

DIRECTOR'S OVERVIEW
WIC TECHNOLOGY GRANT – MISCELLANEOUS PROJECTS ARRA

1. Program Narrative

The USDA Food and Nutrition Service (FNS) is making ARRA funds available for a variety of miscellaneous WIC technology projects to support Electronic Benefits Transfer (EBT), accommodate food package changes, and other activities that further the technology goals of state-of-the-art, web-based systems that enable WIC program compliance and support EBT.

To determine which technology project might be the most appropriate for DPH WIC needs, WIC and Information Management Systems (IMS) staff reviewed WIC's most critical system needs. Several years ago, the current WIC data system was already identified as an antiquated mainframe data system. More recently, DPH WIC completed a feasibility alternatives analysis of data systems and determined that the best option for WIC data management in Delaware was to use a system transfer of the Maryland "WIC on the WEB" (WOW) system. The WOW is EBT ready, web-based technology.

The DPH WIC program plans to submit a proposal for **Grant Package #4 - FNS priority #7: New Management Information System (MIS) development/transfers** that are not funded through the USDA State Agency Model (SAM) project. Upon completion of the FNS required Implementation Advanced Planning Document (IADP) in August, and its approval, the WIC program will complete a Request for Proposal to modify and transfer existing software of the Maryland WOW data system to Delaware. The scope of this work will include system modifications, data conversion, training pilot and implementation as the State moves from the existing system to a new system environment.

2. Budget Comparison

This is a first time request for WIC Technology Grants- Miscellaneous Projects ARRA. The amount of this request is for \$5,000,000 dollars.

3. Relationship to State Budget

There are no matching State Funds required.

STATE OF DELAWARE
SINGLE POINT OF CONTACT – SPOC
INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS
Office of Management and Budget
 Haslet Building, 3rd Floor, Dover, Delaware 19901
 (302) 739-4206

STATE APPLICATION IDENTIFIER:

09-06-03-01

SPOC use ONLY

Month

Reviewer

CC's

2. Applicant Project Title: WIC Technology Grant – Miscellaneous Projects ARRA

3. Applicant Department: Health and Social Services

4 Applicant
Division/APU:05

Division of Public Health/05

5. Applicant Address: WIC Program, Division of Public Health, Blue Hen Corporate Center, 655 Bay rd, Suite 4b, Dover, DE 19901

6. Contact Person: Joanne White, MA RD, WIC Director

7. Contact Person's Phone Number: (302) 739-4614

8. Signature of Secretary or Agency Head (for state agencies) or Chief Administrator (for all other applicants)

Dr. Karyl T. Rattay, MD, MS, FAAP, FACPM, Director, Division of Public Health designee for Rita Landgraf, Secretary of Health and Social Services

9. Federal Grantor Department: United States Department of Agriculture

10. Federal Sub-Agency: Supplemental Nutrition Program

11. Federal Contact Person: Lael Lubing, Director Grants and Fiscal Policy Division

12. Phone Number: (703) 305-2048

13. Address: Food and Nutrition Service 3101 Park Center Drive, Room 732 Alexandria, Va 22302-1594

14. Federal Program Title: WIC Technology Grants- Miscellaneous Projects

15. FEDERAL CATALOG NO:
(CFDA)

10 578

Project Description:

WIC will seek technical services for the transfer, modification and implementation of the Maryland WIC on the Web WOW information system. The system contractor will perform modifications, data conversion, training, pilot and implementation support as the State moves from the existing system to a new system environment.

17. Will funds be utilized for any technology initiatives? Yes No If so, Business Case Number and brief project summary: BCS#20071108_01_01 the system contractor will transfer, modify and implement the WOW system to Delaware WIC. The system contractor will provide the design, development, training, pilot operation, statewide rollout and maintenance on the system transfer.

18. Measurable Objectives:

a. What were last year's objectives? N/A

b. Were these objectives met? (If not, please explain why) N/A

c. What are this year's objectives?

1. To issue a Request for Proposal to modify and implement existing software from the Maryland WIC on the WEB (WOW) system to Delaware WIC.
2. To successfully implement the WOW system in Delaware WIC.
3. To improve service delivery to WIC families using a Web based technology.

(If more space is needed, please attach a separate sheet of paper)

19. Grant Period: From: 7/10/09 To: 09/30/10	20. How many years has this project been funded: n/a	21. If the project was funded last year, how much federal money was awarded? n/a
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22. Source of funding for this application:	Dollars
a. Federal grant	5,000,000 .00
b. Other federal funds (Specify source of funding)	
c. Required state contribution (Specify source of funding)	
d. Discretionary state contribution (Specify source of funding)	
e. Required local contribution (Specify source of funding)	
f. Other non- federal funds (Specify source of funding)	
TOTAL	5,000,000.00

23. Budget by cost category and source:	Federal Funds	State Funds	Other Funds	Total Funds
Salaries & Fringe Benefits				
Personal or Contractual Services	4,010,000.00			4,010,000.00
Travel				
Supplies & Materials	980,000.00			980,000.00
Capital Expenditures				
Audit Fees	10,000.00			10,000.00
Indirect Costs				
Other Food Expenditures				
TOTAL	5,000,000 .00			5,000,000.00

24. How many positions are required for the project? (Exclude casual/seasonal employees)			
Breakdown of position(s)	Authorized in State Budget	New Positions Required	Total
Paid for out of federal funds			
Paid for out of General Funds			
Paid for out of state special funds			
Paid for out of bond/local/other funds			
TOTAL			

25. PLEASE NOTE: On a separate piece of paper, please give position number, grade, yearly salary and percent of funding (federal, state, local, other) and the full-time equivalent for all positions required. Please identify the new positions by placing an asterisk before the position title. If this grant funds positions within other departments, divisions and/or offices, please list them. If a position has been reallocated to or from another grant please indicate the grant source.

LINE ITEM BUDGET SUMMARY

COST AREA	CURRENT YEAR			APPLICATION YEAR			PERCENT CHANGE		
	FEDERAL	STATE	TOTAL	FEDERAL	STATE	TOTAL	FEDERAL	STATE	TOTAL
Salary/Fringe			0			0	#DIV/0!	#DIV/0!	#DIV/0!
Personal/Contractual			0	4,010,000		4,010,000	#DIV/0!	#DIV/0!	#DIV/0!
Travel			0			0	#DIV/0!	#DIV/0!	#DIV/0!
Supplies			0	980,000		980,000	#DIV/0!	#DIV/0!	#DIV/0!
Capital			0			0	#DIV/0!	#DIV/0!	#DIV/0!
Purchase of Service			0			0	#DIV/0!	#DIV/0!	#DIV/0!
Audit			0	10,000		10,000	#DIV/0!	#DIV/0!	#DIV/0!
Indirect Cost			0			0	#DIV/0!	#DIV/0!	#DIV/0!
Other			0			0	#DIV/0!	#DIV/0!	#DIV/0!
TOTAL	0	0	0	5,000,000	0	5,000,000	#DIV/0!	#DIV/0!	#DIV/0!



**DELAWARE HEALTH
AND SOCIAL SERVICES**

DIVISION OF PUBLIC HEALTH

WIC PROGRAM

June 26, 2009

Lael Lubing, Director
Grants & Fiscal Policy Division
Food and Nutrition Service
3101 Park Center Drive, Room 732
Alexandria, VA 22302-1594

Dear Mr. Lubing,

Grant Package #4 WIC Technology Grants—Miscellaneous Projects

Delaware Health and Social Services, Division of Public Health WIC Program is requesting to be considered for the Technology grant funding. We agree to all of the requirements stated in the Request for Applications (RFA). Delaware WIC is currently in the Implementation Advanced Planning Document (IAPD) phase of a system transfer from Maryland WIC. I expect this system transfer to be operation by October 2011. It is beneficial for Delaware WIC to acquire these funds for system modifications, data conversion, training pilot and implementation as the state moves from the existing system to a new system environment.

If you have any questions regarding this application, please contact Joanne White, WIC Director, at 302-739-4614 or joanne.white@state.de.us.

Sincerely,

A handwritten signature in black ink, appearing to read "Karyl T. Rattay".

Karyl T. Rattay, MD, MS, FAAP, FACPM
Director

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal

* b. Applicant

* c. State

* d. Local

* e. Other

* f. Program Income

* g. TOTAL

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:


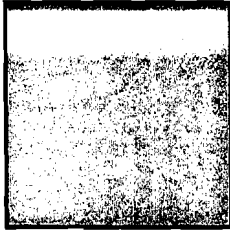
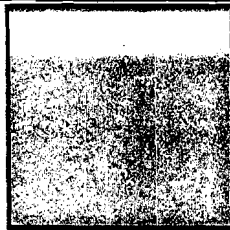
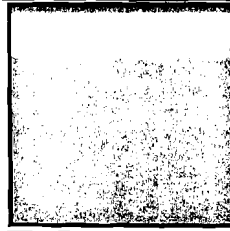
* Email:

* Signature of Authorized Representative: * Date Signed:

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 4040-0006
Expiration Date 04/30/2008

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.  EIC Technology	10.578	\$ <input type="text"/>	\$ <input type="text"/>	\$ 5,000,000.00	\$ <input type="text"/>	\$ 5,000,000.00
2. 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Totals		\$ <input type="text"/>	\$ <input type="text"/>	\$ 5,000,000.00	\$ <input type="text"/>	\$ 5,000,000.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]
b. Fringe Benefits	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
c. Travel	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
d. Equipment	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	980,000.00
e. Supplies	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
f. Contractual	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4,010,000.00
g. Construction	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
h. Other	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	10,000.00
i. Total Direct Charges (sum of 6a-6h)	5,000,000.00	[REDACTED]	[REDACTED]	[REDACTED]	\$5,000,000.00
j. Indirect Charges	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	\$ [REDACTED]
k. TOTALS (sum of 6i and 6j)	\$ 5,000,000.00	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$5,000,000.00
7. Program Income	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]

Authorized for Local Reproduction

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. TOTAL (sum of lines 8-11)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ <input type="text" value="50,000.00"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. Non-Federal	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. TOTAL (sum of lines 13 and 14)	\$ <input type="text" value="50,000.00"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text" value="50,000.00"/>

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. WIC Technology Grant - Misc. Projects	\$ <input type="text" value="2,950,000.00"/>	\$ <input type="text" value="2,000,000.00"/>	\$ <input type="text"/>	\$ <input type="text"/>
17. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20. TOTAL (sum of lines 16 - 19)	\$ <input type="text" value="2,950,000.00"/>	\$ <input type="text" value="2,000,000.00"/>	\$ <input type="text"/>	\$ <input type="text"/>

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: <input type="text"/>	22. Indirect Charges: <input type="text"/>
23. Remarks: <input type="text"/>	

UNITED STATES DEPARTMENT OF AGRICULTURE
CERTIFICATION REGARDING
DRUG-FREE WORKPLACE REQUIREMENTS (GRANTS)
ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 *et seq.*), 7 CFR Part 3017, Subpart F, Section 3017.600, Purpose. The January 31, 1989, regulations were amended and published as Part II of the May 25, 1990 *Federal Register* (pages 21681-21691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

(Before completing Certification, read instructions on page 2)

Alternative I

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, State, zip code)

655 Bay Road, Suite 4B

Dover, DE 19901

Check if there are workplaces on file that are not identified here.

DE WIC Program
Organization Name

Technology Grant-Misc. Projects
Award Number or Project Name

Director, Division of Public Health

Karyl T. Battay MD, MS, FAAP, FACPM
Name and Title of Authorized Representative

Signature

Date

Attachment 1
State Agency Funding Request Form
Funding Source: The American Recovery and Reinvestment Act of 2009
(Page 1 of 2 Pages)

Purpose of Funds Requested	Anticipated date funds will be outlayed	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.						
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 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).	04/01/2010	\$5,000,000.00	Yes	No		
8. Other MIS modifications that improve communication and access to services (examples include automated participant reminder systems, video conferencing, 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 010 hardware replacement needs may also be funded, but at a lower priority).						

Attachment 1
State Agency Funding Request Form
Funding Source: The American Recovery and Reinvestment Act of 2009
(Page 2 of 2 Pages)

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

State Agency: DELAWARE

Date: 06/26/2009

Project Title: DELAWARE WIC ON THE WEB (WOW)

Project Description:

The State of Delaware WIC program is dedicated to improving the health and nutrition of our participants through partnerships and technology. The program serves a caseload of 24,200 participants at 12 clinic sites located throughout Kent, Sussex and New Castle County. Automation is a key to this effort. To achieve this vision, the WIC State Agency seeks funding to replace its current legacy data system.

The current system is approximately 18 years old. The age is a significant risk to the ongoing operations of the program. The system's programming language is very old and there is a critical shortage in technical resources able to support it.

The project goal is to enhance the automation capabilities and reduce the risk of ongoing operation interruption by utilizing the MD WIC system, WIC on the Web (WOW). This system will be hosted in MD on MD infrastructure. This project is a request for funding of the RFP for a vendor to transfer the Maryland WOW system to Delaware. Maryland VIC will serve as the hosting site. The system will support the WIC program areas including: income eligibility, adjunct eligibility, certification and enrollment, nutrition education, appointment scheduling, food package prescription, electronic benefit transfer ready, WIC food instrument issuance and redemption, vendor bid authorization and monitoring, breastfeeding peer counseling, and program administration.

The system will need to integrate with other health and social services systems for better participant management and care. The system will have a real time interface with the State's master client index (MCI) and with the Medicaid, SNAP and TANF. The other interfaces that will occur are with Immunizations and the Lead Program. The project will standardize and simplify policy and business processes throughout the state and provide Delaware WIC with a proven technical solution that is flexible, reliable and easy to maintain.

To accomplish these goals a project will require the following steps:

1. Statement of Work (SOW) creation and approval by DE WIC
2. MD WIC confirms ability to support the DE WIC SOW
3. MD WIC vendor provides estimate based on SOW as part of MD WIC current contract
4. MOU creation and approval by both WIC programs
5. Initiate "transfer" Project
6. Kickoff
7. Requirements confirmation
8. Design requirements
9. Code and test DE unique requirements
10. DE, VI, and MD all confirm acceptance of coded changes
11. Pilot
12. System installed into production
13. Training and rollout
14. Project Closure
15. Vendor Provided Maintenance and Support

The system hosting will require the purchase of additional hardware, software and design and development work by the Maryland vendor. One of the primary goals of USDA technology section is to encourage transfer of systems or system components when feasible. The transfer system from Maryland is efficient, effective and accountable in WIC program operations. There is also proven success of system transfer with the Virgin Islands (VI) which is host system operation and Michigan WIC which is a successful system transfer.

DE WIC also expects specific steps such as the following to facilitate better support and integration into the DE Information Technology environment:

1. Develop transition plan for IRM staff to take over operations and maintenance by the state IRM and DTI staff.
2. Provide maintenance services to include 1 Full time equivalent (FTE) onsite to perform requested enhancements or troubleshoot system defects under the direction of IRM and assure smooth daily operations.
3. Create interface components and modify system to accomplish the business requirements

Management Plan and Staffing:

The WIC Director will be the WIC Project Sponsor. The Director has 16 years of experience in WIC and the management of several major projects involving the WIC data system. The WIC systems analyst will serve as the WIC Project Manager. She has experience managing the current Implementation Advanced Planning Document (IAPD) contract for our proposed WIC system transfer and has experience managing projects while employed with Medicaid and the Department of Labor. The WIC Program will secure a certified Project Manager to oversee this WIC System transfer. This Project Manager will also have the role as the Quality Assurance Manager (QA). It is not anticipated that a full-time dedicated QA manager will be necessary in light of the scope of this project. The Information Management Systems Specialist (ISS) and Information Resource Management (IRM) staff will continue to coordinate with the certified Project Manager and the WIC project manager to ensure a cohesive project management team. This current team works on the WIC data system projects and has a successful communication and working relationship that will foster the Delaware WIC on the Web (WOW) project.

The WIC Director will devote 25% of her time to this project. The WIC Project Manager will devote 25% of her time. It is expected that the ISS and the IRM staff will devote 25% of their time to this project. The WIC Vendor Manager, Nutrition Coordinator and the WIC fiscal analyst will serve on the WIC Project team. The WIC vendor manager has four years of experience with the WIC vendor community. He also has twenty years experience with the United States Air Force; working with data system conversions. He will commit 25 % of his time to this project. The WIC fiscal analyst has sixteen years of experience with the WIC Program and his previous experience with the Department of Labor data systems will serve the project well. He will devote 25% of his time with this project. The Nutrition Coordinator has eight years of experience with the WIC Program and has served on the NWA Board of Directors. She has experience in creating data systems for the Acute and Long-Term Care Programs. She will devote 25% of her time with this project. There will also be the involvement of the WIC Supervisory staff of the local clinics that will serve as support to the WIC project manager and provide their WIC expertise as requested.

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

4th Quarter 2009

The assembly of the project team and the procurement of a project manager will be completed. The project team will complete the Request for Proposal (RFP) and appropriate approvals from the Procurement office.

1st Quarter 2010

The project manager will be selected and initial meetings will be held. The project leader will begin work on the Statement of Work (SOW) and the Memorandum of Understanding (MOU). Upgrades and modifications to hardware, software purchases and site preparation will also occur during this quarter.

nd Quarter 2010

The project manager will complete work on the Statement of Work. The project manager will also complete two

