

► Application Form

Program Title: ONLINE CONSTRUCTION PORTFOLIO - STATE OF IOWA  
 If applicable, identify Partner: \_\_\_\_\_  
 Submitted by: ROBERT BAILEY  
 Title: DIRECTOR OF COMMUNICATIONS  
 Department or Corporation: DEPARTMENT OF ADMINISTRATIVE SERVICES  
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► Application Process

When preparing and entering your submission, please follow these guidelines:

1. The application form is available online at [www.nasca.org](http://www.nasca.org).
2. All applications must be submitted electronically at [nasca@csg.org](mailto:nasca@csg.org). If you have any questions, contact NASCA staff by email at [nasca@csg.org](mailto:nasca@csg.org) or by phone at 859-244-8181.
3. Adobe Acrobat (PDF) documents will be accepted.
4. More than one program may be submitted from the same entity.
5. **Deadline:** All submissions must be received by **March 6, 2009**.

► Program Questions

Please provide a one (1)-page summary of the program. Provide a narrative answer for each question listed below. You are limited to two (2) pages, based on regular 8 1/2 by 11 inch paper, single spaced in 12 point font. The two page limit does not include the one-page summary. Do not send supporting documentation.

1. How long has the program been operational?
2. What was the program's start-up cost? Provide detailed information about specific purchases for this program, including staffing needs and other expenditures, as well as existing materials, technology and staff already in place.
3. What are the program's operational costs?
4. How is the program funded?
5. How do you calculate actual savings, i.e., short-term and/or long-term?
6. How do you measure this program's success? Provide quantitative benefits realized by service recipients, taxpayers and/or state agencies?
7. How has the program grown or changed since its implementation?
8. Describe the program's applicability to other states/local/federal governments?

► Deadline - March 6, 2009

The application package must be received no later than **March 6, 2009** for consideration.

► Send Submission(s) to: [nasca@csg.org](mailto:nasca@csg.org) or [mstone@csg.org](mailto:mstone@csg.org).



**National Association of State Chief Administrators  
2009 Outstanding Program Awards**

***Online Construction Portfolio – State of Iowa***

**Program Summary:**

The Iowa Department of Administrative Services (DAS) manages a complex and diverse portfolio of construction projects for various state agencies. Currently, this portfolio consists of approximately 215 active projects with an approximate total of \$204 million in funding. These projects are located in Des Moines (Iowa's capital city), as well as in various locations throughout the state. Included in this portfolio are the State Capitol Building, various projects on the Capitol Complex, prisons, human service institutions, state patrol posts, the Iowa Veterans Home and numerous other construction locations.

In the past - and on a continual basis - DAS has fielded inquiries from a variety of sources (Governor's Office, Department of Management, state agencies, legislature, contractors, commissions, advisory committees, interest groups, media outlets, etc.) regarding the status of specific construction projects, groups of projects or construction activity throughout the state as a whole. Previously, no user-friendly process to accurately provide such information on a timely basis existed. Consequently, when update requests were received in the past, considerable staff time was required to assemble a report. A clearly compelling business case existed for creating a process where the needs of those requesting such information could be met accurately and efficiently.

In response to this need, a process was developed to allow public access to a comprehensive, statewide, progress status report reflecting construction activity for a particular fiscal year. On a monthly basis, individual project managers meet with the construction administrator in order to update the status of each active project. The information is entered onto a construction project spreadsheet (EXCEL) with progress from the prior month's activity noted. The spreadsheet/report includes 16, easy to understand, fields of data that combine to provide a comprehensive perspective. When projects are closed, those projects are transferred from the IN PROCESS report to a COMPLETED PROJECTS report. The reports are published monthly on the DAS website. Currently, approximately 220 visitors are accessing the progress report monthly. If even half of that number had filed requests before the establishment of the web-based system, resulting staff time would have totaled hundreds of hours.

## Responses to Questions

1. *How long has the program been operational?*

**Response:** Approximately 14 months, since December of 2007.

2. *What was the start-up cost? Provide detailed information about specific purchases for this program, including staffing needs and other expenditures, as well as existing materials, technology and staff already in place.*

**Response:** The *Online Construction Portfolio* did not require any out-of-pocket expenditures. The time to develop the report and implement the process was about 50 hours of staff time (approximately \$4,000) that included accumulating and recording information and formatting this information into Excel. Because the report is posted online in Excel, available on the vast majority of PC computers (or easily downloaded), no additional software or design was needed.

3. *What are the program's operational costs?*

**Response:** Monthly cost (staff time) is estimated at approximately \$325 (4 hours).

4. *How is the program funded?*

**Response:** Construction project management fees charged to individual projects.

5. *How do you calculate actual savings, i.e. short-term and/or long-term?*

**Response:** In the past, assembling the referenced reports on an "as needed/requested" basis would require approximately 150 hours of staff time valued at \$12,225 per request.

6. *How do you measure the program's success? Provide quantitative benefits realized by service recipients, taxpayers and/or state agencies.*

**Response:** Demand for these reports has been significant by customers inside and outside of state government and, with a growing expectation for cautionary government spending and greater operational efficiencies, the need for timely and accurate reporting is rising. Currently, approximately 220 people are accessing the report every month. Additionally, printed copies of the report are provided to interested parties.

7. *How has the program grown or changed since its implementation?*

**Response:** Since its inception, the program has been modified to better meet the needs of the user audience. As various audiences have become aware of the report's existence, demand has risen.

8. *Describe the program's applicability to other states/local/federal government.*

**Response:** This program is relevant to any level of government charged with the management of construction projects. With a minimal cost to create and update, it's an excellent opportunity for local, state or even federal government to demonstrate a spirit of transparent public administration and spending.