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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

1. STATE APPLICATION IDENTIFIER:

59-05-14-04

SPOC use ONLY

Month

Reviewer

CC's

2. Applicant Project Title: WIC Electronics Benefits Transfer (EBT) Planning Grant - 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, 695 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)

for *[Signature]*
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: FNS

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 752 Alexandria, Va 22302-1594

14. Federal Program Title: WIC Electronic Benefits Transfer (EBT) Planning Grants

15. FEDERAL CATALOG NO:
(CFDA)

10 578

16. Project Description:

WIC will initiate an EBT planning project that will produce a detailed specific task oriented planning document that can be used to determine if EBT is cost effective alternative for Delaware WIC. The program will procure a contractor through a Request for Proposal (RFP) to recommend a 2-5 year plan for the State to pursue WIC EBT.

17. Will funds be utilized for any technology initiatives? Yes No If so, Business Case Number and brief project summary: BCS#20071087_01_01
This initiative is to coordinate the preplanning for WIC electronics benefits transfer (EBT) to interact with the new WIC data system which should be operational by 2011. EBT preplanning is the first step required by Food and Nutrition Services (FNS) to evaluate if the delivery of services through EBT is affordable at the statewide level.

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 complete a 2-5 year plan for EBT implementation for Delaware WIC
2. Determine if the delivery of WIC benefits and payments to vendors through an EBT system is affordable for the Delaware WIC Program.

19. Grant Period: From: July 1, 2009 To: September 30, 2010	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	250,000
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	250,000

23. Budget by cost category and source:	Federal Funds	State Funds	Other Funds	Total Funds
Salaries & Fringe Benefits				
Personal or Contractual Services	249,500			249,500
Travel				
Supplies & Materials				
Capital Expenditures				
Audit Fees	500			500
Indirect Costs				
Other Food Expenditures				
TOTAL	250,000			250,000

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	0		0
Paid for out of General Funds			
Paid for out of state special funds			
Paid for out of bond/local/other funds			
TOTAL	0		0

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.



To: Lt Governor Matt Denn

From: Mary Perkins, DPH Bureau of Contracts and Grants

Date: May 21, 2009

Re: ARRA Stimulus Funds: Building and Sustaining State Programs to Prevent Healthcare Associated Infections (HAI) - Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) ARRA Grant

Healthcare-associated infections (HAIs) are infections that patients acquire while receiving treatment for medical or surgical conditions. HAIs occur in all settings of care, including acute care within hospitals and same day surgical centers, ambulatory outpatient care in healthcare clinics, and in long-term care facilities, such as nursing homes and rehabilitation facilities. Recent research efforts supported by the CDC and the Agency for Healthcare Research and Quality (AHRQ) have shown that implementation of CDC HAI prevention recommendations can reduce HAIs by 70% and virtually eliminate some types of infections. Broad implementation of these guidelines can result in dramatic reductions in HAIs, which will not only save lives and reduce suffering, but will result in healthcare cost savings, especially in the Medicare and Medicaid programs.

The purpose of this stimulus funding is to build and sustain state programs to prevent healthcare-associated infections. State Public Health Departments have traditionally had limited funding, or workforce, directly targeted to HAI issues. Through this project, CDC will fund and provide technical assistance to the state Public Health agencies to make critical short-term investments that will provide for a sustainable state infrastructure on HAI prevention and progress toward preventing HAIs.

The Delaware Division of Public Health in collaboration with Christiana Care plan to apply for all three activity areas available in this ARRA funding opportunity. The three activity areas include A: Coordination and Reporting of State HAI Prevention Efforts; B: Detection and Reporting of Healthcare Associated Infection Data (HAI Surveillance); and C: Establishing a Prevention Collaborative. The average award for all three activities is \$1,200,000. The award date is August 30, 2009. The project period will run through December 31, 2011.

DPH project activities include: 1) Filling the state-funded epi position and designating that person the HAI coordinator (this will require approval from OMB for temporary funding of a state position with federal funds); 2) Providing support to the existing HAI Advisory committee; 3) Recommending areas for expanded data collection to the committee; 4) Developing a plan for supporting hospitals as they collect more data; 5) Developing a training plan for DPH and facility staff to enhance capacity for data analysis; and 6) Implementing a plan to reduce rates of HAI.

Task #	Task Name	Duration	Start	Finish	Professors	Resource Names
1	EBT Implementation Project		7/13/2009	9/30/2010		
2	Assemble Project Team	1 day	7/13/2009	7/1/2009		
3	Appoint Internal Project Manager	1 day	7/13/2009	7/1/2009		
4	Develop RFP for Contractor	30 days	7/15/2009	8/30/2009		
5	Secure RFP Approval from Procurement Office	60 days	8/31/2009	11/30/2009		
6	RFP Bid Process	30 days	12/1/2009	1/15/2010		
7	Select Contractor	20 days	1/19/2010	2/19/2010		
8	Kickoff Meeting with Contractor & Project Team	1 day	2/22/2010	2/22/2010		
9	Business Requirements Analysis	30 days	2/23/2010	3/30/2010		
10	Cost Benefits Analysis	30 days	3/31/2010	5/14/2010		
11	Feasibility Study	30 days	5/17/2010	6/29/2010		
12	Resource Requirements	10 days	6/30/2010	7/9/2010		
13	Assessment of Clinic Capability	10 days	7/12/2010	7/23/2010		
14	Assessment and Confirmation of Telecommunications Network	20 days	7/26/2010	8/20/2010		
15	Evaluation of EBT Business and Technical Options	10 days	8/23/2010	9/3/2010		
16	Financial Comparison of Internal EBT Processing vs. Outsourcing of EBT to a Vendor	9 days	9/7/2010	9/17/2010		
17	Analysis of Card Options & Sharing of Cards with Food Stamp Program	10 days	9/20/2010	10/1/2010		
18	Delivery of Analysis by Contractor	1 day	10/4/2010	10/4/2010		
19	Recommendation to Pursue or Abandon EBT Concept	2 days	10/5/2010	10/6/2010		
20	Detailed Planning Document of Implementation of EBT	1 day	9/30/2010	9/30/2010		

7. Evaluation of EBT Business and Technical options
8. Financial Comparison of Internal EBT processing and Outsourcing of EBT to a Vendor
9. Analysis of Card Options and sharing of Cards with Food Stamps Program
10. Recommendation to Pursue or abandon EBT concept
11. Detailed Planning Document for implementation of EBT.

Proposed Budget:

1. 1st Quarter 2010- \$62,500 Contractor support
2. 2nd Quarter 2010- \$62,500 Contractor support
3. 3rd Quarter 2010- \$62,500 Contractor support
4. 4th Quarter 2010- \$62,500 Contractor support

There will be no indirect cost associated with this grant.

Detailed Budget Narrative:

4th Quarter 2009

The assembly of the project team and the project manager will be completed. The project team will complete the Request for Proposal and appropriate approvals from the Procurement office. It is not anticipated that any grant funds will be spent on contractor support during this quarter.

1st Quarter 2010

The contractor will be selected and initial meetings will be held. The contractor will begin work on the Business Requirements, Cost benefit analysis and the Feasibility Study.

2nd Quarter 2010

The contractor will complete work on the Business Requirements, Cost Benefit Analysis and the Feasibility Study. The contractor will begin work on the Resource requirements and the assessment of the clinics.

3rd Quarter 2010

The contractor assessment of telecommunications and technology will begin along with financial comparison of card options and the possibility to partner with Food Stamps.

4th Quarter 2010

The contractor will complete evaluation of EBT Options and retailer capabilities and present the recommendation to pursue or abandon EBT concept. The final EBT planning document will be completed and presented for WIC review. Any changes required will be made by the contractor and final documents will be delivered by the contractor.

users group and stays involved through communication with the WIC vendors and through participation in the EBT conferences. His experience with the WIC vendor community and contacts will be of great assistance in the analysis of retailer capability and the feasibility study. He will commit 25 % of his time to this project. The WIC fiscal analyst is a member of the state EBT users group which meets quarterly to discuss EBT. It is of great interest to this group that WIC be able to implement EBT successfully and he will serve as a resource of information in the fiscal analysis of EBT.

The fiscal analyst will devote 25% of his time to 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.

WIC has determined that the project will require a contractor. The WIC project manager and the IMS and IRM staff will develop and issue a Request for Proposal (RFP) to obtain an experienced contractor to manage and perform the work required to produce the planning document for WIC EBT. The estimate of cost for this service is \$250,000.

Procurement Plan

1. Develop and submit Request for Proposal (RFP) for the project
2. Secure approval from Procurement Officials and USDA
3. Advertise RFP
4. Evaluate bidder proposals
5. Recommend award of contract

Schedule/Timeline of Activities, Milestones and Deliverables:

1. Initiate Project
2. Appoint the Project Manager and project management staff
3. Meet with other agencies or corporations with knowledge of WIC EBT
4. Develop Procurement requirements
5. Determine communications and reporting criteria
6. Develop the final Project Scope
7. Procure contractor
8. Perform an analysis of business requirements
9. Develop the feasibility and cost benefit analysis
10. Perform analysis of clinic capability
11. Research and analyze the State and WIC telecommunications network and abilities
12. Assess retailer capabilities and equipment
13. Perform financial comparison of internal EBT versus outsourcing to a vendor

Deliverables:

1. Business requirements
2. Cost Benefit Analysis
3. Feasibility Study
4. Resource Requirements
5. Assessment of Clinic capability
6. Assessment and Conformation of Telecommunications Network

Project Description

The Delaware WIC Program will initiate this project by developing a detailed task oriented planning document that will invoke the expertise of the state's IRM and IMS and members of the Food Stamps EBT technology work group. The project management team will include the WIC Director, the WIC project manager, Senior WIC staff, the contractor, and IRM and IMS specialists. The WIC project manager will report to the WIC Director and serve as the point of contact for coordination with IMS and IRM staff. As there is already an established coordination with the IRM and IMS staff under the current WIC data system management, this will not require a paradigm shift for the program. There is also project management software that is utilized by the IMS staff and will be an integral tool for this project.

The Delaware WIC Program under its own initiative attends the EBT national meetings and participates in the EBT users group meetings. Delaware has made a point of keeping the WIC vendors and our Public Health Administration aware of the recent trends in WIC EBT. Our WIC fiscal analyst is an active member of the State EBT users group and has made that group aware of our intentions to develop a plan for implementation of EBT.

The WIC vendor manager attends the EBT industry conference annually and keeps the WIC Director informed on all EBT technology trends and improvements.

The project will require additional analysis that includes a cost benefit analysis, feasibility study, technical solutions evaluation, business requirements analysis, resource requirements analysis, retailer capabilities evaluation, card options and cost allocation plan. Discussions with current WIC vendors and their experiences with other WIC programs utilizing EBT will be included in our analysis. The experience of WIC vendors and the food stamps program and the knowledge acquired through the state EBT users group will facilitate WIC in the completion of this project.

The estimated timeline for completion of this project is 16 months. The detailed analysis of the defined deliverables will be instrumental to determine the course for WIC EBT in Delaware and will assist other states who may want to consider EBT implementation.

Staffing and Project Management

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 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 Information Management Systems Specialist (ISS) and Information Resource Management (IRM) staff will continue to coordinate with 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 EBT project. The WIC Director will devote 25% of her time to this project. The Project Manager will devote 50% of her time. It is expected that the ISS and the IRM staff will devote 50% of their time to this project. The WIC Vendor Manager and the WIC fiscal analyst will also participate as part of the WIC senior expert panel. The WIC vendor manager is a member of the WIC EBT

Application Summary

The Delaware WIC program will conduct the planning activities outlined in this document for Electronic Benefits Transfer (EBT). In preparation for this project, WIC information staff has been a long standing member of the WIC EBT users group. The WIC vendor manager has attended on an annual basis the EBT industry conference and the Delaware WIC fiscal analyst is a member of the states EBT users group. All of these activities have served to provide the WIC Director with current information on the technology available and the status of implementation of EBT in other WIC state agencies.

It is our intention to have other members of our state information management systems (IMS) and information management resources (IRM) involved in the management of this project. Our plan is to publish a request for proposal (RFP) for a contractor to complete this project. The preliminary project scope will include the following areas: 1) Cost Benefit Analysis; 2) Feasibility Study that includes paper cost analysis; 3) Evaluation of Technical Solutions; 4) Business Requirements Analysis; 5) Resource Requirements; 6) Retailer technical capabilities; 7) Internal EBT processing versus outsourcing; 8) Card Options – Smart Card versus magnetic strip card; 9) Evaluation of the ability to partner with state Food Stamps to share technology and costs; and 10) Cost allocation plan.

The completion of these major tasks will allow Delaware to fully analyze the feasibility of EBT and complete the development of a detailed planning document for the implementation of EBT. The cost benefit analysis and feasibility study will provide detailed information that will allow the state WIC program to have a better understanding of the business and technical requirements of an EBT system.

The project goals are:

1. Determine if EBT is operable under our current nutrition services administration funds (NSA) and in alliance with the proposed Maryland WIC system transfer.
2. Chart a course for Delaware WIC EBT.
3. Streamline the delivery of WIC food benefits.
4. Increase program accountability and reduce fraud potential.

The objectives to support these goals include:

1. Create a project management structure that will support our goals.
2. Create a formal document that will provide the information necessary to determine if implementation of EBT in Delaware WIC is appropriate.
3. Provide needed information to other WIC programs with older technology and data systems.
4. Develop a thorough understanding of the resource requirements and technical solutions for EBT implementation.
5. Increase knowledge of program staff to successfully implement WIC EBT

A planning contractor will be required for completion of this project. The WIC procurement will follow the Delaware procurement process. The estimated project duration is sixteen (16) months. The funding request is for \$250,000.

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	249,500		249,500	#DIV/0!	#DIV/0!	#DIV/0!
Travel			0			0	#DIV/0!	#DIV/0!	#DIV/0!
Supplies			0			0	#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	500		500	#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	250,000	0	250,000	#DIV/0!	#DIV/0!	#DIV/0!

DIRECTOR'S OVERVIEW
WIC ELECTRONIC BENEFITS TRANSFER (EBT) PLANNING GRANT - ARRA

1. Program Narrative

To prepare State agencies for possible future EBT implementations, the Food and Nutrition Service (FNS) is making funds available to states that wish to implement EBT within the next two to five years. The FNS has a long-term strategy to migrate from paper-based food benefit delivery to EBT through supporting State pilot projects. FNS intends for any procurement entered into by a State agency under this Cooperative Agreement to be of limited scope and the time shall not exceed two years. The grants will cover only those activities associated with EBT planning. The funds may be used for an EBT feasibility study to determine whether EBT is feasible within the State's operating environment.

The WIC program is ideally positioned to embrace this project. WIC information staff have been longstanding members of the WIC EBT users group. Our WIC vendor manager attends the annual EBT industry conference, and the Delaware WIC fiscal analyst is a member of the states' EBT users group. All of these activities have served to provide the WIC Director with current information on the technology available and the status of implementation of EBT in other WIC state agencies.

The preliminary project scope will include the following areas: cost benefit analysis, feasibility study, evaluation of technical solutions, and business requirements analysis. The completion of these major tasks will allow Delaware to fully analyze the feasibility of EBT and complete the development of a detailed planning document for the implementation of EBT.

2. Budget Comparison

There is no budget comparison as this is a first time request for WIC ARRA EBT funds. The amount requested is \$250,000.

3. Relationship to State Budget

There are no matching State Funds required.