint effort of the Department of Health's WIC and Information Technology staffs. The execution of a successful planning process requires the participation of multiple resources. The following resources will be involved in the implementation of the project's Planning Phase

Executive Sponsor:

DPH's Section Chief of Health Education, Management, and Surveillance is the project's executive sponsor. In undertaking this role the Executive Sponsor will:

- Provide leadership and direction
- Provide project funding support
- Be the escalation point for significant project risks and issues
- Participate in Phase-End Decision Point Meetings

Project Steering Committee:

The role of the project's steering committee is to:

- Provide guidance, governance, and decision making to the project team;
- Remove barriers for the project team;
- Participate in key reviews and decisions
- Membership in the Project's Steering committee includes:
 - DPH Branch Chief
 - DPH-WIC Program Managers
 - DPH-Informatics IT Section Chief
 - DPH-Informatics Development Manager
 - DoIT Health Programs Business Director

Support / Advisory members to the Project's Steering Committee include:

- Local Agency Program Coordinators,
- WIC Vendor Advisory Council,
- USDA-FNS State Systems Office, USDA FNS Northeast Region WIC Office,
- DPH Chief Fiscal Officer,
- DoIT Enterprise Architect

DoIT Project Management Office

DoIT Project Management Office (PMO) provides guidance and Systems Development Methodology (SDM) to support project management and system development processes. In support of the project the PMO will conduct periodic reviews to assess project progress, provide guidance and/or empower project teams to address risks, significant barriers and other emerging issues.

DoIT Technology Review Board

DoIT's Technology Review Board (TRB) verifies and validates the technical feasibility of the project, the project's compliance with State technology standards, and provides guidance in addressing technology issues and risks. The TRB will assist in the technical assessment of transfer solutions and the review and approval of the system's General Design.

Areas of oversight include:

- Application / Database / Network / Hardware Architecture
- User, Network, and Data Security
- Hosting and support services
- Continuity of service delivery

Connecticut DPH WIC Staff

WIC Program Manager:

- Project's business owner
- Assist with the coordination of business activities and deliverables
- Member of Project Steering Committee
- Participation in feasibility, cost/benefit analysis, and General Design
- Review and approval of project deliverables
- Experience
 - WIC Program Manager since 2006
 - Connecticut lead on the New England Partners multi-state EBT project
 - 5 years project and program management experience

The WIC Staff will provide business area consultation:

- Serve as subject matter experts and business requirements leads in the development of functional and non-functional requirements,
- Support the assessment of potential transfer solutions,
- Assist with the development functional specifications for the General Design of the new system, and
- Contribute to the development of deployment strategy and training plans.

Connecticut DPH and DoIT IT Staffs

DPH IT System Development Manager:

- Project's Technology owner
- Assist with the coordination of technology activities and deliverables
- Member of Project Steering Committee
- Participation in feasibility, cost/benefit analysis, and General Design
- Review and approval of project deliverables
- Experience
 - DPH IT System Development Manager since 2004
 - 12 Years experience managing large / complex state technology and system projects

The DPH IT Staff will provide technical consultation to support:

- Development of technical and non-functional requirements, including conversions
- Assessment of potential transfer solutions and related cost analysis
- Specification of technical specifications related to infrastructure, network, security, database,
- Development of the General Design of the new system and,
- Contribute to the development of deployment strategy and plan.

The DoIT IT Staff will provide services to:

- Support the development and review of technical specifications related to infrastructure, network, security, database and,
- Review and critique of the system's General Design Specifications.

Planning Team

Connecticut plans to use a staff augmentation model to provide the dedicated resources the Planning Phase requires. The State currently has master agreements in place with 4 consulting firms, which are used to satisfy the need for supplementary staff. A competitive process was used to select the four firms that were issued contracts. A negotiated rate schedule is used by each firm to cost contracted consultants. The project's Project Manager – Lead Consultant, Business System Analyst, and Technical Architect will be obtained from one of the four firms with which the State has a master agreement. The Project Manager – Lead Consultant will report to DPH's WIC Program Manager and IT System Development Manager. The project's Business Analyst and Technical Architect will work under the direction of the project's Project Manager – Lead Consultant. This team will work closely with the WIC Staff, Local Agencies, and other stakeholders to ensure a successful project plan is developed and executed. Responsibilities of each Planning Team member include:

Project Manager - Lead Consultant

- Project Management & Planning
 - Project Management, Monitoring, & Reporting
 - Risk & Issue Management
 - Resource Management
 - Cost Management
 - Scope and Schedule Management
 - Communications Management
- Quality Management
- Requirements & Process Development Activities
 - Workshop Planning
 - Team and Workshop Facilitation
- Solution Alternatives Document Development
- Feasibility, Risk & Cost / Benefit Analysis
- IAPD Document Development
- DoIT SDM and PMO Deliverables
- Implementation & Quality Assurance RFP Development
- Training Plan
- Experience
 - 20+ years information system project management experience
 - Management of large / multi-year local, state, and federal projects requiring multiple contractors
 - PMI Certification

Business System Analyst

- Functional Requirements & Use Case Development
- Business Process Analysis and Modeling
- Solution Alternatives Analysis and Document Development
- Functional analysis of potential transfer / EBT solutions & related GAP analysis
- Risk and Cost / Benefits Analysis Support
- General System Design (Functional Design Components)

Technical Architect

- Technical Requirements Development
- Technical analysis of potential transfer / EBT solutions & related GAP analysis
- Solution Alternatives Analysis and Document development
- Risk and Cost / Benefit Analysis Support

- General System Design (Technical Architecture)
- Security and Capacity Planning

This team will work closely with the WIC Staff, Local Agencies, and other stakeholders to ensure a successful project plan is developed and executed.

Other Stakeholders

State and local agency WIC staffs are the primary stakeholders in this project since they will be the principal end users of Connecticut's new WIC system. Involving all stakeholders in the early planning stages for the WIC system will (1) help ensure the system meets the needs of the users and clients and (2) considers relationships with other systems and programs to avoid unnecessary duplication or conflict, and (3) help to ensure the transition to a new system is successful.

Several groups of stakeholders have been identified for this project including:

- WIC Clients, who will benefit from improvements in the delivery of services.
- USDA-FNS, who has the federal oversight responsibility of the Connecticut WIC Program.
- DoIT, the organization responsible for hosting and operating the system's production environment.
- Other DPH programs that serve mothers and children.
- The Centers for Disease Control (CDC), which uses Connecticut's de-identified data for nutrition surveillance.
- Other contractors to USDA, such as ABT Associates who conducts data extracts for Program and Participants Characteristics biannual study
- Banks and other commercial entities involved in the processing of food delivery instruments or electronic benefit issuance (Food Checks or EBT Cards)
- The Connecticut Department of Agriculture that jointly issues Farmers Market Nutrition Program coupons during the June-October growing season
- Non-profit organizations providing other services to WIC clients

Budget Narrative (*separate sheets are attached for line item budget and timeline*):

Funding for this project will be provided through the 100% federally supported WIC Nutrition Services and Administration (NSA) grant and a WIC Technology Grant. Only preliminary estimates of costs are available at this time and the proposed budget below will need to be revised as further information is obtained. The assumptions used for this preliminary budget are as follows:

Project Manager – Lead Consultant (PM):

\$100/hour x 176 hours/month x 13 months (July 2009- August 2010)

Systems - Business Analyst (BA):

\$85/hour x 176 hours/month x 7 months (August 2009 – March 2010)

Technical Architect (TA):

\$100/hour x 176 hours/month x 8 months (August 2009 – April 2010)

Implementation Planning Phase Budget											
Task/Line Item	FY 2009					FY 2010					Project Total
	Q1	Q2	Q3	Q4	FY Total	Q1	Q2	Q3	Q4	FY Total	
State Costs											
State Travel				\$10,800	\$10,800	\$9,400				\$9,400	\$20,200
Local Travel					\$0					\$0	\$0
CT DPH WIC Staff Costs					\$0					\$0	\$0
CT DPH IT Support Costs					\$0					\$0	\$0
CT DPH Contracted Resource Costs					\$0					\$0	\$0
Project Manager/ Principal Consultant				\$40,000	\$40,000	\$49,600	\$48,000	\$50,400	\$12,400	\$160,400	\$200,400
Business Analyst				\$27,200	\$27,200	\$42,160	\$40,120			\$82,280	\$109,480
Technical Architect				\$32,000	\$32,000	\$49,600	\$48,000	\$15,200		\$112,800	\$144,800
Local Agency Staff Costs					\$0					\$0	\$0
Equipment					\$0					\$0	\$0
Indirect					\$0					\$0	\$0
State Total				\$110,000	\$110,000	\$150,760	\$136,120	\$65,600	\$12,400	\$364,880	\$474,880

Connecticut DPH WIC IT Staffs are currently funded by WIC. Additional funding is not required to fund their part-time participation on the project.

Total project budget is \$474,880. WIC Grant funding is available to fund project staff and travel expenses for Q4 of FFY2009. This will reduce needed funding by \$110,000. Additional FFY2010 funding, resulting from this grant application, in the amount of \$364,880 is required to fund the completion of the project's Planning Phase and development of the Implementation Advance Planning Document and related artifacts.

Following is a line item budget, by fiscal year, indicating the amount of funds and providing supporting details for the cost estimate.

Planning Advance Planning Document (PAPD) Phase Line Item Budget and Timeline

Planning will be comprised of the following major tasks:

Task	Estimated Timeline	Estimated Effort	Cost Estimate
Project Governance Tasks			
Form Project Steering Committee and WIC System Advisory Committee			
Update project deliverables in accordance with State PMO and System Development Methodology (SDM) guidelines and standards: <ul style="list-style-type: none"> Project Profile / Charter Project Management Plan Project Work Breakdown Structure and Schedule 	7/22/09 - 8/4/09	PM – 80 hrs. DPH WIC Staff – 8 hrs DPH IT Staff – 8 hrs.	FFY2009 Labor \$8,000
Plan and Conduct Implementation Planning Phase Kickoff Meeting			
Feasibility Analysis Tasks			
Develop defined set of business and functional requirements consistent with the FReD <ul style="list-style-type: none"> Model Connecticut's "As Is" Business Processes Connecticut Use Cases and Business Requirements EBT Requirements WIC Program and Local Agency Process Modernization Models 	8/5/09 - 9/30/09	PM – 320 hrs. BA – 320hrs. TA – 320 hrs. DPH WIC Staff – 240 hrs. DPH IT Staff – 120 hrs.	FFY 2009 Labor \$80,200 Travel \$10,800
Analyze and define technology requirements <ul style="list-style-type: none"> WIC Transfer Solution EBT Technology Requirements 			
Identify and assess alternative transfer & EBT solutions <ul style="list-style-type: none"> Functional fit & GAP Analysis Technology fit & GAP Analysis Comparative Cost / Benefit Analysis Comparative Risk Analysis 	10/1/09 - 1/25/10	FFY2010 PM – 496 hrs. BA – 496 hrs TA – 496 hrs DPH WIC Staff – 240 hrs. DPH IT Staff – 120 hrs.	FFY2010 Labor \$174,080 Travel \$9,400
Define and model "To Be" Business Processes			
The Comparative Cost and Risk analysis will include an analysis of costs and risks associated with a potential concurrent implementation of the WIC System solution and an EBT solution vs. a post-production WIC System implementation of EBT			
Finalize Feasibility Analysis:			
Present findings to Project Executive Sponsor, Steering Committed, and Advisors to obtain feedback on findings and identify a recommended transfer / EBT solution			
Refine project costs, benefits, risks, and timeline to reflect the project's recommended transfer solution	1/26/10 - 3/3/10	FFY2010 PM – 200 hrs. BA – 200 hrs TA - 200 hrs DPH WIC Staff – 40 hrs. DPH IT Staff – 40 hrs.	FFY2010 Labor \$57,000
Document findings of Feasibility Analysis and submit to USDA-FNS for review and approval			

Task	Estimated Timeline	Estimated Effort	Cost Estimate
Implementation APD (IAPD) Planning Tasks			
Development and State TRB approval of system's General Design <ul style="list-style-type: none"> • Functional Architecture • Technical Architecture • Reporting Architecture • Capacity Plan • Security Plan • Conversion Plan • Configuration Management Plan 	3/4/10 - 3/31/10	FFY2010 PM – 160 hrs. BA – 160 hrs. TA - 160 hrs DPH WIC Staff – 40 hrs. DPH IT Staff – 40 hrs. DoIT Staff – 60 hrs.	FFY2010 \$45,600
Development and State approval of Project Budget <ul style="list-style-type: none"> • Project Management • Transfer Solution Enhancements • Conversion • Training • Supporting Software • Infrastructure & Hosting • Quality Review and Assessment • Request for Waiver of Depreciation (if purchasing hardware) • Cost Allocation Plan (if needed) 	4/1/10 - 4/29/11	FFY2010 PM – 160 hrs. TA – 160 hrs. DPH WIC Staff – 16 hrs. DPH IT Staff – 16 hrs.	FFY2010 \$32,000
Development and State approval of other State SDM and IAPD Deliverables: <ul style="list-style-type: none"> • Update Project Management Plan to address the project's Implementation Phase • Work Breakdown Structure and Project Schedule for Implementation Phase • Training Plan 	4/30/10 - 5/20/10	FFY2010 PM – 96 hrs DPH WIC Staff – 8 hrs DPH IT Staff – 8 hrs.	FFY2010 \$9,600
IAPD Document Tasks			
Prepare IAPD document for State and USDA-FNS Review and Comment Update IAPD document to address State and USDA-FNS Comments	5/21/10 - 6/4/10	FFY2010 PM – 64 hrs DPH WIC Staff – 8 hrs DPH IT Staff – 8 hrs.	FFY2010 \$6,400
RFP Preparation Tasks			
Prepare RFP for implementation services related to the implementation of Connecticut's identified transfer / EBT solution Prepare RFP for Quality Assurance Review, Verification, and Validation services related to the implementation of Connecticut's identified transfer / EBT solution	4/30/10 - 6/25/10	FFY2010 PM – 160 hrs DPH WIC Staff – 40 hrs. DPH IT Staff – 40 hrs.	FFY2010 \$16,000
USDA – FNS Review and Approval			

Task	Estimated Timeline	Estimated Effort	Cost Estimate
Submit IAPD document and deliverables to USDA-FNS for approval Submit Implementation and Quality Assurance RFPs to USDA-FNS for approval Respond to USDA-FNS questions FNS Review and Approval	6/28/10 - 8/30/10	FFY2010 PM – 156 hrs DPH WIC Staff – 40 hrs. DPH IT Staff – 40 hrs.	FFY2010 \$15,600
Total Budget			
Labor		FFY2009 PM – 400 hrs. BA – 320 hrs. TA – 320 hrs. DPH WIC Staff – 248 hrs. DPH IT Staff – 128 hrs. FFY2010 PM – 1604 hrs. BA – 968 hrs. TA – 1128 hrs. DPH WIC Staff – 432 hrs. DPH IT Staff – 312 hrs. DoIT IT Staff – 60 Hrs.	FFY2009 PM – \$40,000 BA – \$27,200 TA – \$32,000 DPH WIC Staff - \$0 DPH IT Staff - \$0 Total Labor \$99,200 FFY2010 PM – \$160,400 BA – \$82,280 TA – \$112,800 DPH WIC Staff - \$0 DPH IT Staff - \$0 DoIT Staff - \$0 Total Labor \$393,480
Travel			FFY2009 \$10,800 FFY 2010 \$9,400
Total / Fiscal Year			FFY2009 \$110,000 FFY2010 \$364,880
Total Project			\$474,880

Project #2
Connecticut MIS Updates for New Food Package implementation
State Agency Funding Request Form
Funding Source: The American Recovery and Reinvestment Act of 2009
RFP#4

INSTRUCTIONS: Please attach a separate application for each project selected on the previous page for which funding has been requested.

State Agency: Connecticut Department of Health

Date: June 24, 2009

Project Title: MIS Updates for New Food Package implementation

Project Description:

The changes to the Connecticut Statewide WIC Information System (SWIS) to accommodate the food package changes as a result of the Interim Rule come with additional cost to the WIC Program. The funding requested in this proposal will be used exclusively for the necessary SWIS System programming modifications necessary for the successful implementation of the new food packages changes. The cost of additional staff listed in the Management Plan is being absorbed either through WIC or State funding.

The Connecticut Statewide WIC Information System (SWIS) was designed to use state level, pre-defined food packages and the system currently does not allow tailoring of individual food items at the local agency level. To accommodate the new WIC food packages and provide for maximum flexibility, we must rewrite and redesign the entire food package subsystem in SWIS. SWIS supports client certification, nutrition services, food delivery, and the administrative and fiscal functions of the WIC Program. The antiquated system is a transfer of the Andersen System, which the Connecticut WIC Program implemented in 1995. It currently supports:

- Monthly delivery of services to approximately 60,000 clients
- Over 150 staff at 23 permanent local WIC offices and 57 satellite sites
- Issuance of over 190,000 food instruments monthly
- Participation of and payments to over 550 food vendors, and
- Program management activities of 24 DPH / State WIC Office staff.

The new food package system will allow for fully customized tailoring of all food items based on each participant's subcategory, which determines the food types and maximum quantities prescribed. The system will incorporate indicators that are not in the current SWIS version, such as identifying foods that may present dangers to certain clients with food-based allergies; identifying specific participant subcategories with regard to the issuance of appropriate maximum amounts of food; and applying markers on shelf-stable food items. These indicators will further assist the nutritionist in creating the most appropriate food prescriptions and food items for participants.

Management Plan and Staffing:

John Frassinelli, State WIC Director

WIC Program Manager:

- Project's business owner
- Assist with the coordination of business activities and deliverables
- Supervisor of New Food Package Implementation Team
- Review and approval of project deliverables

- Experience
 - WIC Program Manager since 2006
 - 8 years project and program management experience

Hari Chanda, WIC IT Manager

- DPH Information Technology Manager
- Supervisor of IT Systems Development staff
- Maintenance of IT quality Assurance

Tom Young, IT Systems Developer (SWIS) – Project Manager

DPH IT System Development Manager:

- Project's Technology owner
- Expert in SWIS System Design and Functionality
- Member of New Food Package Implementation Team
- Experience
 - DPH IT System Development Manager
 - 12 Years experience managing large / complex state technology and system projects

Kirk Whalley, IT Mainframe Programmer (SWIS) – Technical Analyst

- SWIS Mainframe Platform System Design and Functionality
- Experience
 - DPH IT System Developer since 2006
 - Experience managing large / complex state technology and system projects

Budget Narrative (***attach separate sheet for line item budget and timeline***):

New WIC Food Package MIS Changes-Cost Summary											
Task/Line Item		FY 2009				FY2010					
	Q1	Q2	Q3	Q4	FYTotal	Q1	Q2	Q3	Q4	FY Total	Project Total
State Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
State Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Local Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
State Staff Time:											
Project Manager	11,775	14,158	11,373	9,084	46,391	2,869	1,724	\$0	\$0	4,592	50,983
Technical Analyst	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
IT Support	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Indirect	4,263	5,125	4,117	3,289	16,793	1,038	624	\$0	\$0	1,662	18,456
State Total:	11,775	14,158	11,373	9,084	46,391	2,869	1,724	\$0	\$0	4,592	50,983
Fringe@56.71	6,678	8,029	6,450	5,152	26,308	1,627	977	\$0	\$0	2,604	28,913
Grand Total	22,716	27,312	21,939	17,525	89,492	5,534	3,325	\$0	\$0	8,859	98,351

