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| Project Name | ABD BasicGov Project | **Proposed Change Order #** | 0004 |
| **Requested By** | ABD Core Team | **Date of Order** | 4/6/17 |

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| Proposed Change Name | Miscellaneous requests for the BasicGov backend and Portal |
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| Description of Proposed Change: |
| **(1) Application Review Workflow:**  **ABD Summary**  After Application is submitted, compliance will be notified right away if any questions answered in such a way that app would be denied, or that more research is needed (ex: details of felony, etc.). Application will continue to Dram shop, and hold until Dram shop review and Payment received. Once those conditions are satisfied, Application will move to LA for review. LA must open and review bond upload, enter expiration date or check continuous until cancelled and enter bond number. Need field for LA to enter the name of the person responsible for filling out the review and checking that it is complete (to help with accountability). Need LA to verify that they have reviewed each document.  **BasicGov Changes Made to Address Parts of Issue**  To address LA Review updates:  Added to Application & License pages: (must be available to LA on Application during review process)  - Continuous Until Cancelled  - Bond Expiration Date  To Review added:  - Reviewer Name field (to be completed by Dram or LA Reviewer). History is kept for who updated the review record based on who is logged into the session.  - Submissions - Added a Reviewed Date so the LA can update for each submission they have reviewed.  **BasicGov Summary of Changes Required**  *(Changes to Workflow Requirements: ABD Level 1 Review will not start until 4 days from fee payment based on Payment Method. This will not hold up the Dram or LA Reviews. There will be a Start Date on ABD Review. (e.g. start date 48 hours from fee payment.))*  The Application should not go to a Local Authority Review until the application fees are paid.  LA Review will not start until 4 business days from fee payment, if the payment method is anything other than Credit Card or Cash. (Need to change existing functionality that currently allows LA review to go ahead and holds ABD Review for 4 days after payment.) Email notification of review will not go out to LA until Review start date.  If ABD decide they want a review to start before the 4 day wait period, they need the ability to update the Review Start Date. When the review start-date is updated, the system will need to send out the Review email notification based on the new start date. E.g. LA Review – email notification to LA on start date.  **NSF Payments**  *(Existing requirements only dealt with waiting a set number of days before an ABD review would start. NSF payments were part of the requirements. Not included in the requirements, is the ability for the system to automatically update the application status when the applicant re-pays the application fees.)*  If a payment is returned NSF ABD must be able to stop the application process. The application can be updated with a watch list item. ABD needs the ability to block the application from moving forward. Will need a new Application Status. The system does not need to stop an active Review if there is one currently being worked on by LA.  When an NSF application fee is repaid by the applicant, if the fee is paid by Credit Card or Cash, system needs to return the application to the appropriate Review and Application Status. If there is already an active (pending, in progress) Review on the application, no new Review will be generated. e.g. There may be an existing active LA Review pending, so a new review will not need to be generated.  If fee is paid by another payment method (non-credit card or cash), the reviews must wait until the payment is processed (4 days).  **(2) Hold LA until payment Cleared (Covered with Issue #1.)**  **ABD Summary**  By code, LA cannot approve until application is complete and paid. Dram shop review is considered part of the application. In practice, some LAs will approve pending Dram shop insurance, need to discuss if system should support this. FUTURE LA can log in and view applications in process; however, they will not be allowed to review until application is submitted. This is a change to earlier requirements; LA will not be allowed to review until payment has been received. Anne and Debbie will estimate then we can determine if a CO is needed.  **BasicGov Summary of Changes Required**  Addressed with Issue #1.  **(3)** **“Included” privileges/licenses need to be selected by applicant**  *(Changes to existing built functionality based on previous demos and review meetings. It was agreed that “Included” privileges/licenses would automatically be generated based on the Primary License type selected on an application. These “Included” privileges/licenses would be printed on the License document with “Included” beside them so the licensee would understand that they were included with the primary license.)*  **BasicGov Summary of Changes Required**  The applicant will need to select any of the “Included” Add-On Licenses or Privileges during the application process.  In the portal, the application will select the primary license they are applying for and then will be presented with the eligible Privileges/License.  They will select the ones they want to add to their application. The system will not automatically add any licenses unless they have been selected by the applicant.  Once the privileges/licensee are selected, the system will generate a License/Privilege record for each one. Zero dollar fees will no longer be generated since these are no longer required to be printed on the License document. Only the licenses/privileges selected by the applicant (along with active current license on the primary license), will be printed on the License document. The License document will not contain “Included” beside the privilege/license details.  **(4) Inactive Corps with the Secretary of State**  **ABD Summary**  There are some new ideas that need to be discussed about putting more responsibility on the applicant and local authority when applying or before approving an application when the corporation is not active with the SOS. Applicant needs to look up at Secretary of State site and verify their corporation is still active. For the convenience of the applicant, we will provide a link to the SOS site on our portal. We would like a similar link for the LA on their page.  On renewals, application should move on to LA to receive denial, New ones should not go any further in process. This goes along with the requirement to place a link to the SOS site on the portal to help them find their business ID number.  In addition to the licensee looking it up, we expect the LA to look it up and verify, and ABD to look it up to verify. By having the licensee validate the status, it allows us better standing in case of an administrative action (ex: $500 fine). This is still under consideration, need further discussion next week.  If licensee says it is inactive, then application will not be able to be submitted. Will be built into the question work stream for both the applicant and the local authority. LA should deny the application (new or renewal) if the entity is not active. Karen will then send out the denial letter. If LA misses the inactive status and approves, then ABD will catch it when we verify the corporation detail.  *NOTE:* this is not required for sole proprietor’s, municipality and general partnership. This is required for a limited partnership. We need a manual override (ex: five-day license for an out of state corporation). Something like a check box that they are an out of state entity so that processing can continue. Licensing will contact them manually to request copies of articles of incorporation during the ABD review stage.  **BasicGov Summary of Changes Required**  In the portal, the applicant will be able to link to the Secretary of State web site to help them find their ID Number and verify it is active. The applicant will provide their ID number on the application and indicate that their corporation is active. If they indicate their corp is not active, they will not be able to complete/submit their application until they indicate it is active. They should be able to save and return to the application later if needed.  The applicants need the ability to indicate that their corporation is outside of Iowa state. This will allow them to complete their application. If ABD requires their incorporation papers, they will contact the applicant.  This is not required for Sole Proprietors, Municipality, and General Partnerships. It is needed for Limited Partnerships.  The link to SOS will need to be available for the Local Authorities to give them the ability to link out and verify the ID and that it is active. The link to SOS is not needed in the back end of the system.  *NOTE:* This will be done in the portal. |

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| Reason for Proposed Change: |
| Please see the ABD Summary for each change. |

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| Effect on Deliverables (including a list of any affected deliverables): |
| **Scope:** This is a minor change to the scope of the project.  **Time:** 57 hours increase in contractor time to complete the change request. **NOTE:** ABD has requested the use of contingency dollars to fund this change.  **Resources:** No additional resources are required to do this work. |

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| Effect on Organization: |
| See details in the summary. |

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| Effect on Schedule (including Estimated Completion Date for this change): This may extend the target date by 4 days. The project team will do what we can to absorb the hours into the current target. | | |
| Effect on Project Hours: | | | |
| Item Description | Hours | | |
|  | Reduction | Increase | |
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