

ADVANCE PLANNING DOCUMENT PROCESS OVERVIEW



Overview

- This presentation describes basic requirements for the implementation of system-related PRWORA Regulations
 - APD/APDU Basics
 - OCSE Monitoring
 - Federal Financial Participation



APD/APDU BASICS



Purpose of an APD

- An APD provides the Federal government with the data required to determine funding levels for a State project
- Also provides the State and Federal government with the data to monitor the project's progress



Types of APD's

- Two major types of APD submissions:
 - Planning APD - used to seek reimbursement for planning costs
 - Implementation APD - used to seek reimbursement for costs of designing, developing, and implementing a system



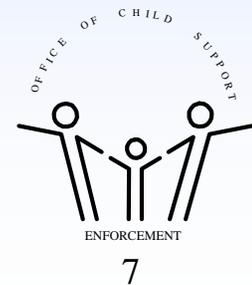
Planning APD

- Generally used for acquisitions in support of major system development projects, as opposed to less complex computer acquisitions
- A brief document



Elements of a Planning APD

- Problem Statement
- Project Management Plan
- Planning Budget
- Total Project Cost Estimate



Elements of a Planning APD (cont.)

- Commitment to conduct:
 - Needs Assessment
 - Feasibility Study
 - Alternatives Analysis
 - Cost Benefit Analysis
- Develop a:
 - General Systems Design
 - Implementation APD (as-needed)
 - Request For Proposal (as-needed)



Elements of Implementation APD

- Results of Planning APD (If a PAPD was submitted);
- Statement of Needs and Objectives;
- A requirements analysis Feasibility Study, a statement of alternative considerations, an explanation of why a system transfer is not possible;
- A Cost Benefits Analysis (CBA);
- A personnel resources statement;



Elements of Implementation APD (cont.)

- Scope of activities;
- Activity Schedule;
- Proposed Budget;
- System Life Expectancy;
- Program Cost Distribution; and
- Security and Interface Requirements



Approval of APDs

- Send APDs to:

Mark E. Ragan, Director

Office of State Systems

Administration for Children & Families

370 L'Enfant Promenade, S.W.

Washington, D.C. 20447

One copy for SSPS

One copy for each funding OPDIV

- Send copies to your Regional Office



Approval of APDs (cont.)

- Will receive response to submission, either from:

Mark E. Ragan

OSS/ACF (multi-OPDIV)

or

Associate Commissioner,

OCSE/ACF (IV-D specific)



Approval of APDs (cont.)

- The response will:
 - Grant approval (with or without conditions);
 - Disapprove the request;
 - Defer decision pending submission of additional information



Approval of APDs (cont.)

- If no written response received by the State within 60 days
 - the response is “provisionally approved” from the 61st day following acknowledged (written) receipt of the State’s Submission to HHS.



“Provisional Approval”

- Means that the State can proceed with its project, at its own risk, without waiting for HHS written prior approval
- Once HHS approves the project, it will be eligible for funding from the date of provisional approval.



APD Updates

- Required when ...
 - Annually
 - Increased Project Costs
 - Project Schedule Changes
 - Procurement Approach Changes
 - System Concept Changes
 - Cost Allocation Plan (CAP) Methodology Changes
 - A critical milestone is missed



APD Updates (Cont.)

- Specifically APDUs are required when ...

1. Enhanced funding \$;

- Annually
- Project cost increase of \$100K
- Schedule extension > 60 days ...

2. Regular funding \$;

- Annually (Total project cost > \$5 Mil.) (if requested)
- Project cost increase of \$1 Mil. or >
- Schedule extension > 120 days ...



Purpose of APD Updates

- APD Updates are used to keep the Federal government informed of project status
- Also used to obtain continued FFP throughout the life of the project



Types of APD Updates

- Two types of APD Updates
 - Annual - used for providing the official project status updates, requesting continued project funding, and reporting post-implementation costs and benefits
 - As-Needed - used to report significant changes to the project approach, procurement, methodology, schedule, or costs



Annual APDU Submittal Requirements

- Submittal required 60 days prior to the one year anniversary of the last APD approval
- Continue until OCSE has determined the implemented system has reached or passed a break-even point
- Failure to submit in a timely fashion could lead to suspension of the project or to the requirement for an IV&V assessment



Annual APDU Content

- The Annual APDU must include the following:
 - A reference to the approved APD and all approved changes as a baseline against which additional changes are proposed
 - A project activity status report on major tasks and milestones
 - A report of all tasks completed and the degree of completion of unfinished tasks
 - A project activity schedule with new estimated completion dates for all unfinished tasks



Annual APDU Content (cont'd)

- A project expenditures status detailing costs incurred and explaining the difference between projected and actual expenses
- A report of any approved or anticipated changes to allocation basis in APD's approved cost methodology
- An updated cost/benefit analysis report comparing estimated cost-savings to actual cost-benefits to date
- An updated budget including requests for additional Federal funding



As-Needed APDU Submittal Requirements

- Submittal of an As-Needed APDU is required whenever a critical milestone is missed
- Also required whenever changes to the project schedule or costs exceed regulatory thresholds



As-Needed APDU Content

- The As-Needed APDU must contain a revised schedule and/or budget to show the change in schedule or cost
- The As-Needed APDU must contain supporting documentation to justify the need for changing a previously approved project schedule or cost



OCSE MONITORING



OCSE Monitoring

- State CSES development will be monitored more closely by OCSE
 - More On-site technical assistance
 - Ensuring adequate staffing
 - Funding approvals more closely related to completion of critical milestones
 - Requiring additional information in APDU submissions
 - Requiring IV&V services



On-site Technical Assistance

- “Incremental” PRWORA reviews
- “Scope of IV&V Assessment” reviews
- Technical Assistance visits as deemed necessary by OCSE and the State



Staffing

- Ensuring adequate project management by State staff
- Ensuring adequate development staff
- Ensuring adequate Quality Assurance (QA) available



Critical Milestones

- Defined as a milestone which, if not met, would jeopardize the State's ability to meet program requirements within statutory or regulatory timeframes
- Must be identified in State's APD
- Status must be reported in APDU's
- Failure to meet or to report progress toward meeting critical milestones could lead to full or partial suspension of the APD and associated funding



Additional APD Data Requirements

	Initial APD	Annual APDU	As-Needed APDU
Detailed Project Budget	Required	Required	Upon Change
Detailed Project Schedule	Required	Required	Upon Change
Critical Milestones	Required	Required	Upon Change
Project Management Resources	Required	Upon Change	Upon Change
Staffing Resources, including QA Support	Required	Upon Change	Upon Change
Y2K Compliance	Required	Upon Change	Upon Change



Project Budget

- Must show costs by quarter
- Cost for each quarter must be broken out into Regular and Enhanced rate costs
- These must be further broken out into costs for each module or significant task
- Costs for each task must be further broken out into State and Vendor costs
- Separate entries for non-task specific items (e.g. HW/SW, Overhead)



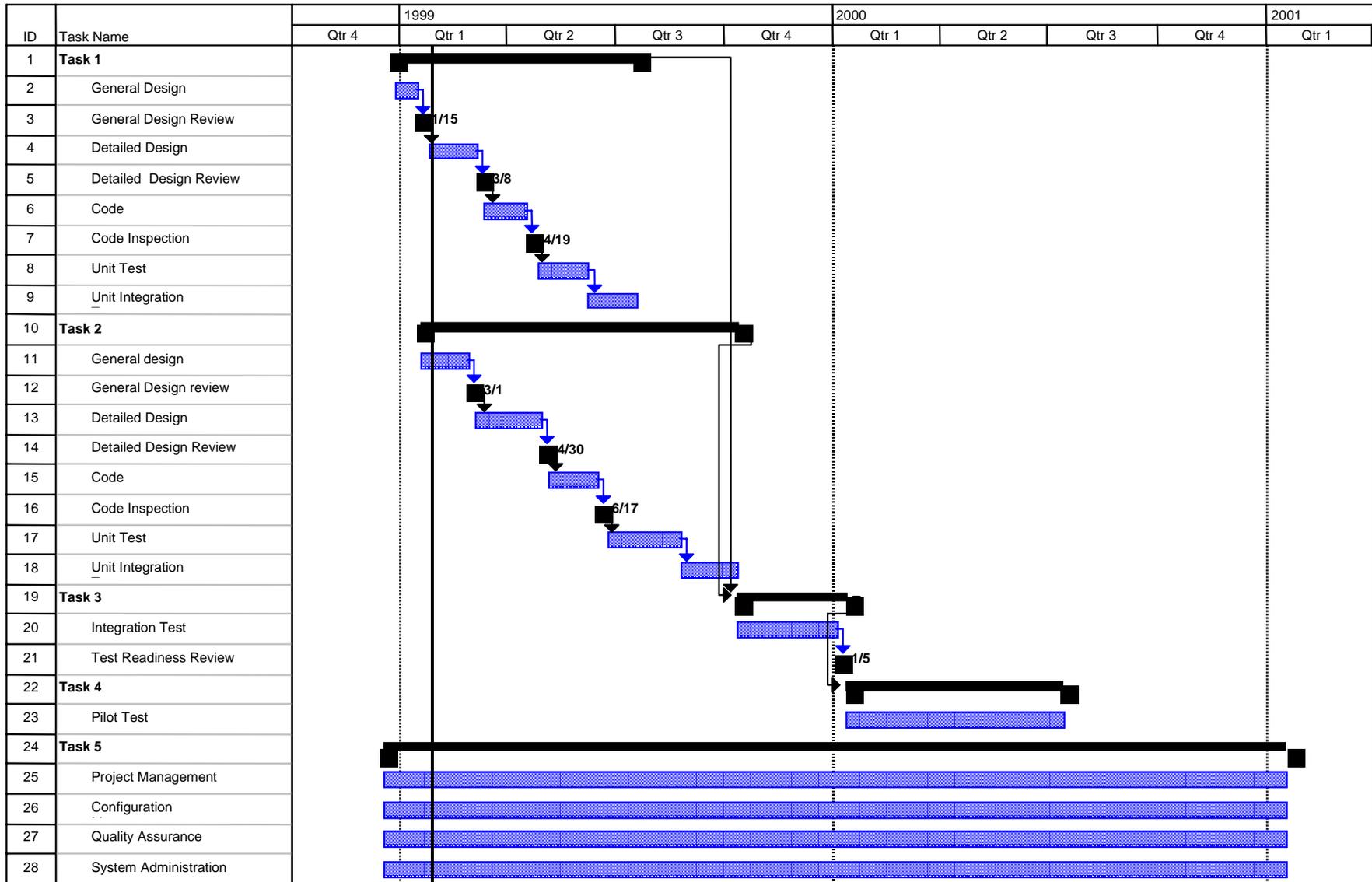
Project Budget (1999)

Quarter Funding	Q1		Q2		Q3		Q4		1999	
	Regular	Enhanced	Regular	Enhanced	Regular	Enhanced	Regular	Enhanced	Regular	Enhanced
Task 1										
State Staff Costs	\$0.00	\$5,040.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,040.00
Contractor Costs	\$0.00	\$90,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120,000.00
Task Total	\$0.00	\$95,040.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125,040.00
Task 2										
State Staff Costs	\$0.00	\$3,840.00	\$0.00	\$2,880.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,720.00
Contractor Costs	\$0.00	\$112,500.00	\$0.00	\$135,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$247,500.00
Task Total	\$0.00	\$116,340.00	\$0.00	\$137,880.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$254,220.00
Task 3										
State Staff Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,160.00	\$0.00	\$0.00	\$0.00	\$2,160.00
Contractor Costs	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$120,000.00	\$0.00	\$0.00	\$0.00	\$150,000.00
Task Total	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$122,160.00	\$0.00	\$0.00	\$0.00	\$152,160.00
Task 4										
State Staff Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	\$0.00	\$90,000.00
Contractor Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90,000.00	\$0.00	\$90,000.00	\$0.00	\$180,000.00
Task Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$135,000.00	\$0.00	\$135,000.00	\$0.00	\$270,000.00
Task 5										
State Staff Costs	\$0.00	\$54,000.00	\$0.00	\$54,000.00	\$0.00	\$54,000.00	\$0.00	\$54,000.00	\$0.00	\$216,000.00
Contractor Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Task Total	\$0.00	\$54,000.00	\$0.00	\$54,000.00	\$0.00	\$54,000.00	\$0.00	\$54,000.00	\$0.00	\$216,000.00
Operational Costs										
State Staff Costs	\$350,000.00	\$0.00	\$350,000.00	\$0.00	\$350,000.00	\$0.00	\$350,000.00	\$0.00	\$1,400,000.00	\$0.00
Contractor Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$350,000.00	\$0.00	\$350,000.00	\$0.00	\$350,000.00	\$0.00	\$350,000.00	\$0.00	\$1,400,000.00	\$0.00
Maintenance Costs										
State Staff Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contractor Costs	\$45,000.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	\$0.00	\$180,000.00	\$0.00
Total	\$45,000.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	\$0.00	\$180,000.00	\$0.00
Hardware Costs	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$0.00
Software Costs	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00
Overhead Costs	\$125,000.00	\$0.00	\$125,000.00	\$0.00	\$125,000.00	\$0.00	\$125,000.00	\$0.00	\$500,000.00	\$0.00
Miscellaneous Costs	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$160,000.00	\$0.00
TOTALS	\$680,000.00	\$265,380.00	\$560,000.00	\$251,880.00	\$560,000.00	\$311,160.00	\$560,000.00	\$189,000.00	\$2,360,000.00	\$1,017,420.00

Project Schedule

- Project schedule must be broken out by quarter
- Detailed for each module or significant task
- Critical milestones must be identified
- Large or complex tasks should be further delineated by life cycle phases
- Non-task specific items (e.g. QA, Project Management) may be shown as separate, continuous tasks





APD Disapproval

An APD may be disapproved if:

- The CSES ceases to comply with the APD
- Not enough resources allocated to the project
- Poor or inadequate project management
- Ill-conceived project plan
- Required IV&V assessment not completed



APD Disapproval (cont'd)

When OCSE disapproves an APD:

- CSES Implementation is suspended
- No additional FFP will be approved and FFP for the project ceases



FEDERAL FINANCIAL PARTICIPATION



FFP Rates

- Funding may be available at one of the following FFP rates:
 - 80 %
 - 66 %



80 % FFP Rate

- Available for CSES development and implementation costs for the following:
 - Remaining FSA of 1988 System Requirements
 - New PRWORA Requirements
 - Interfaces to the CSES
 - SDU costs if the SDU is an integrated part of the State CSES
 - SDNH costs if the SDNH is an integrated part of the State CSES



80 % FFP Rate (cont'd)

- 80 % Rate monies are capped to a Federal total not to exceed \$400 million.
- Federal regulation allocates the \$400M among the 54 States and Jurisdictions



66 % FFP Rate

- Once the 80 % cap is reached, approvable expenditures over the 80 % cap are eligible for FFP at the 66 % rate
- FFP at the 66 % rate is also available for approved maintenance and operations costs for the CSES
- 66 % monies are not capped

