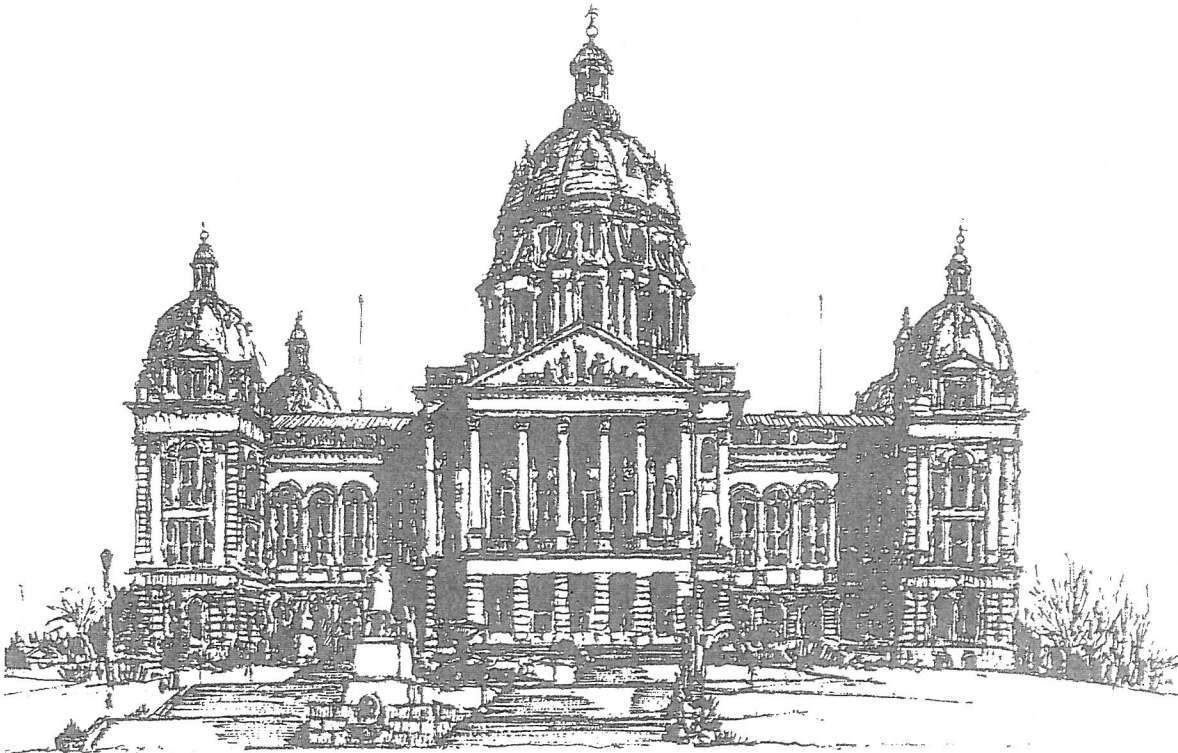


DEPARTMENT OF MANAGEMENT
BUDGET PRESENTATION
Fiscal Years 2014-2015



**Presented to the Administration and Regulation Budget
Subcommittee
February 13, 2013**

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DEPARTMENT OF MANAGEMENT
Organization Chart
February 2013

Governor Terry E. Branstad
Lieutenant Governor Kim Reynolds

Director:
David Roederer (281-3322)

Executive Secretary & Personnel Assistant:
Tammy Winters (281-3322)

Accountant:
Carla Seemann

Budget & Finance

Dave Fardal
Shashi Goel
Heather Hackbarth
Sandra Hurtado-Peters
Carrie Johnson
Mike Hahn
Dennis Hart
Joel Lunde
Kathy Mabie
Ted Nellesen
Lisa Oakley
Steve Timmins

Performance Results

Linda Leto
Steve Maslikowski
Scott Vander Hart

Early Childhood Iowa

Shanell Wagler
Debra Scrowther
Jeff Anderson

State Appeal Board

Joseph Barry

DOM Key Roles and Responsibilities

State Budget

- Prepares the Governor's Executive Branch budget proposal
- Facilitates the work of the Revenue Estimating Conference in determining revenue estimates
- Assists departments with budget preparation to achieve desired results
- Evaluates the fiscal and policy impacts of program and budget proposals
- Manages the I3 Budget system

Local Government

- Oversight for all local government budgets - 99 counties, 1200 townships, 947 cities, 359 school districts, and 500 miscellaneous budgets
- Establish forms and computer software for all local governments to use in providing budget estimates and certifying property tax levies; certify final property tax levies for all taxing jurisdictions to county auditors
 - Provide oversight – taxes are accurate, legal and within statutory limits
 - Ensure statewide consistency – forms, instructions, procedures
 - Provide technical assistance – answer questions on budget submission, tax levies, etc.
- Collects and aggregates statewide property valuations
- Computes and distributes utility replacement tax data
- Processes county annual reports
- Determines the amount and distribution of school aid
- Established a searchable database for tax rate reporting

Performance Results

- Administers the major provisions of the Accountable Government Act including strategic planning, annual performance (operational) planning, performance measurement and annual performance reporting
- Provides a framework, tools and technical assistance for actively using performance data to improve state government results
- Manages Results Iowa and American Recovery and Reinvestment Act (ARRA) reporting systems and websites
- Works with executive branch agencies to identify, implement and track Lean initiatives
- Develop and update Iowa's searchable database: DATAshare website

Early Childhood

- Facilitates development and statewide implementation of the State's Early Childhood Program to ensure coordination of early care, health and education programming in Iowa
- Coordinates collection and reporting of data and learning related to Early Childhood Iowa accomplishments throughout the state
- Supports Early Childhood Iowa boards through development of tools, and provision of technical assistance
- Maintains Early Childhood Iowa website

Appeals Board

- Processes approvals, rejections and payments of claims against the State or a state employee
- Resolves local budget protests

Grant Management

- Implements IowaGrants.gov (electronic grant management system) which provides the software to post grant notices, applications, selections, awards, monitoring, reporting, finances, site visits, status reports, communications and more
- Maintains a database of grant applications

IOWA DEPARTMENT OF MANAGEMENT APPROPRIATIONS
Budget FY 2013 - FY 2015

	FY 13 Estimated	FY 14 Dept. Request	FY 14 Governor Rec.	FY 15 Dept. Request	FY 15 Governor Rec.
Operational Appropriations					
General Office Operations					
GF Appropriation - D01	\$2,393,998	\$2,393,998	\$2,393,998	\$2,393,998	\$2,393,998
LEAN Office	\$0	\$0	\$105,000	\$0	\$105,000
	<u>\$2,393,998</u>	<u>\$2,393,998</u>	<u>\$2,498,998</u>	<u>\$2,393,998</u>	<u>\$2,498,998</u>
FTE Level	21.00	20.00	21.00	20.00	21.00
RUTF Operations					
RUTF Appropriation - D23	\$56,000	\$56,000	\$56,000	\$56,000	\$56,000
FTE Level	0.00	0.00	0.00	0.00	0.00

IOWA DEPARTMENT OF MANAGEMENT APPROPRIATIONS
Budget FY 2013 - FY 2015

	FY 13 Estimated	FY 14 Dept. Request	FY 14 Governor Rec.	FY 15 Dept. Request	FY 15 Governor Rec.
Non-Operational Appropriations					
Appeal Board Claims (Standing) GF Appropriation - 890	\$3,586,307	\$3,586,307	\$7,086,307	\$3,586,307	\$7,086,307
FTE Level	1.00	1.00	1.00	1.00	1.00
Special Olympics Fund (Standing) GF Appropriation - 809	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Iowa Economic Emergency Fund to RIIF EEF Appropriation - DB1	\$20,000,000	\$0	\$0	\$0	\$0
Mortgage Servicing Settlement Fund MSSF Appropriation - DA9	\$1,000,000	\$0	\$0	\$0	\$0
Technology Reinvestment Fund* GF Appropriation - D16	\$0	\$17,500,000	\$17,500,000	\$17,500,000	\$17,500,000
Transparency Project TRF Appropriation - DA6	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
Environment First Fund (Standing)** RIIF Appropriation - 30E	\$35,000,000	\$42,000,000	\$42,000,000	\$42,000,000	\$42,000,000
Iowa Grants Management Implementation TRF Appropriation - DA8	\$125,000	\$0	\$0	\$0	\$0

*Budget based on legislative action - 2012 Iowa Acts, Chap. 1140, section 22

**Budget based on legislative action - 2011 Iowa Acts, Chap. 133, section 20

Lean/Process Improvement

What is Lean?

Lean is a collection of principles, methods and tools that improve the speed and efficiency of any process by eliminating waste. Although Lean originated in Toyota's manufacturing operations - known as the Toyota Production System – the tools have been successfully applied in organizations across all sectors.

How Does Lean Work?

Lean recognizes that for most processes only 5% of activities add value for the customer, which means that 95% are either necessary non-value adding activities or waste. By clearly defining value for a specific service or product from the customer's perspective, non value activities and waste can be targeted for removal. Eliminating waste is the greatest potential source of improvement in process performance and customer service. Once waste has been identified, processes are redesigned to allow service, information or product to flow through the new process without interruption.

When is Lean Used?

Lean methods and tools apply to any process where an employee:

- Has to track down information to complete a task
- Must jump through multiple decision loops
- Is constantly interrupted when trying to complete a task
- Is engaged in expediting (of reports, purchases, materials, etc.)
- Does work in batches
- Experiences process delays during multiple handoffs"

What are the Benefits of Using Lean?

Using Lean tools an organization can expect to:

- Eliminate or dramatically reduce backlogs
- Reduce lead times by more than 50%
- Decrease the complexity of processes
- Improve the quality of applications and the consistency of reviews or inspections
- Allocate more staff time to "mission critical" work
- Improve staff morale and process transparency

Lean/Process Improvement

How Many Lean Events Were Held Last Year?

- 27 Lean events were initiated in Fiscal Year 2013
 - Department of Natural Resources- 9
 - Department of Human Services- 7
 - Department of Transportation- 5
 - Department of Inspections and Appeals- 2
 - Iowa Finance Authority- 1
 - Iowa Civil Rights Commission- 1
 - Department of Revenue- 1
 - Vocational Rehabilitation Services- 1

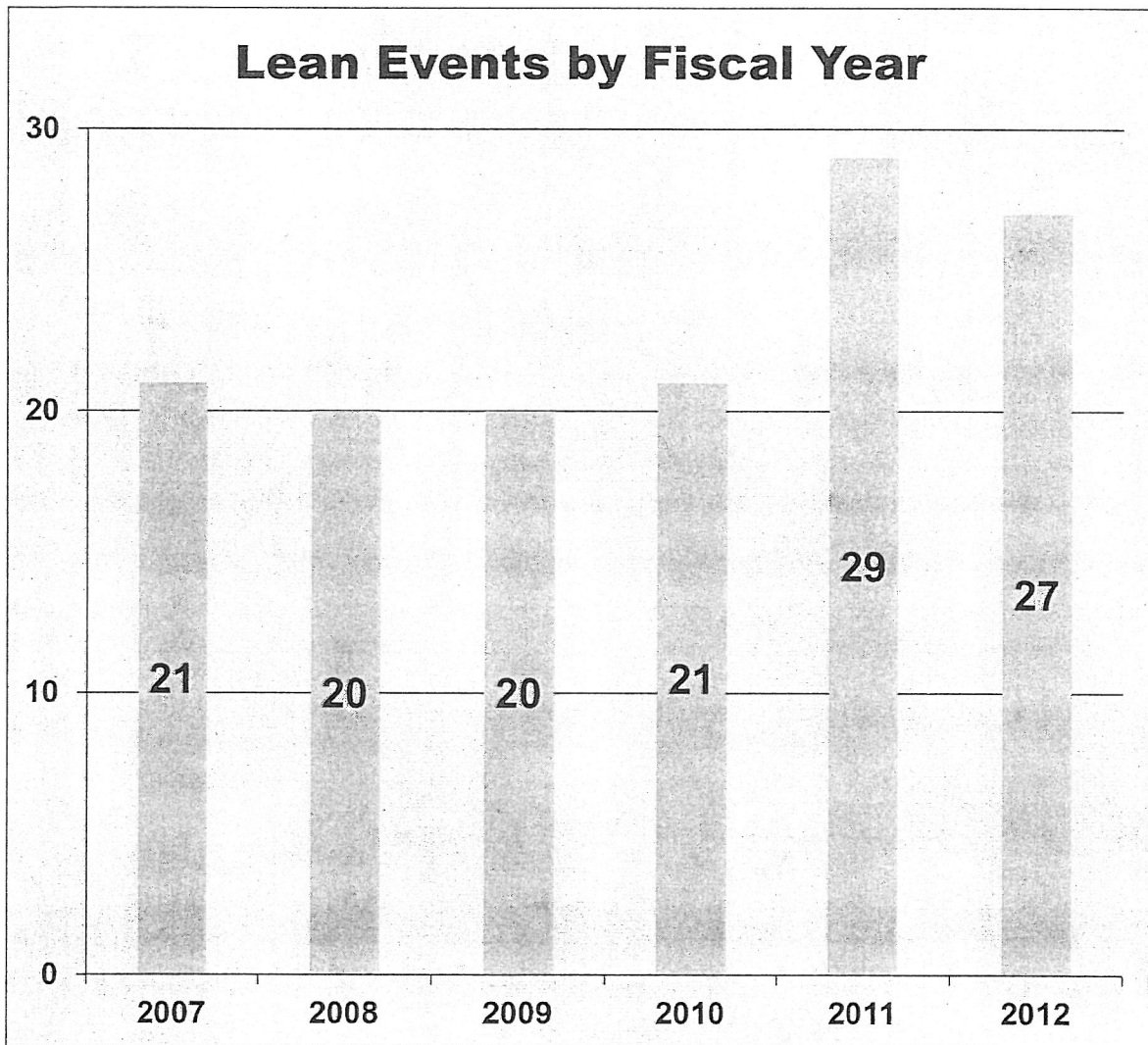
What Are Some Examples of Iowa State Government Lean Events?

- **Iowa Civil Rights Commission: Non-Housing Discrimination Complaints Event/Implementation 2011-12**
Designed and implemented a plan which led to eliminating the case backlog of 247 cases for non-housing complaints.
- **Department of Inspections and Appeals (DIA)/Department of Human Services (DHS): Fraud Investigations Event/Implementation 2012-13**
This cross-cutting Kaizen event streamlined the investigation process regarding eligibility determination for DHS programs, improving understanding of timelines and communication within both agencies. The new process is designed to prevent the up-front payment of public assistance benefits to ineligible persons, saves the state money and provides greater availability of resources for eligible persons.
- **Department of Cultural Affairs- Records Archiving Event/Implementation Scheduled for March 2013**
The goal of this event is to streamline the records/archive process to reduce the volume of material sent to Records Management.

What Are We Doing to Build Capacity to Facilitate Lean Events?

- Worked with Pella Corporation to deliver Team Leader/Facilitator orientation to 10 staff from across state government in December 2012.
- All who participated in December training will co-facilitate events in 2013

Lean/Process Improvement



Iowa's Searchable Database Website

DATAshare (data.iowa.gov) was designed to make it easy to find, understand, use and share Iowa's financial, tax and performance data. The website has been operational since January 1, 2012, and allows Iowans to search state data by topic and agency; browse, open and download data; and create custom interactive tables, maps and charts of the data. Over 640 (and growing) datasets, charts, tables, and maps are available.

Requirements	Required Data	Currently Available
Iowa Code Sec 8G.4 & 8G.5 1/1/2013 – Implement searchable website/database	Fiscal Year Receipts Fiscal Year Expenditures	FY 2012 (State Accounting System & Regents) & FY 2013 YTD (State Accounting System) FY 2009 (State Accounting System), FY 2010 (State Accounting System), FY 2011 (State Accounting System), FY 2012 (State Accounting System & Regents), & FY 2013 YTD (State Accounting System)
7/1/2013 – Data updated regularly	Vendor Payments	FY 2012 (State Accounting System, DOT, Regents, Medicaid), FY 2013 YTD (I/3 (including DOT), Medicaid) FY 2010, FY 2011, FY 2012, & FY 2013
1/1/2014 – Historical fiscal years data added as time allows	State Budget – Expenditures & Resources Tax Credit Claims and Awards Audits and Other Reports Performance Outcomes Achieved	Tax Years 2006 – 2009 No-Future Enhancement Limited, but growing # of datasets
Iowa Code Sec 8G.12 1/1/2012 – Implement searchable website/database	Consolidated Property Tax Rates Active Levy Authorities Local Option Sales Tax Rates & Payments Local Hotel/Motel Tax Rates & Payments	FY 2012 & FY 2013 FY 2013 FY 2011 FY 2010, FY 2011
Iowa Code Sec 8A.512A 1/12/2012 – Implement Searchable website/database	Travel Reimbursements	FY 2012 & FY 2013 YTD

List of Other Datasets Available on DATAsare

Department	Dataset Title
Administrative Services, Department of	State Employee Demographics
Administrative Services, Department of	FY 2007 State of Iowa Salary Book
Administrative Services, Department of	FY 2008 State of Iowa Salary Book
Administrative Services, Department of	FY 2009 State of Iowa Salary Book
Administrative Services, Department of	FY 2010 State of Iowa Salary Book
Administrative Services, Department of	FY 2011 State of Iowa Salary Book
Administrative Services, Department of	FY 2012 State of Iowa Salary Book
Corrections, Department of	Community Based Corrections Population
Corrections, Department of	Iowa Prison Population
Education, Department of	2008 Annual Yearly Progress for Math and Reading
Education, Department of	2008-2009 Non-Public School Enrollments
Education, Department of	2008-2009 Public School Enrollment
Education, Department of	2009 Annual Yearly Progress for Math and Reading
Education, Department of	2009-2010 Non-Public School Enrollments
Education, Department of	2009-2010 Public School Enrollment
Education, Department of	2010 Annual Yearly Progress for Math and Reading
Education, Department of	2010 High School Graduation Rates
Education, Department of	2010-2011 Non-Public School Enrollments
Education, Department of	2010-2011 Public School Enrollment
Education, Department of	2011 Adequate Yearly Progress for Math and Reading
Education, Department of	2011-2012 Iowa Non-Public School Enrollments
Education, Department of	2011-2012 Iowa Public School Enrollments
Human Services, Department of	Child Maltreatment Statistical Report
Human Services, Department of	Family Investment Program Statistics
Human Services, Department of	Food Assistance Program Statistics
Human Services, Department of	Monthly Medicaid Payments & Recipients by Category
Human Services, Department of	Monthly Medicaid Payments & Recipients by County
Iowa Finance Authority	IFA - Investments By County
Iowa Veterans Home	Iowa Veterans Home - Current and Past Resident Information
Iowa Vocational Rehabilitation Services	Iowa Vocational Rehabilitation Services - Federal Fiscal Year 2012
Management, Department of	2011 Assessed Property Values by Tax District
Management, Department of	2011 Taxable Property Values by Tax District
Management, Department of	Comp Time & Overtime
Management, Department of	Full Time Equivalents
Management, Department of	FY 2013 Active Levy Authority Property Tax Rates
Management, Department of	Recovery Act Funded Work Hours
Management, Department of	Recovery Act Funding and Recipient Payments
Regents, Board of	Regent University Enrollment - Fall 2012
Revenue, Department of	Top 20 Sales and Use Tax Expenditures
State Public Defender, Office of the	Indigent Defense FY 2012 Adult Claims Expenditures
State Public Defender, Office of the	Indigent Defense FY 2012 Juvenile Claims Expenditures



IowaGrants.gov

“The State of Iowa is committed to ensuring efficiency and transparency in managing grant dollars. It is the intent of this administration to expand the use of IowaGrants.gov to automate, streamline and create consistency in the reporting and management of all grant moneys received by the state.”

David Roederer, Director

State departments currently utilizing IowaGrants.gov:

- Office of Drug Control Policy:
Dennis.Wiggins@iowa.gov
- Public Safety—
Governor’s Traffic Safety Bureau:
Bennett@dps.state.ia.us
(Sandy Bennett)
- Homeland Security and Emergency
Management— Public Defense:
Sherry.McCloskey@iowa.gov
- Homeland Security and Emergency
Management— Mitigation:
Stuart.Malone@iowa.gov
- Economic Development—Americorps:
Kristin.Honz@iowa.gov
- Economic Development— CDBG:
Leslie.Leager@iowa.gov
- Economic Development—
International Trade Export:
Kathy.Hill@iowa.gov
- Department of Education:
Colleen.Hunt@iowa.gov
- Department of Cultural Affairs:
Jerome.Thompson@iowa.gov
- Department of Management:
Jeffrey.Anderson@iowa.gov
- Department of Human Rights
Mary.Bowser@iowa.gov
- Department of Administrative Services:
Wes.Hunsberger@iowa.gov
- Department of Justice—Victim Services:
Donna.Phillips@iowa.gov

State Agencies in the Early Stages of Implementation:

- Department of Human Services
- Iowa College Student Aid Commission
- Department on Aging
- Judicial Branch

For additional information contact:

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515-281-7076
Kathy.Mabie@iowa.gov

What is it and how can it help my department ?

IowaGrants.gov provides grant management software that encapsulates the entire grant management life-cycle allowing Iowa’s state agencies to automate 100% of their grant management processes online. IowaGrants.gov is capable of managing the grant tracking, application, selection, award/contracting, monitoring, communications, modification, reporting, close-out, and financial management processes.

IowaGrants.gov is available to all state agencies that administer a variety of state and federal competitive and pass-through grant programs. While the grant management process generally follows a rather standard set of steps from application through grant closeout, the particular requirements of each state agency and of each grant program requires a configurable approach. IowaGrants.gov accommodates unique requirements in the management of each individual grant program.

Iowagrants.gov will improve Iowa’s grant management process in the following areas:

- * Allow departments to serve sub-grantees in a consistent, customer-focused manner;
- * Ensure that all state government funding opportunities are easily identifiable and applications are accessible and straightforward;
- * Improve communication between applicant and grantor;
- * Provide transparency of Iowa’s grant making process and resource allocation;
- * Expand accessibility to grant information ensuring accountability to legislators, boards, commissions, stakeholders and citizens;
- * Eliminate the costs of continued investments in the development and operation of agency-unique grant management systems;
- * Improve audit trails throughout the entire process of awarding grants;
- * Reduce staff time spent managing and administering grants;
- * Reduce costs associated with processing applications (printing, paper, postage);
- * Provide access to a rich source of project and financial information.

Iowagrants.gov receives special mention.....

“The second of OEI’s promising practices is its robust internet based grants information management system. IowaGrants.gov (www.iowagrants.gov) allows seamless management of grant announcements, applications, and sub-recipient reporting and invoicing, Davis Bacon reports, and energy measurement and verification data. The IowaGrants.gov system eliminates paper reporting and invoicing, and sends semi-automatic reminders to sub-recipients when quarterly reports are due. Agreement information is then uploaded from IowaGrants.gov to the Reporting Iowa web page, which serves as Iowa’s Recovery Act public information and transparency portal.”

U.S. Department of Energy Onsite Visit Report for the State Energy Program
Iowa Office of Energy Independence, September 13, 2010