

2003 NASCIO Recognition Awards Nomination Form

Please complete entire form.

All nominations must be postmarked no later than Sunday, May 18, 2003.

Title of Nomination: e-Grants

Project/System Manager: Paul G. Wright

Job Title: Chief Information Officer

Agency: Information Systems

Department: Missouri Department of Elementary and Secondary Education

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Category for judging
(please list only one): **Digital Government: Government to Government (G to G)**

Person Nominating
(if different than above): _____

Job Title: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Fax: _____

Email: _____

Please return nominations to:

**2003 NASCIO Awards
167 West Main Street, Suite 600
Lexington, KY 40507
Ashley Sinclair
asinclair@amrinc.net**

Executive Summary

In 1995 the Missouri Department of Elementary and Secondary Education (DESE) began to reorganize how they processed grants. DESE was working with 524 school districts and a total student population of nearly 900,000. Missouri schools were receiving \$100-\$150 million in federal grant awards that were overseen by three sections within the department. The initial plan was to consolidate these Federal Programs to deliver better service to the local education agencies and to streamline internal operations. At that time these programs included the Title I, II, IV, and VI grants.

During 1995 and 1996 the grants staff reviewed and redesigned their grant application and payment processes. At this same time the technical architecture of the department was being redeveloped. A web-based architecture was installed in the hopes of providing more direct services to DESE customers. Therefore, beginning in February 1997 plans were underway to develop a web-based system to support these new business processes. The initial Federal Grants application was moved onto the World Wide Web for customer use on July 1, 1997.

Since its inception DESE has gathered information for measuring the success of the project. The grants staff has measured an 86% reduction in application processing time using 35% less staff. This savings in staff time was passed on as an increase in technical support to schools resulting in a 360% increase in technical support to the local school districts. The web development also led to a 'consolidated' Federal grant program system rather than a separate system for each grant program. Paper reduction was accomplished by eliminating 17 forms. An on-line help and regulatory clarification area was added to the web-based system used to provide up-to-date information to the districts. The system was also connected to the school improvement area thus aiding schools in that area as well.

In summary, the DESE eGrants application system provides for:

- Internet-based, interactive application
- Seamless process from application to final payment
- Financial data, including carryover and allocation provisions
- Final expenditure reports
- Data collection/reference tool
- Links to legislation and guidance
- Online approval status

Justification

a) Description of project, including length of time in operation.

In 1995 the Missouri Department of Elementary and Secondary Education (DESE) began to reorganize how they processed grants. DESE was working with 524 school districts and a total student population of nearly 900,000. Missouri schools were receiving \$100-\$150 million in federal grant awards that were overseen by three sections within the department. The initial plan was to consolidate these Federal Programs to deliver better service to the local education agencies and to streamline internal operations. At that time these programs included the Title I, II, IV, and VI grants.

During 1995 and 1996 the grants staff reviewed and redesigned their grant application and payment processes. Beginning in February 1997 plans were underway to develop a web-based system to support these new processes. The initial Federal Grants application was moved onto the World Wide Web for customer use on July 1, 1997. Since its initial release DESE has continued to add grant programs into the “eGrants” system, extending the process and system value throughout the agency.

The business process reengineering began through a study conducted with local district customers who identified core problems and areas of improvement. As a result, the districts identified the following key improvements were needed:

- Make the grant application uniform
- Simplify and shorten grant applications
- Reduce application approval time
- Link applications to existing district plans
- Reduce need for narratives
- Remove redundant questions

The DESE staff identified operational objectives for the improvement process using the input gathered from the customers. The objectives were:

- Ensure consistency across programs
- Improve response time
- Reduce errors and rework
- Provide a tool for district planning
- Eliminate redundancies
- Eliminate narratives
- Focus on data-driven results

During this period the DESE technical infrastructure was being changed from mainframe based to web-enabled. The hardware and software needed for this transition was put into place by February 1997. Contract staff was brought on to help with the initial applications development and for technical knowledge transfer. Through efforts on the part of the grants staff, technical staff, and contract staff the July deadline for the grants program was met.

b) Significance to the improvement of the operation of government.

As our Federal grants staff has traveled and demonstrated this application we have found that Missouri was the first state in the country to have an interactive, internet-based Federal Grants application system. The system has been expanded to include a consolidated payment function. DESE has also strived to further consolidate and simplify the application through uniform definitions, instructions, and processes by focusing on data-driven planning and results through the expanded use of Internet technology. DESE has continually improved this system in order to drastically reduce turn-around time for data collection, provide for a single point of entry, provide the ability to access the application from any internet accessible computer, provide for immediate update of program changes/fixes to all users, reduce the number of programs to maintain, and to provide a public view of data for multiple years.

c) Benefits realized by service recipients, taxpayers, agency or state and, d) Return on investment, short-term/long-term payback.

Since its inception in 1997 DESE has gathered information for measuring the success of the project. The following is a summary of those measures:

- 86% reduction in processing time with 35% less staff; this savings was passed on as an increase in technical support to schools
- 360% increase in technical support to local districts
- Consolidated Federal grant programs
- Paper reduction by eliminating 17 forms
- On-line help and regulatory clarification
- Connection to school improvement

In summary, the DESE grants application system provides for:

- Internet-based, interactive application
- Seamless process from application to final payment
- Financial data, including carryover and allocation provisions
- Final expenditure reports
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- Online approval status

The Missouri Department of Elementary and Secondary Education will continue to enhance and improve the grants system in order to better serve our customers.

Summary of advantages for Program Administrators and Grant Applicants

ADMINISTRATORS	APPLICANTS
Reduced processing time	Faster turn around
Reduced dependency on manual staff efforts	Easier, consolidated forms without redundant questions
Greater job satisfaction	Planning and budgeting tool
Consolidated grant applicant and grant payment data	Instant access to grant status and payment schedules

Integrated application and payment process
 Elimination of calculation errors and rework
 Consistency across all programs
 Greater job satisfaction

Management of annual budget totals including carry-overs
 Elimination of calculation errors and rework
 Uniform applications and minimal narrative descriptions
 Ability to create "consortiums" to pool resources

Screen Shot of the Final Expenditure Report Screen – Federal Grants

Final Expenditure Report

- [Federal Programs](#)
- [MSIP Standards](#)
- [Process Area Guidelines](#)
- [Help](#)

- [Year/Cycle Selection](#)
- [School District Selection](#)
- [Applications Menu](#)
- [Logon/Logoff](#)

Bottom of Page

County/District: 010093 Year: 2000 Seq: of 3

Authorized Representative Approve Date:

Director Approve Date:

	6100 Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	Indirect Cost	Program Admin	6500 Capital Outlay	6600 Other	Total
Title I T. A.	1365706	238698	131596	60111	24068	105105	0	0	1925284
Schoolwide	0	0	0	0	0	0	0	0	0
Title I. C. Migr. Ed	0	0	0	0	0				0
Title II	6088	2389	61923	1157	0	0			71557
Title IV	43984	772	12799	6406	0	2703	0		66664
Title VI	33655	3561	18899	31724	0	0	1470	0	89309
Class Size Reduc.	266781	43325	0		0	0			310106
TOTAL	1716214	288745	225217	99398	24068	107808	1470	0	2462920

Screen Shot of the Federal Grants Main Screen



Screen Shot of Application Menu – Shows Other eGrants Systems

DESE Web Applications

User Info.:

Help

District Select

Starting District List

<<Prev 100 Next 100>>

School District Selection List Select District

Missouri Department of Elementary and Secondary Education - Send questions to:
webreplyafsit@mail.dese.state.mo.us
Audit ID: PWRIGHT

Special Education

[Part B Application \(2001\)](#)

Teacher Quality and Urban Education

[RPDC Event Manager](#)

[Sub. Cert.](#)

Vocational and Adult Education

[Missouri Education and Career Hotlink](#)

For forgotten or unknown passwords, or any other questions, please contact webreplyafsit@mail.dese.state.mo.us.

