



**Date:** July 9, 2025

**To:** Members, Legislative Advisory Commission

**From:** Erin Campbell, Secretary

**RE:** Information and Telecommunications Account Transfers

We are submitting for your review proposed transfers to the Information and Telecommunications Account (ITA) at the Department of Information Technology Services (MNIT) from the state agencies, pursuant to Minnesota Statutes 16E.21, subd. 3.

The purpose of this account is to ensure that technology efforts that improve government services, but may span a fiscal year or biennium, can be completed. This account has existed in law since 2006, and Legislative Advisory Commission's (LAC) review and recommendation of the transfers has been required since 2016. In the FY 2024-2025 state government omnibus appropriations act (2023 Session Law, Chapter 62), MS 16E.21 was amended to allow for inclusion of projects, products, or services that "secure state systems, or address project or product backlogs" in the ITA process.

### **MNIT Review**

Each of these proposals has been subject to careful and detailed review and approval by MNIT, which evaluated them using the following criteria:

- **Project definition:** Does the request fit the definition of a specific project, product, or service(s)?
- **Information technology component:** Is the request an effort to acquire, create, or enhance an information technology system, product, or service?
- **Benefit to the state:** Does the request result in process improvement, government efficiency, system security, project or product backlog, cross-agency collaboration, IT standards compliance, long-term savings, or cost avoidance?

### **MMB Review**

Each of these requests have also been reviewed by Minnesota Management and Budget (MMB) to ensure that the funds to be transferred would be used in a manner consistent with legislative intent and with the requirements of MS 16E.21. MMB reviewed each appropriation to make its determination and only advanced projects that satisfied this requirement.

### **Legislative Revisory Commission Review**

The Legislative Advisory Commission's (LAC) review of the transfers is the final step in the process of approving these proposals. To assist with your review, on our Legislative Advisory Commission website



(<https://mn.gov/mmb-stat/documents/budget/lac/2025-ita-project-requests.pdf>) you will find a table summarizing the agencies' ITA transfer requests. In addition, you will find documentation for each proposal: descriptions, details on what funds will be transferred, and how success will be measured.

The statute generally provides 20 days for the LAC to make either an affirmative recommendation, a negative recommendation, no recommendation, or a recommendation for further review. If the Commission makes an affirmative recommendation, no recommendation, or has not reviewed the request by July 29, 2025, funds may be transferred to MNIT. If the Commission needs additional information to complete its review, please specify the additional information desired by July 29, 2025. After we have provided the requested information, the statute provides an additional 10 days to make a recommendation. If the Commission makes a negative recommendation on any proposal, funds for that proposal will not be transferred. If the Commission makes a positive recommendation or no recommendation within 10 days of receiving further information, funds may be transferred to MNIT.

If you would like additional information on any specific request, please contact Executive Budget Officer, Dan Ronning, at [dan.ronning@state.mn.us](mailto:dan.ronning@state.mn.us) or 651-259-3798.

cc: Emily Adriaens, House of Representatives Fiscal Analysis Department  
Eric Nauman, Senate Counsel, Research and Fiscal Analysis Office  
Michelle Yurich, Executive Director, Legislative Coordinating Commission  
Jon Eichten, Deputy Commissioner, MNIT  
Karl Nilsson, MNIT Enterprise Engagement Program Management Office  
Agency Commissioners  
Agency Chief Financial Officers (CFOs)  
Agency Chief Business Technology Officers (CBTOs)  
MMB Budget Directors and Executive Budget Officers

Legislative Advisory Commission  
Information and Telecommunications Account Project Requests  
July 9, 2025

Agency	Project Name	FY25 Transfer Amount
<b>Administration</b>		<b>\$3,022,000</b>
	Construction Administration / Vendor Management Systems Replacement	\$500,000
	PATS (Parking and Transit System) Customer Portal	\$1,022,000
	SHPO E-Services Application Discovery & Development	\$1,500,000
<b>Agriculture</b>		<b>\$450,000</b>
	Intranet Redesign	\$100,000
	Lab Information Management System (LIMS) Enhancement Project	\$100,000
	Modernization – Ag Marketing & Development Division	\$250,000
<b>Arts Board</b>		<b>\$400,000</b>
	Enhancing Agency Accessibility and Efficiency through Technology Improvements	\$400,000
<b>Behavioral Health and Therapy Board</b>		<b>\$309,600</b>
	ALIMS Enhancements	\$215,000
	Counseling Compact Database Development	\$94,600
<b>Chiropractic Examiners Board</b>		<b>\$30,000</b>
	ALIMS Enhancements	\$30,000
<b>Commerce</b>		<b>\$4,890,000</b>
	IT Modernization	\$3,000,000
	Large Building Energy Benchmarking	\$290,000
	Petrofund Digital Solution	\$350,000
	Prescription Drug Affordability Board Data Solution	\$1,000,000
	Relocate/Upgrade Commerce's Infrastructure	\$250,000
<b>Corrections</b>		<b>\$4,027,296</b>
	Corrections Infrastructure Security & Technology Resiliency (CISTR) Initiative	\$3,027,296
	Medicaid 1115 Waiver	\$1,000,000
<b>Education</b>		<b>\$1,730,000</b>
	BOSA Modernization Licensing	\$230,000
	OIG Technology Implementation	\$1,500,000
<b>Employment and Economic Development</b>		<b>\$7,266,040</b>
	Grants Management System	\$1,758,886
	Loan Management System (LMS) LoanPro	\$295,711
	Paid Leave Application Development Effort - Leveraging Unemployment Insurance System	\$4,500,000
	Workflow Improvement	\$461,443
	Workforce One Vocational Rehabilitation Services (VRS)/State Services for the Blind (SSB) Automation	\$250,000
<b>Explore MN</b>		<b>\$479,800</b>
	Website Infrastructure Sustainability and Continuing Maintenance	\$479,800
<b>Health</b>		<b>\$10,425,000</b>
	2nd Phase-Vital Records Online Ordering and Payment System Completion	\$250,000
	Agency Financial Management System Improvements	\$1,850,000
	E-Licensing	\$2,950,000
	Electronic Disease Surveillance System Modernization	\$550,000
	Operational Software Licensing	\$725,000
	Procurement Modernization	\$3,500,000
	Tableau to Power BI Alignment	\$600,000
<b>Higher Education Office</b>		<b>\$275,000</b>
	Technology Modernization	\$275,000
<b>Human Rights Department</b>		<b>\$375,000</b>
	OnBase Enhancement and Process Improvement	\$375,000
<b>Mediation Services Bureau</b>		<b>\$880,000</b>
	Case Management and Mediation Related IT Product Lifecycle	\$700,000
	PERB Case Management, Website, Agency IT Operations, and other Technologies	\$180,000
<b>Medical Practice Board</b>		<b>\$565,000</b>
	Online Licensing System Statute-Based and Efficiency-Promoting Upgrades	\$400,000
	Secure File Transfer Protocol (SFTP) Server Modernization and System Enhancement	\$165,000
<b>Minnesota IT Services (MNIT)</b>		<b>\$450,000</b>
	Expanding GIS Data Resources for Data-Driven Decision Making	\$450,000
<b>Minnesota Management and Budget</b>		<b>\$2,034,639</b>
	Capital Budget System Accessibility and Updates	481,020
	Centralizing Federal Funds Data	384,625
	Financial Planning and Analysis Tool Implementation	1,168,994
<b>Nursing Board</b>		<b>\$500,000</b>
	ALIMS Enhancements and Continuous Improvement	\$500,000
<b>Occupational Therapy Board</b>		<b>\$95,400</b>

**Information and Telecommunications Account Project Requests**

July 9, 2025

Agency	Project Name	FY25 Transfer Amount
	Interstate Licensure Compact Development	\$95,400
<b>Ombudsman for Mental Health and Developmental Disabilities</b>		<b>\$200,000</b>
	Case Management System Improvements	\$200,000
<b>Peace Officer Standards and Training Board (POST)</b>		<b>\$100,000</b>
	Enhanced Support for Salesforce	\$100,000
<b>Pharmacy Board</b>		<b>\$304,000</b>
	ALIMS-Pharmacy Enhancements	\$304,000
<b>Physical Therapy Board</b>		<b>\$512,100</b>
	ALIMS Technical/Security and System Infrastructure Enhancement	\$417,500
	Compact Database Development	\$94,600
<b>Public Safety</b>		<b>\$340,000</b>
	Road Safety Information Center (RSIC) Enhancements	\$340,000
<b>Public Utilities Commission</b>		<b>\$250,000</b>
	Technology Modernization for Ongoing and Pending Organizational Changes	\$250,000
<b>Revenue</b>		<b>\$10,061,888</b>
	AI Identification and Integration Team POC	\$2,500,000
	Application and Data Modernization	\$1,841,888
	Contact Center Phase 2	\$420,000
	Integrated Tax System Modernization	\$4,800,000
	Service Delivery Transformation	\$500,000
<b>Transportation</b>		<b>\$4,730,000</b>
	Application Modernization	\$1,040,000
	ARTS Replacement	\$400,000
	Carbon Emissions Tool	\$675,000
	Customer Management Tool	\$675,000
	Data Management Modernization	\$460,000
	Financial Application Modernization	\$1,480,000
<b>Veterans Affairs</b>		<b>\$630,000</b>
	Veteran Experience Optimization	\$630,000
<b>Grand Total</b>		<b>\$55,332,763</b>



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Instructions for This Document

1. Requests are due **MARCH 12, 2025**. (Version Admin 1.1 02 20 2025 jr)
2. Please be sure to complete all fields. Empty fields will delay the review process. Reach out to Sarah MacRunnels for assistance.
1. **No signatures or funding strings are needed currently.**
2. Please spell out acronyms on first reference.
3. When complete, please submit to **sarah.macrunnels@state.mn.us**
4. Requests must be submitted as a Word document. We cannot accept PDF or scanned documents.
5. Contact Sarah MacRunnels with questions or to schedule a consultation.

### Carrying over for FY24-25:

- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

### Type of Odyssey Initiative

**Requesting Agency and CBTO:**

**Department of Administration – John Rindal**

**Name of initiative:**

Construction Administration / Vendor Management Systems replacement (rev 04182025)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

**Initiative Sponsor:** Wayne Waslaski, Assistant Commissioner

**Budget Contact:** Ify Onyiah, Admin CFO

**Type of initiative:**

- ☐ IT project
- ☒ IT-related project-to-product transformation and work to address a given product backlog
- ☒ Business process and service delivery transformation enabled via technology changes
- ☐ Costs associated with cybersecurity projects/products
- ☐ Ongoing software licensing and support costs for a specific technology product
- ☐ Costs associated with participation in newly established enterprise services
- ☐ Other (please describe) [Click here to enter text.](#)

**Problem or Opportunity:** (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) This project is to complete enhancements to existing systems and potentially acquire new systems to streamline and better support Admin's Real Estate and Construction Services (RECS) Division.

**Brief Project Description:** This project is to complete enhancements to existing systems and potentially acquire new systems to streamline and better support Admin's Real Estate and Construction Services (RECS) Division. Improvements and additional business functionality could include process, workflow, tracking, data management, document management, financial management. Vendor Manager Replacement is expected to be the primary focus of this effort, but is likely to impact multiple other applications as well, including Project Web Application (PWA). This funding is available due to position vacancies in the real estate and construction area during the biennium. These funds may also be used (if appropriate and legal) for: business process and service-delivery transformation enabled via technology changes; and/or ongoing software licensing and support costs for technology products developed or utilized by this project.

**High-level Objective:** (ex. To more efficiently store and retrieve data while adding process automation.) To effectively, efficiently and accurately report vendor and construction information. If legislation allows, these funds could also be used to fund ongoing operations

**Initiative Deliverable Categories:**

- ☒ New application or system
- ☒ Replacement for existing application or system
- ☒ Enhancement to existing application or system
- ☒ Upgrade of an existing application or system

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<input type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input checked="" type="checkbox"/> Project-to-product transformation <input type="checkbox"/> Support for a product or service <input type="checkbox"/> Customer Experience <input type="checkbox"/> Cybersecurity <input type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b> <input type="checkbox"/> Select <input checked="" type="checkbox"/> Plan <input checked="" type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>If not, has ongoing funding been identified?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input checked="" type="checkbox"/> If checked, initiative name? <b>ITA22.005 Project Web Application Enhancements (PWA) ITA22.002 ITA Lease and Construction Administration / Accounting Systems</b>	For an existing ITA initiative? Yes: <input type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? <b>ITA22.005 Project Web Application Enhancements (PWA) ITA22.002 ITA Lease and Construction Administration / Accounting Systems</b>

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.  <input type="checkbox"/> <b>Children and Families.</b> Click here to enter text. <input type="checkbox"/> <b>Safe and Thriving Communities, Housing, and Workforce.</b> Click here to enter text. <input type="checkbox"/> <b>Healthy Minnesotans.</b> Click here to enter text.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☒ **Equity and Inclusion.** Targeted group vendors are part of the VMS
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☒ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☒ **Run** – Initiative is to operate and maintain (Keep the lights on)
- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☐ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G0231131	G021173	Environmental Anal/Task Force	204,000
1000	G0231131	G021179	Const Mtl Environ Analysis	255,000
1000	G0233490	G021181	MN Advisory Council Infrastructure	41,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** \$500,000

**Hardware:** [Click here to enter text.](#)

**Software:** \$400,000

**Training:** [Click here to enter text.](#)

**State Staff:** [Click here to enter text.](#)

**Professional/Technical:** \$100,000

**This Odyssey request includes one FTE that will provide MNIT Project Management to this Odyssey project as well as others within the Admin Odyssey Portfolio. Further, this FTE position will also provide support for the 21 Divisions that lack dedicated MNIT support. \$370k for FY26-29.**

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Estimated Start Date:</b> 7/1/2025	<b>Requested Finish Date:</b> 6/30/2029  <b>Reason for End Date:</b> Large scope of work; this project will be combined with an existing project
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Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) To effectively, efficiently and accurately report vendor and construction information.	
What are the initiative's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Replace existing Vendor Manager with a maintainable, secure product.	Vendor Manager Replaced
Track and report on vendors RECS uses in Master Roster program	Improve Targeted Group Business engagement
Replace existing PWA (Construction Management) with a new secure, maintainable product	PWA replaced

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount. <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> Stacie Christensen

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### COMMENTS

Please add any notes here that you would like to impart to the ITA team reviewing this request form.  
Typing will expand the text box to the bottom of the page, if needed.

### Characteristics of Treating Information Technology Investments as a Product

revision 4/14/2025 jrr

- **Continuous Improvement:** IT Products (applications, databases) are continuously improved and updated based on user feedback and changing requirements, rather than being considered Projects completed once delivered
- **Customer-Centric Approach:** Focus on delivering value to the end-users and stakeholders, ensuring that the product meets their needs and expectations
- **Long-Term Vision:** IT Products are managed with a long-term vision, considering future enhancements, scalability, and sustainability
- **Cross-Functional Teams:** Collaboration between various departments such as marketing, IT, and customer service to ensure the product's success
- **Lifecycle Management:** Managing the entire lifecycle of the product, from inception to retirement, including regular updates and maintenance
- **Agile Methodologies:** Utilizing agile methodologies to allow for flexibility, iterative development, and quick responses to changes
- **Metrics and KPIs:** Establishing and monitoring key performance indicators (KPIs) and metrics to measure the product's success and areas for improvement
- **Ownership and Accountability:** Assigning dedicated product owners who are responsible for the product's success and accountable for its performance
- **User Experience (UX):** Prioritizing user experience and ensuring that the product is user-friendly and meets the needs of its users
- **Innovation and Experimentation:** Encouraging innovation and experimentation to continuously enhance the product and stay ahead of competitors

[Bullets above were generated using Microsoft CoPilot Chat April 2025, then edited by author]

#### Specific examples of activities that this could include:

- **Application and Database Improvement:** Adding or changing features and functions
- **New Application Implementation:** Acquiring and implementing additional new applications/software and/or replacement of existing applications/software

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
<ul style="list-style-type: none"><li>• <b>Security Improvements:</b> Security related activities including monitoring, patching, detection, forensics and compliance</li><li>• <b>Annual Licensing, Support and Maintenance Costs</b></li><li>• <b>Hosting and Other Operational Costs</b></li><li>• <b>Platform and Technology Environment Upgrades/Changes</b></li><li>• <b>Data Cleansing</b></li><li>• <b>User Support and Training</b></li></ul>

- end of document -



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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5. Contact Sarah MacRunnels with questions or to schedule a consultation.

### Carrying over for FY24-25:

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### Type of Odyssey Initiative

**Requesting Agency and CBTO:**

**Department of Administration – John Rindal**

**Name of initiative:**

PATS (Parking and Transit System) Customer Portal (Rev 04182025)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Initiative Sponsor:</b> Stephen Hammes, Business Operations Manager
<b>Budget Contact:</b> Ify Onyiah, Admin CFO
<b>Type of initiative:</b>  <input type="checkbox"/> IT project <input checked="" type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input type="checkbox"/> Costs associated with cybersecurity projects/products <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input type="checkbox"/> Costs associated with participation in newly established enterprise services <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a>
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) This project will create a customer portal to FMD's Parking and Transit System which will improve customer service and satisfaction. It will also and improve efficiency of our parking team and reduce the opportunity for errors.
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) This project aligns with Admin's Mission, Vision, Values, and Strategic Priorities by improving customer service and satisfaction, implementing improved technologies and best practices, and creating a new way of working and responding to changing customer needs.
<b>High-level Objective:</b> (ex. To more efficiently store and retrieve data while adding process automation.) The main objective is to improve the customer experience and improve efficiencies by offering online customer transactions and eliminate workflow steps in the current processes. For customers that park in facilities with parking access controls, they will no longer need to come to parking office since their full transaction will completed online. Other customers will still need to stop into the parking office to pick up their parking hang tag, Metropass, or bike locker key; however, their in-office transaction will be much easier and quicker.
<b>Initiative Deliverable Categories:</b>  <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input checked="" type="checkbox"/> Upgrade of an existing application or system

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<input checked="" type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input checked="" type="checkbox"/> Project-to-product transformation <input type="checkbox"/> Support for a product or service <input checked="" type="checkbox"/> Customer Experience <input type="checkbox"/> Cybersecurity <input checked="" type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b> <input type="checkbox"/> Select <input type="checkbox"/> Plan <input checked="" type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>If not, has ongoing funding been identified?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input checked="" type="checkbox"/> If checked, initiative name? PATS Customer Portal	For an existing ITA initiative? Yes: <input checked="" type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? ITA22.003 G02 PATS Improvement

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.
<input type="checkbox"/> <b>Children and Families.</b> Click here to enter text.
<input type="checkbox"/> <b>Safe and Thriving Communities, Housing, and Workforce.</b> Click here to enter text.
<input type="checkbox"/> <b>Healthy Minnesotans.</b> Click here to enter text.
<input type="checkbox"/> <b>Equity and Inclusion.</b> Click here to enter text.
<input type="checkbox"/> <b>Minnesota's Environment.</b> Click here to enter text.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☒ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☒ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ **Run** – Initiative is to operate and maintain (Keep the lights on)
- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☒ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>FY2025 Requested Transfer Amount</b>				
The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G0237960	G021175	Office of Enterprise Trans	1,022,000

Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount	
<p><b>Estimated Budget (total expected project or initiative costs):</b> \$1,022,000</p> <p><b>Hardware:</b> <a href="#">Click here to enter text.</a></p> <p><b>Software:</b></p> <p><b>Training:</b> <a href="#">Click here to enter text.</a></p> <p><b>State Staff:</b> <a href="#">Click here to enter text.</a></p> <p><b>Professional/Technical:</b> \$1,022,000</p> <p><b>FY26-29:</b> This Odyssey request includes one FTE that will provide MNIT Project Management to this Odyssey project as well as others within the Admin Odyssey Portfolio. Further, this FTE position will also provide support for the 21 Divisions that lack dedicated MNIT support. \$370k for FY26-29.</p>	
<p><b>Estimated Start Date:</b> 7/1/2025</p>	<p><b>Requested Finish Date:</b> 6/30/2029</p> <p><b>Reason for End Date:</b> Schedule will be driven by the project plan developed by the vendor adding sub project tasks as needed.</p>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Success Criteria	
<p><b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.)</p> <p>This will make it easier for customers to complete their parking transactions. It will also further automate a process that that has several manual components.</p>	
<p><b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)</p>	<p><b>How Measured?</b> (Compare post-implementation uptime to baseline)</p>
<p>Majority of customer transactions will be completed via portal.</p>	<p>Within one year of implementation, we expect at least 90% of customer transactions will be completed through the portal.</p>
<p>Click here to enter text.</p>	<p>Click here to enter text.</p>
<p>Click here to enter text.</p>	<p>Click here to enter text.</p>

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
<p>By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.</p> <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<p><b>Name of person with delegated authority to sign the interagency agreement:</b> Stacie Christensen</p>

COMMENTS
<p>Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.</p>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### COMMENTS

### Characteristics of Treating Information Technology Investments as a Product

revision 4/14/2025 jrr

- **Continuous Improvement:** IT Products (applications, databases) are continuously improved and updated based on user feedback and changing requirements, rather than being considered Projects completed once delivered
- **Customer-Centric Approach:** Focus on delivering value to the end-users and stakeholders, ensuring that the product meets their needs and expectations
- **Long-Term Vision:** IT Products are managed with a long-term vision, considering future enhancements, scalability, and sustainability
- **Cross-Functional Teams:** Collaboration between various departments such as marketing, IT, and customer service to ensure the product's success
- **Lifecycle Management:** Managing the entire lifecycle of the product, from inception to retirement, including regular updates and maintenance
- **Agile Methodologies:** Utilizing agile methodologies to allow for flexibility, iterative development, and quick responses to changes
- **Metrics and KPIs:** Establishing and monitoring key performance indicators (KPIs) and metrics to measure the product's success and areas for improvement
- **Ownership and Accountability:** Assigning dedicated product owners who are responsible for the product's success and accountable for its performance
- **User Experience (UX):** Prioritizing user experience and ensuring that the product is user-friendly and meets the needs of its users
- **Innovation and Experimentation:** Encouraging innovation and experimentation to continuously enhance the product and stay ahead of competitors

[Bullets above were generated using Microsoft CoPilot Chat April 2025, then edited by author]

#### Specific examples of activities that this could include:

- **Application and Database Improvement:** Adding or changing features and functions
- **New Application Implementation:** Acquiring and implementing additional new applications/software and/or replacement of existing applications/software
- **Security Improvements:** Security related activities including monitoring, patching, detection, forensics and compliance

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
<ul style="list-style-type: none"><li>• Annual Licensing, Support and Maintenance Costs</li><li>• Hosting and Other Operational Costs</li><li>• Platform and Technology Environment Upgrades/Changes</li><li>• Data Cleansing</li><li>• User Support and Training</li></ul>

- end of document -



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Instructions for This Document

1. Requests are due **MARCH 12, 2025**. (Version Admin 1.1 02 20 2025 jr)
2. Please be sure to complete all fields. Empty fields will delay the review process. Reach out to Sarah MacRunnels for assistance.
1. **No signatures or funding strings are needed currently.**
2. Please spell out acronyms on first reference.
3. When complete, please submit to **sarah.macrunnels@state.mn.us**
4. Requests must be submitted as a Word document. We cannot accept PDF or scanned documents.
5. Contact Sarah MacRunnels with questions or to schedule a consultation.

### Carrying over for FY24-25:

- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

### Type of Odyssey Initiative

**Requesting Agency and CBTO:**

**Department of Administration – John Rindal**

**Name of initiative:**

MN SHPO E-Services Application Discovery & Development (rev 04182025)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Initiative Sponsor:</b> Amy Spong, SHPO Director
<b>Budget Contact:</b> Ify Onyiah, Admin CFO
<b>Type of initiative:</b>  <input checked="" type="checkbox"/> IT project <input checked="" type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input type="checkbox"/> Costs associated with cybersecurity projects/products <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input type="checkbox"/> Costs associated with participation in newly established enterprise services <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a>
<b>Problem or Opportunity:</b> (ex. There is a timely need to act because of these adverse impacts resulting from the current state) There is much redundancy in tracking and temporarily mitigating risk that comes with using Access DBs that are not supported by MNIT. Last fall, the Compliance Access DB became corrupted, and our sole database manager has been mostly out on leave for over a year. These risks are in addition to the multiple temporary tracking and intake measures that have been added that add additional review time to staff work. The environmental review team has federal 30 day review mandates and over the last year and a half, most of those reviews were taking 60 to 75 days. Much of staffs time is responding to partners on what the status of their review is, something that an external facing application could provide.
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) SHPO is seeking proposals from vendors to complete the discovery, design, development, integration and implementation of a new map-based electronic workflow management system (e-services system) that includes an internet portal (for SHPO staff, governmental agencies, consultants, and the public) including conversion and migration of legacy data that will replace existing Microsoft Access databases, Excel spreadsheets, SharePoint lists, and ShareFile file transfer systems. The new system will be focused on supporting the business needs of SHPO and will support a revised business process for the effective management of the many programs that SHPO is responsible for (prioritizing the Environmental Review and Tax Incentives Programs). The new system should incorporate all legacy data and integrate with the Minnesota Statewide Inventory Portal (MnSHIP) application and the Office of the State Archaeologist Portal (OSA Portal) which is currently being updated. The implementation of this new system will result in more efficient internal processes and procedures, improved coordination and communication with all external constituents, improved data entry, retrieval, maintenance, accessibility, and reporting functionality. It is expected that these improvements will in turn facilitate improved operational efficiency, streamlined

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

workflow and increased public access and use of SHPO data for local, regional and statewide planning, education and training.
<b>High-level Objective:</b> (ex. To more efficiently store and retrieve data while adding process automation.) To hire a contractor to develop and implement a map-based electronic workflow management system (e-services system) that includes an internet portal workflow for SHPO business processes, especially Environmental Review and Tax processes.
<b>Initiative Deliverable Categories:</b>  <input checked="" type="checkbox"/> New application or system <input checked="" type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system <input type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input checked="" type="checkbox"/> Project-to-product transformation <input type="checkbox"/> Support for a product or service <input checked="" type="checkbox"/> Customer Experience <input type="checkbox"/> Cybersecurity <input type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b>  <input type="checkbox"/> Select <input checked="" type="checkbox"/> Plan <input checked="" type="checkbox"/> Do <input checked="" type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>If not, has ongoing funding been identified?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input checked="" type="checkbox"/> If checked, initiative name? SHPO E-Services Application	For an existing ITA initiative? Yes: <input checked="" type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? ITA24.006 G02 SHPO Project

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- ☐ **Children and Families.** Click here to enter text.
- ☒ **Safe and Thriving Communities, Housing, and Workforce.** Click here to enter text.
- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☒ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to act regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

those IT investments.

- ☐ Run – Initiative is to operate and maintain (Keep the lights on)
- ☒ Grow – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☒ Transform – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G0237600	G021106	Office of Grants Management	485,000
1000	G0237900	G021146	St Historic Preservation Ofc	520,000
1000	G0237603	G021171	Grants System Study	350,000
1000	G0231131	G021173	Environmental Anal/Task Force	145,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs.

#### Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** \$1,500,000

**Hardware:** [Click here to enter text.](#)

**Software:** \$200,000

**Training:** [Click here to enter text.](#)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<p><b>State Staff:</b> <a href="#">Click here to enter text.</a></p> <p><b>Professional/Technical:</b> \$1,300,000</p> <p><b>FY26-29:</b> This Odyssey request includes one FTE that will provide MNIT Project Management to this Odyssey project as well as others within the Admin Odyssey Portfolio. Further, this FTE position will also provide support for the 21 Divisions that lack dedicated MNIT support. \$370k for FY26-29.</p> <p><a href="#">Click here to enter text.</a></p>	
<p><b>Estimated Start Date:</b> August 1, 2025</p>	<p><b>Requested Finish Date:</b> June 30, 2029</p> <p><b>Reason for End Date:</b> Funding expiration.</p>

Success Criteria	
<p><b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.)</p> <p>Reduce Staff Review Times, Risk of losing or corrupting data is mitigated</p>	
What are the initiative's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Reduce Staff Review Times	Currently we can only track if we reviewed a project in 30 days or over 30 days. A new system will allow us to track our actual response times. Other SHPOs have data that once their systems went live, reviews times reduces by several days compared to prior.
Risk of losing or corrupting data is mitigated	New system will comply with MNIT security standards
Improved access to customer on project status and response times.	Customer satisfaction surveys.
Reduce human error and redundancies in workflows	Feedback from staff/users

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
<p>By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.</p> <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<p><b>Name of person with delegated authority to sign the interagency agreement:</b> Stacie Christensen</p>

COMMENTS
<p>Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.</p>
<div style="text-align: center;"> <h3 style="margin: 0;">Characteristics of Treating Information Technology Investments as a Product</h3> <p style="margin: 5px 0;">revision 4/14/2025 jrr</p> <ul style="list-style-type: none"> <li><b>Continuous Improvement:</b> IT Products (applications, databases) are continuously improved and updated based on user feedback and changing requirements, rather than being considered Projects completed once delivered</li> <li><b>Customer-Centric Approach:</b> Focus on delivering value to the end-users and stakeholders, ensuring that the product meets their needs and expectations</li> <li><b>Long-Term Vision:</b> IT Products are managed with a long-term vision, considering future enhancements, scalability, and sustainability</li> <li><b>Cross-Functional Teams:</b> Collaboration between various departments such as marketing, IT, and customer service to ensure the product's success</li> <li><b>Lifecycle Management:</b> Managing the entire lifecycle of the product, from inception to retirement, including regular updates and maintenance</li> <li><b>Agile Methodologies:</b> Utilizing agile methodologies to allow for flexibility, iterative development, and quick responses to changes</li> <li><b>Metrics and KPIs:</b> Establishing and monitoring key performance indicators (KPIs) and metrics to measure the product's success and areas for improvement</li> </ul> </div>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
<ul style="list-style-type: none"><li>• <b>Ownership and Accountability:</b> Assigning dedicated product owners who are responsible for the product's success and accountable for its performance</li><li>• <b>User Experience (UX):</b> Prioritizing user experience and ensuring that the product is user-friendly and meets the needs of its users</li><li>• <b>Innovation and Experimentation:</b> Encouraging innovation and experimentation to continuously enhance the product and stay ahead of competitors</li></ul> <p>[Bullets above were generated using Microsoft CoPilot Chat April 2025, then edited by author]</p> <p><b>Specific examples of activities that this could include:</b></p> <ul style="list-style-type: none"><li>• <b>Application and Database Improvement:</b> Adding or changing features and functions</li><li>• <b>New Application Implementation:</b> Acquiring and implementing additional new applications/software and/or replacement of existing applications/software</li><li>• <b>Security Improvements:</b> Security related activities including monitoring, patching, detection, forensics and compliance</li><li>• <b>Annual Licensing, Support and Maintenance Costs</b></li><li>• <b>Hosting and Other Operational Costs</b></li><li>• <b>Platform and Technology Environment Upgrades/Changes</b></li><li>• <b>Data Cleansing</b></li><li>• <b>User Support and Training</b></li></ul>

- end of document -



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Instructions for This Document

1. Requests are due April 18, 2025. Please be sure to complete all fields. Empty fields may delay the review process.
2. Each initiative request must be reviewed by the agency Executive Budget Officer (EBO), agency CFO and CBTO before being sent to the MNIT EEPMO.
3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b> Minnesota Department of Agriculture	<b>Name of initiative:</b> Intranet Redesign
<b>Initiative Sponsor: Allen Sommerfeld</b>	
<b>Budget Contact: Julie Sis</b>	
<b>Type of initiative:</b> <input checked="" type="checkbox"/> IT project <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input type="checkbox"/> Costs associated with cybersecurity projects/products <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input type="checkbox"/> Costs associated with participation in newly established enterprise services <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) The current intranet is outdated and difficult to update. A new site is needed to effectively communicate with staff.	
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) An upgraded intranet site is part of the agency's overall commitment to its staff, providing timely information and resources to employees so they can effectively carry out their work duties. Because of cost savings to the Communications and Commissioner's Office budgets, these funds are available for the project.	
<b>High-level Objective:</b> (ex. To more efficiently store and retrieve data while adding process automation.) To create an intranet site that is easy to update and navigate and one that has multiple administrators to provide updated content.	
<b>Initiative Deliverable Categories:</b> <input type="checkbox"/> New application or system <input checked="" type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<input type="checkbox"/> Upgrade of an existing application or system <input type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input type="checkbox"/> Project-to-product transformation <input type="checkbox"/> Support for a product or service <input type="checkbox"/> Customer Experience <input type="checkbox"/> Cybersecurity <input type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b> <input checked="" type="checkbox"/> Select <input type="checkbox"/> Plan <input type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If not, has ongoing funding been identified?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input type="checkbox"/> If checked, initiative name? Click here to enter text.	For an existing ITA initiative? Yes: <input type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? Click here to enter text.

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.  <input type="checkbox"/> <b>Children and Families.</b> Click here to enter text. <input type="checkbox"/> <b>Safe and Thriving Communities, Housing, and Workforce.</b> Click here to enter text. <input type="checkbox"/> <b>Healthy Minnesotans.</b> Click here to enter text.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☒ **Equity and Inclusion.** A new site will provide staff with updates and information on the agency's DEI initiatives.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** A new site will provide staff with information and resources on internal policies, forms, and other compliance measures.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☐ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☒ **Run** – Initiative is to operate and maintain (Keep the lights on)
- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

☐ Transform – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	B0416900	B049G08	Agency Services	\$100,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** \$100,000

**Hardware:** [Click here to enter text.](#)

**Software:** [Click here to enter text.](#)

**Training:** [Click here to enter text.](#)

**State Staff:** [Click here to enter text.](#)

**Professional/Technical:** [Click here to enter text.](#)

**Estimated Start Date:** 10/1/2025

**Requested Finish Date:** 5/1/2026

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

	<b>Reason for End Date:</b> Project is needed to replace a very outdated intranet site and should be addressed as soon as possible.
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Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) This project will increase employee productivity by ensuring staff have all the tools and resources they need in one location. It will also produce benefits by streamlining communication to staff.	
What are the initiative's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
A functional intranet site that is easy to navigate, update, and meets business needs into the future.	Employee satisfaction survey of current site and needs of staff, and then measurements post-development of a new site.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount. <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> Click here to enter text.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.
<a href="#">Click here to enter text.</a>

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Instructions for This Document

1. Requests are due April 18, 2025. Please be sure to complete all fields. Empty fields may delay the review process.
2. Each initiative request must be reviewed by the agency Executive Budget Officer (EBO), agency CFO and CBTO before being sent to the MNIT EEPMO.
3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  Agriculture	<b>Name of initiative:</b>  Lab Information Management System (LIMS) Enhancement Project
<b>Initiative Sponsor:</b> Bryanne Bindert <a href="mailto:Bryanne.bindert@state.mn.us">Bryanne.bindert@state.mn.us</a> ; 651-201-6571	
<b>Budget Contact:</b> <a href="mailto:julie.sis@state.mn.us">julie.sis@state.mn.us</a> ; 651-201-6412	
<b>Type of initiative:</b>  <input checked="" type="checkbox"/> IT project <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input type="checkbox"/> Costs associated with cybersecurity projects/products <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input type="checkbox"/> Costs associated with participation in newly established enterprise services <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a>	
<b>Problem or Opportunity:</b> Opportunity to modernize technology used in the Agriculture Lab	
<b>Brief Initiative Description :</b> This project's goal is to continue to build automation and integration of lab equipment into LIMS. The project will integrate both complex and simple instruments and also make connections from various lab applications to LIMS. This is a continuation of the on-going Odyssey project the lab has been working on over the last 6 years.	
<b>High-level Objective:</b> To reduce transcription errors and increase efficiency resulting in higher quality and defensibility of the data generated.	
<b>Initiative Deliverable Categories:</b>  <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system <input type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input type="checkbox"/> Project-to-product transformation	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<input type="checkbox"/> Support for a product or service <input type="checkbox"/> Customer Experience <input type="checkbox"/> Cybersecurity <input type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b> <input type="checkbox"/> Select <input type="checkbox"/> Plan <input checked="" type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>If not, has ongoing funding been identified?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input checked="" type="checkbox"/> If checked, initiative name? <a href="#">Lab Information Management System (LIMS) Enhancement Project</a>	For an existing ITA initiative? Yes: <input checked="" type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? 20.005

Support of One Minnesota Plan Priorities (check all that apply)
<p>Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.</p> <div style="margin-top: 10px;"> <input type="checkbox"/> <b>Children and Families.</b> Click here to enter text.  <input type="checkbox"/> <b>Safe and Thriving Communities, Housing, and Workforce.</b> Click here to enter text.  <input type="checkbox"/> <b>Healthy Minnesotans.</b> Click here to enter text.  <input type="checkbox"/> <b>Equity and Inclusion.</b> Click here to enter text.  <input type="checkbox"/> <b>Minnesota's Environment.</b> Click here to enter text.  <input checked="" type="checkbox"/> <b>Fiscal Accountability, Customer Experience, and Measurable Results.</b> The project will improve the lab's customer service by providing high quality data in a more efficient manner.       </div>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☒ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ **Run** – Initiative is to operate and maintain (Keep the lights on)
- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☒ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>FY2025 Requested Transfer Amount</b>				
The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	B0431361	B043G06	Lab Service - General	100,000

Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount	
<p><b>Estimated Budget (total expected project or initiative costs):</b> 100,000</p> <p><b>Hardware:</b> <a href="#">Click here to enter text.</a></p> <p><b>Software:</b> <a href="#">Click here to enter text.</a></p> <p><b>Training:</b> <a href="#">Click here to enter text.</a></p> <p><b>State Staff:</b> <a href="#">Click here to enter text.</a></p> <p><b>Professional/Technical:</b> 100,000</p>	
<p><b>Estimated Start Date:</b> 07/01/2025</p>	<p><b>Requested Finish Date:</b> 06/30/2028</p> <p><b>Reason for End Date:</b> : End date is an estimate and dependent upon the contractor's ability to accomplish our goals.</p>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> This project will have a positive impact on the lab customers by providing them higher quality and defensible data they can use when making regulatory decisions based on laboratory results. The automation and integration of lab equipment will also make it easier on the end user to enter data and will result in fewer transcription errors.	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
Faster movement of data that will eliminate manual processes	Reduced turnaround time from when samples are reported to actual results
Improved Data Quality	Data validation and report analysis
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount. <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> Click here to enter text.

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.
Click here to enter text.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Instructions for This Document

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3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

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- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
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  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  Agriculture, Kim Roberson	<b>Name of initiative:</b>  Modernization – Ag Marketing & Development Division
<b>Initiative Sponsor:</b> Paul Hugunin, <a href="mailto:paul.hugunin@state.mn.us">paul.hugunin@state.mn.us</a> , 651-201-6510	
<b>Budget Contact:</b> Julie Sis, <a href="mailto:Julie.sis@state.mn.us">Julie.sis@state.mn.us</a> 651-201-6412	
<b>Type of initiative:</b>  <div style="margin-left: 20px;"> <input type="checkbox"/> IT project  <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input checked="" type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) The MDA is undergoing a major modernization effort, including transitioning to Salesforce CRM for the agencies licensing and permitting efforts. The Ag Marketing and Development Division issues the Minnesota Grown labeling license, that will also be integrated into Salesforce CRM. This provides the program with the opportunity to use Salesforce Marketing Cloud to streamline its communication with members, particularly new members. The Minnesota Agriculture in the Classroom (MAITC) Program is already using Salesforce and has nearly completed a project to install and begin using Salesforce Marketing Cloud. Their next step is to install a customer login, making it easier for teachers to order materials and allowing staff to more efficiently communicate with teachers and keep teacher data up to date and accurate. The Minnesota Grown Program has more than 25,000 consumer subscribers for its e-newsletter and is eager to build on the MAITC Marketing Cloud project to target marketing efforts to consumers based on their demographics and previous interactions with the program and website. The Minnesota Grown website also needs to comply with new federal accessibility standards, requiring a substantial amount of programming. The division coordinates the annual Minnesota Organic Conference for Minnesota farmers and ag processors as well as several other tradeshows and events for Minnesota ag processors. Salesforce and Marketing Cloud can provide the division with much more efficient and effective communication and coordination with these key stakeholders. Finally, the current annual cost of the Marketing Cloud license is \$28,000 and this request will help cover the cost until we have fully shifted to Salesforce and Marketing Cloud.	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

**Brief Initiative Description:** (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) This Odyssey request is part of the MDA's overall Modernization efforts. The Ag Marketing and Development Division has several unique programs that will benefit from adoption of Salesforce and Salesforce Marketing Cloud. We started this process by working with MNIT's Salesforce COE at DEED and have completed transfer of that data to MDA's Salesforce instance. We are currently working with MNIT and a contracted service provider to develop the first Marketing Cloud applications in MDA. This project builds on these efforts as well as provides resources to ensure that the agency's Minnesota Grown website meets the latest accessibility standards. Funds are available for Odyssey, in part due to salary savings resulting from vacant positions.

**High-level Objective:** (ex. To more efficiently store and retrieve data while adding process automation.) To improve customer experience for farmers, processors, teachers, and consumers who interact with various programs within the Ag Marketing and Development Division.

**Initiative Deliverable Categories:**

- ☒ New application or system
- ☐ Replacement for existing application or system
- ☒ Enhancement to existing application or system
- ☐ Upgrade of an existing application or system
- ☐ Operations ongoing funding, improvement, or efficiency
- ☐ Project-to-product transformation
- ☐ Support for a product or service
- ☒ Customer Experience
- ☐ Cybersecurity
- ☒ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

☐ Select   ☐ Plan   ☒ Do   ☐ Run   ☐ Not applicable

**Has a detailed business case been developed?**   ☐ Yes   ☐ No   ☒ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?**   ☒ Yes   ☐ No

**If not, has ongoing funding been identified?**   ☐ Yes   ☐ No



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input checked="" type="checkbox"/> If checked, initiative name? <a href="#">Click here to enter text.</a>	For an existing ITA initiative? Yes: <input checked="" type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? ITA24.053

Support of One Minnesota Plan Priorities (check all that apply)
<p>Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.</p> <p><input checked="" type="checkbox"/> <b>Children and Families.</b> The MN Agriculture in the Classroom program directly impacts k-12 students throughout Minnesota. The Farmers Market Nutrition Program provides benefits that families with children can spend at authorized farmers markets</p> <p><input type="checkbox"/> <b>Safe and Thriving Communities, Housing, and Workforce.</b> <a href="#">Click here to enter text.</a></p> <p><input checked="" type="checkbox"/> <b>Healthy Minnesotans.</b> The Minnesota Grown Program connects Minnesotans with local farmers markets, community supported agriculture farms, and other locations where locally grown and raised food is available. The Farmers Market Nutrition Program provides benefits that families with children can spend at authorized farmers markets</p> <p><input type="checkbox"/> <b>Equity and Inclusion.</b> <a href="#">Click here to enter text.</a></p> <p><input type="checkbox"/> <b>Minnesota's Environment.</b> <a href="#">Click here to enter text.</a></p> <p><input checked="" type="checkbox"/> <b>Fiscal Accountability, Customer Experience, and Measurable Results.</b> The Minnesota Grown Program will use Salesforce Marketing Cloud to provide better and more customized communications with farmers and markets that are members of the program as well as to Minnesotans who are interested in purchasing more locally grown agricultural products.</p>

Application Development Cybersecurity Considerations
<p>Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)</p>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☒ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

**Run, Grow and Transform (RGT)**
**(Check all that apply)**

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ **Run** – Initiative is to operate and maintain (Keep the lights on)
- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☒ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

**FY2025 Requested Transfer Amount**

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

1000	B0432681	B046G45	Ag Marketing & Development	\$250,000

Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount	
<p><b>Estimated Budget (total expected project or initiative costs):</b> \$250,000</p> <p><b>Hardware:</b> <a href="#">Click here to enter text.</a></p> <p><b>Software:</b> \$60,000</p> <p><b>Training:</b> <a href="#">Click here to enter text.</a></p> <p><b>State Staff:</b> \$40,000</p> <p><b>Professional/Technical:</b> \$150,000</p>	
<p><b>Estimated Start Date:</b> July 1, 2025</p>	<p><b>Requested Finish Date:</b> December 30, 2028</p> <p><b>Reason for End Date:</b> Start and end dates are dependent on procurement, MNIT resource availability and project sequencing within the PMO Portfolio.</p>

Success Criteria	
<p><b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.)</p> <p>This initiative focuses on improving customer experience and increasing staff efficiency by automating manual processes.</p>	
<p><b>What are the initiative's success metrics?</b></p>	<p><b>How Measured?</b></p>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

(ex. Reduce downtime by 12%)	(Compare post-implementation uptime to baseline)
More efficient onboarding and communication with Minnesota Grown member producers	Number of program activities that new members participate in compared to pre-adoption of CRM platform.
More efficient use of staff time responding to teacher requests for materials	A teacher log-in will ensure accurate, up to date information in the CRM and will save program staff currently used to enter and verify teacher addresses and order history
More targeted communication with consumers who are interested in receiving information about Minnesota grown and raised foods	Website traffic to member pages on the Minnesota Grown program website.

### REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO

By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.

- This request shows the correct source of funds to be transferred.
- The sponsoring agency is committed to champion the project or initiative and secure the needed resources.

**Name of person with delegated authority to sign the interagency agreement:** [Click here to enter text.](#)

### COMMENTS

Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.

[Click here to enter text.](#)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Instructions for This Document

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3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  Minnesota State Arts Board	<b>Name of initiative:</b>  Enhancing agency accessibility and efficiency through technology improvements
<b>Initiative Sponsor: Sue Gens</b>	
<b>Budget Contact: Dave White</b>	
<b>Type of initiative:</b>  <input checked="" type="checkbox"/> IT project <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input type="checkbox"/> Costs associated with cybersecurity projects/products <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input type="checkbox"/> Costs associated with participation in newly established enterprise services <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) The Arts Board's database (Access) is 30+ years old; given the age of the system, the agency is less efficient in storing, maintaining, and using data than it could be. Its website is 20+ years old; the site needs to be updated to meet WCAG and/or replaced.	
<b>Brief Initiative Description:</b> The agency needs to upgrade systems to address technology obsolescence and increase accessibility and efficiency. Odyssey funds will be needed for needs assessment, planning, selecting/implementing new solutions or processes.	
<b>High-level Objective:</b> To more efficiently store and retrieve data and make agency information more accessible to the public.	
<b>Initiative Deliverable Categories:</b>  <input type="checkbox"/> New application or system <input checked="" type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<input type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input type="checkbox"/> Project-to-product transformation <input type="checkbox"/> Support for a product or service <input checked="" type="checkbox"/> Customer Experience <input type="checkbox"/> Cybersecurity <input checked="" type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b> <input checked="" type="checkbox"/> Select <input type="checkbox"/> Plan <input type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>If not, has ongoing funding been identified?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input type="checkbox"/> If checked, initiative name? <a href="#">Click here to enter text.</a>	For an existing ITA initiative? Yes: <input type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? <a href="#">Click here to enter text.</a>

<b>Support of One Minnesota Plan Priorities</b> (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.
<input checked="" type="checkbox"/> <b>Children and Families.</b> <a href="#">Click here to enter text.</a> <input type="checkbox"/> <b>Safe and Thriving Communities, Housing, and Workforce.</b> <a href="#">Click here to enter text.</a> <input checked="" type="checkbox"/> <b>Healthy Minnesotans.</b> <a href="#">Click here to enter text.</a> <input checked="" type="checkbox"/> <b>Equity and Inclusion.</b> <a href="#">Click here to enter text.</a> <input type="checkbox"/> <b>Minnesota's Environment.</b> <a href="#">Click here to enter text.</a>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☐ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
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- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☒ **Run** – Initiative is to operate and maintain (Keep the lights on)
- ☐ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☐ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>FY2025 Requested Transfer Amount</b>				
The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	E5032110	E501100	Operations and Services	\$400,000

Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount	
<b>Estimated Budget (total expected project or initiative costs):</b> <a href="#">Click here to enter text.</a>  <b>Hardware:</b> <a href="#">Click here to enter text.</a>  <b>Software:</b> <a href="#">Click here to enter text.</a>  <b>Training:</b> <a href="#">Click here to enter text.</a>  <b>State Staff:</b> <a href="#">Click here to enter text.</a>  <b>Professional/Technical:</b> <a href="#">Click here to enter text.</a>	
<b>Estimated Start Date:</b> August 1, 2025	<b>Requested Finish Date:</b> TBD  <b>Reason for End Date:</b> <a href="#">Click here to enter text.</a>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) <a href="#">Click here to enter text.</a>	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
Improve staff efficiency collecting, maintaining, using data	Tasks/processes no longer needed. Hours to complete core agency functions
Website meets WCAG	User feedback
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
<p>By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.</p> <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> Susanne K. Gens

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.
<a href="#">Click here to enter text.</a>

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  Minnesota Board of Behavioral Health and Therapy (BBHT) & Physical Therapy (PT) and Tim Ogg	<b>Name of initiative:</b>  BBHT/PT ALIMS Enhancements
<b>Initiative Sponsor:</b> Samantha Strehlo, <a href="mailto:samantha.strehlo@state.mn.us">samantha.strehlo@state.mn.us</a>	
<b>Budget Contact:</b> Tracey Sigstad, <a href="mailto:tracey.sigstad@state.mn.us">tracey.sigstad@state.mn.us</a>	
<b>Type of initiative:</b>  <div style="list-style-type: none; padding-left: 0;"> <input type="checkbox"/> IT project  <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> There is a need for BBHT to make database enhancements to help streamline the complaint and disciplinary process.	
<b>Brief Initiative Description:</b> BBHT/PT has identified areas that will require enhancements to our current licensing application, ALIMS (Automated Licensure Information Management System). These enhancements will help support our regulatory function by helping us better track and process complaints and disciplinary actions. Enhancements will include updates to several ALIMS modules including activities, checklists, correspondence, and actions.	
<b>High-level Objective:</b> Enhancements to our database will allow BBHT/PT to create efficiencies by allowing us to better process complaints and disciplinary actions, as well as better track requirements/steps in the process.	
<b>Initiative Deliverable Categories:</b>  <div style="list-style-type: none; padding-left: 0;"> <input type="checkbox"/> New application or system  <input type="checkbox"/> Replacement for existing application or system  <input checked="" type="checkbox"/> Enhancement to existing application or system  <input type="checkbox"/> Upgrade of an existing application or system         </div>	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<input type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input type="checkbox"/> Project-to-product transformation <input type="checkbox"/> Support for a product or service <input type="checkbox"/> Customer Experience <input type="checkbox"/> Cybersecurity <input type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b> <input type="checkbox"/> Select <input checked="" type="checkbox"/> Plan <input type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If not, has ongoing funding been identified?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input type="checkbox"/> If checked, initiative name? <a href="#">Click here to enter text.</a>	For an existing ITA initiative? Yes: <input type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? <a href="#">Click here to enter text.</a>

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.
<input type="checkbox"/> <b>Children and Families.</b> <a href="#">Click here to enter text.</a> <input type="checkbox"/> <b>Safe and Thriving Communities, Housing, and Workforce.</b> <a href="#">Click here to enter text.</a> <input checked="" type="checkbox"/> <b>Healthy Minnesotans.</b> <a href="#">Click here to enter text.</a> <input type="checkbox"/> <b>Equity and Inclusion.</b> <a href="#">Click here to enter text.</a> <input type="checkbox"/> <b>Minnesota's Environment.</b> <a href="#">Click here to enter text.</a>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

☐ **Fiscal Accountability, Customer Experience, and Measurable Results.** [Click here to enter text.](#)

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ **Run** – Initiative is to operate and maintain (Keep the lights on)
- ☐ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>FY2025 Requested Transfer Amount</b>				
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Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1201	H7X3000	H7X1111	Behavioral Hth & Therapy	\$165,000
1201	H7W3000	H7W1111	Physical Therapy Board	\$50,000

Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount	
<p><b>Estimated Budget (total expected project or initiative costs): \$215,000</b></p> <p><b>Hardware:</b> <a href="#">Click here to enter text.</a></p> <p><b>Software:</b> <a href="#">Click here to enter text.</a></p> <p><b>Training:</b> <a href="#">Click here to enter text.</a></p> <p><b>State Staff: \$21,500</b></p> <p><b>Professional/Technical: \$193,500</b></p>	
<p><b>Estimated Start Date: July 1, 2025</b></p>	<p><b>Requested Finish Date: June 30, 2027</b></p> <p><b>Reason for End Date:</b> This project will need to be prioritized among other ongoing projects.</p>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) <a href="#">Click here to enter text.</a>	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
Better ability to process and track complaints and disciplinary action.	Are staff able to process all aspects of the complaint in efficient manner using the database? Are staff easily able to access information about a complaint or disciplinary action in the database?
<a href="#">Click here to enter text.</a>	
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount. <ul style="list-style-type: none"> <li>• This request shows the correct source of funds to be transferred.</li> <li>• The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> <a href="#">Click here to enter text.</a>

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.
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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

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  - costs associated with cybersecurity projects/products,
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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  Minnesota Board of Behavioral Health and Therapy (BBHT) and Tim Ogg	<b>Name of initiative:</b>  Counseling Compact Database Development
<b>Initiative Sponsor:</b> Samantha Strehlo, <a href="mailto:samantha.strehlo@state.mn.us">samantha.strehlo@state.mn.us</a>	
<b>Budget Contact:</b> Tracey Sigstad, <a href="mailto:tracey.sigstad@state.mn.us">tracey.sigstad@state.mn.us</a>	
<b>Type of initiative:</b>  <div style="list-style-type: none; padding-left: 0;"> <input type="checkbox"/> IT project  <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> In 2024, legislation passed that made Minnesota a member of the Counseling Compact. The Counseling Compact allows licensed professional counselors to practice in other compact member states through a privilege to practice. As part of the Counseling Compact, we are required to enhance our current database to communicate and exchange information with the Compact's database. Compact privileges to practice in Minnesota cannot be issued until this is complete.	
<b>Brief Initiative Description:</b> BBHT has identified the enhancements that need to be made to our current licensing application, ALIMS (Automated Licensure Information Management System), that will allow BBHT to exchange data with the Counseling Compact. Minnesota Statutes section 148B.75 requires BBHT and the Counseling Compact to exchange certain data. The Legislature appropriated BBHT money to enhance our system, but since the Counseling Compact is not live yet, work on ALIMS will need to continue into FY26.	
<b>High-level Objective:</b> Enhancements to our database will allow BBHT to exchange data with the Counseling Compact as required by statute.	
<b>Initiative Deliverable Categories:</b>  <div style="list-style-type: none; padding-left: 0;"> <input type="checkbox"/> New application or system   <input type="checkbox"/> Replacement for existing application or system         </div>	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<input checked="" type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system <input type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input type="checkbox"/> Project-to-product transformation <input type="checkbox"/> Support for a product or service <input type="checkbox"/> Customer Experience <input type="checkbox"/> Cybersecurity <input type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b> <input type="checkbox"/> Select <input checked="" type="checkbox"/> Plan <input type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If not, has ongoing funding been identified?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input type="checkbox"/> If checked, initiative name? Click here to enter text.	For an existing ITA initiative? Yes: <input type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? Click here to enter text.

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.  <input type="checkbox"/> <b>Children and Families.</b> Click here to enter text. <input type="checkbox"/> <b>Safe and Thriving Communities, Housing, and Workforce.</b> Click here to enter text. <input checked="" type="checkbox"/> <b>Healthy Minnesotans.</b> Click here to enter text.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☐ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
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### Run, Grow and Transform (RGT)

(Check all that apply)

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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

propositions and enact new business models.)

### FY2025 Requested Transfer Amount

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Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1201	H7X3000	H7X1112	Behavioral Health & Therapy Bd-Prof Counselor Compact	\$94,600

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** \$94,600

**Hardware:** [Click here to enter text.](#)

**Software:** [Click here to enter text.](#)

**Training:** [Click here to enter text.](#)

**State Staff:** \$8,600

**Professional/Technical:** \$86,000

**Estimated Start Date:** July 1, 2025

**Requested Finish Date:** June 30, 2026

**Reason for End Date:** Minnesota should be live and interacting with the Counseling Compact by this date.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Success Criteria	
<p><b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.)</p> <p>This will facilitate full integration into the Compact and support licensees in securing privilege to practice in an efficient manner.</p>	
<p><b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)</p>	<p><b>How Measured?</b> (Compare post-implementation uptime to baseline)</p>
<p>Issuance of Compact privilege to practice successfully.</p>	<p>Are privileges being issued and is data returning to the Boards database successfully.</p>
<p><a href="#">Click here to enter text.</a></p>	<p><a href="#">Click here to enter text.</a></p>
<p><a href="#">Click here to enter text.</a></p>	<p><a href="#">Click here to enter text.</a></p>

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
<p>By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.</p> <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<p><b>Name of person with delegated authority to sign the interagency agreement:</b> <a href="#">Click here to enter text.</a></p>

COMMENTS
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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
<a href="#">Click here to enter text.</a>

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

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  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  MN Board of Chiropractic Examiners (MBCE), Tim Ogg	<b>Name of initiative:</b>  ALIMS Enhancements
<b>Initiative Sponsor: Ridge M. Pidde, DC Executive Director</b>	
<b>Budget Contact: Tracey Sigstad</b>	
<b>Type of initiative:</b>  <input checked="" type="checkbox"/> IT project <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input type="checkbox"/> Costs associated with cybersecurity projects/products <input checked="" type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input type="checkbox"/> Costs associated with participation in newly established enterprise services <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) There is a timely need to improve the efficiency of ALIMS for applicants, licensees and staff, due to the Board's ongoing interest in reducing operating costs.	
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) This is part of a plan to modernize application, renewal and reinstatement processes through online enhancements allowing users a comprehensive, streamlined experience. While also upgrading functionality within the database, fixing bugs, and providing training to staff. Funds for this project are available due to sound fiscal management of the Boards appropriations within the current biennium.	
<b>High-level Objective:</b> (ex. To more efficiently store and retrieve data while adding process automation.) Enhance efficiency for users in areas including but not limited to continuing education, licensing and registration applications and reinstatements, complaint investigation, queries and reports, internal accounting processes and controls, while performing upgrades as necessary.	
<b>Initiative Deliverable Categories:</b>  <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<input checked="" type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system <input type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input type="checkbox"/> Project-to-product transformation <input type="checkbox"/> Support for a product or service <input type="checkbox"/> Customer Experience <input type="checkbox"/> Cybersecurity <input type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b> <input checked="" type="checkbox"/> Select <input type="checkbox"/> Plan <input type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>If not, has ongoing funding been identified?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input type="checkbox"/> If checked, initiative name? Click here to enter text.	For an existing ITA initiative? Yes: <input type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? Click here to enter text.

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.  <input type="checkbox"/> <b>Children and Families.</b> Click here to enter text. <input type="checkbox"/> <b>Safe and Thriving Communities, Housing, and Workforce.</b> Click here to enter text. <input checked="" type="checkbox"/> <b>Healthy Minnesotans.</b> Click here to enter text. Efficiency in technology will enable the Board to further its mission to protect the public.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

Providing an efficient online experience for applicants and licenses has an impact on how staff spend their time, and will enable streamlined complaint, continuing education, renewal and application processing. The overall impact will enhance the Board's already sound fiscal management.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☐ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ **Run** – Initiative is to operate and maintain (Keep the lights on)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☐ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1201	H7H30000	H7H1111	Chiropractor Licensing	\$30,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs): \$30,000**

**Hardware:** N/A

**Software:** [Click here to enter text.](#)

**Training:** \$5,000

**State Staff:** \$5,000

**Professional/Technical:** \$20,000

**Estimated Start Date:** 08/15/2025

**Requested Finish Date:** 06/30/2028

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

	<b>Reason for End Date:</b> Allow for support from contractor and staff / end user testing time
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Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) Improve end user and staff efficiency.	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
Streamline processes to complete tasks	Time to completion or reduced # of clicks
Decrease paper usage	Increase number of online services available
Ability for the upload of documents	Less incoming mail to process
Increase internal controls	Financial processes meet state guidelines

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
<p>By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.</p> <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<p><b>Name of person with delegated authority to sign the interagency agreement:</b> Ridge Pidde, DC</p>

COMMENTS
<p>Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.</p>
<p>The amount is to enhance and upgrade current ALIMIS system and allow for additional upgrades and support.</p>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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1. Requests are due April 18, 2025. Please be sure to complete all fields. Empty fields may delay the review process.
2. Each initiative request must be reviewed by the agency Executive Budget Officer (EBO), agency CFO and CBTO before being sent to the MNIT EEPMO.
3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b> Department of Commerce; Brian Allie	<b>Name of initiative:</b> IT Modernization Part 2
<b>Initiative Sponsor: Tim Jahnke</b>	
<b>Budget Contact: Barb Hearley</b>	
<b>Type of initiative:</b> <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> IT project  <input checked="" type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) Commerce is still engaged in a 2023 Odyssey project focused on retiring or replacing 22 Access databases. As part of that project, called IT Modernization, we contracted with a solutions architect to inventory Access databases, assess various solutions, and make a recommendation. The result of that effort is that Commerce is investing in the Microsoft platforms across the department – SharePoint, Power Platform, and Dynamics. This project, IT Modernization Part 2, would allow us to continue to invest in the Microsoft platforms as a product to meet various Department needs beyond replacing Access databases.	
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) This is part of a modernization plan to address technology obsolescence across the agency's operations and program management that are not currently in an end-to-end platform solution. We plan to build a backlog of needs beyond our current one related to Access databases, prioritize highest value opportunities, and work using an agile methodology. We have identified needs in every division and in multiple cross-agency functions.	
<b>High-level Objective:</b> (ex. To more efficiently store and retrieve data while adding process automation.) To improve customer experience, improve the quality and security of data stored by the department, and to reduce the use of spreadsheets and email as workflow management tools. There is	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

also opportunity to ease the operations and maintenance efforts of MNIT Services staff by scaling, flexing, and expanding on the common Microsoft products and services across the agency.

### Initiative Deliverable Categories:

- ☒ New application or system
- ☒ Replacement for existing application or system
- ☒ Enhancement to existing application or system
- ☒ Upgrade of an existing application or system
- ☒ Operations ongoing funding, improvement, or efficiency
- ☒ Project-to-product transformation
- ☐ Support for a product or service
- ☒ Customer Experience
- ☒ Cybersecurity
- ☐ Accessibility

### In which phase of the Modernization Playbook is this initiative?

☐ Select   ☐ Plan   ☒ Do   ☐ Run   ☐ Not applicable

**Has a detailed business case been developed?**   ☒ Yes   ☐ No   ☐ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?**   ☐ Yes   ☒ No

**If not, has ongoing funding been identified?**   ☒ Yes   ☐ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☐ If checked, initiative name?

For an existing ITA initiative? Yes: ☒ If checked, what is the ITA ID number (ex. ITA24.014)?  
ITA24.032

### Support of One Minnesota Plan Priorities

(check all that apply)



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- ☐ **Children and Families.** Click here to enter text.
- ☒ **Safe and Thriving Communities, Housing, and Workforce.** Click here to enter text.
- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ Run – Initiative is to operate and maintain (Keep the lights on)
- ☒ Grow – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☐ Transform – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

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Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	B1310000	B135000	Administrative Services	\$1,500,000
1000	B1310000	B136000	Insurance	\$1,500,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** 3,000,000

**Hardware:** [Click here to enter text.](#)

**Software:** \$300,000

**Training:** \$200,000

**State Staff:** \$1,500,000

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Professional/Technical: \$1,000,000</b>	
<b>Estimated Start Date: 7/1/25</b>	<b>Requested Finish Date: 6/30/27</b> <b>Reason for End Date: Modernized systems</b>

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) To improve customer experience, improve the quality and security of data stored by the department, and to reduce the use of spreadsheets and email as workflow management tools, providing efficiencies that will benefit the public by making response times better.	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
A backlog of technology of prioritized highest value opportunities	Executive approval
Agile-built MS solutions	Customer satisfaction
For each targeted process/product, automate at least 75% of the manual, paper, email, and spreadsheeting steps in the relevant business processes.	Compare post-implementation processes to baseline.

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount. <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> Tim Jahnke

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.
<a href="#">Click here to enter text.</a>

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
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  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b> MNIT @ Commerce, Brian Allie	<b>Name of initiative:</b> Minnesota Large Building Energy Benchmarking
<b>Initiative Sponsor: Pete Wyckoff, Deputy Commissioner, Energy Resources</b>	
<b>Budget Contact: Tori McNary</b>	
<b>Type of initiative:</b> <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> IT project  <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input checked="" type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> <p>This project will continue to provide the services associated with a statewide building energy benchmarking program for commercial and multifamily buildings. The Minnesota Department of Commerce administers this program and selected a contractor, with the help of MNIT, to provide software and professional and technical services. These services include data collection and management, help desk services, reporting and information sharing, and map hosting. The data on energy use in buildings will provide insights and opportunities for energy improvements in Minnesota buildings, decreasing the energy used in the state and saving businesses' and tenants' energy costs.</p>	
<b>Brief Initiative Description:</b> <p>Benchmarking is a program that collects, stores, and reports on energy consumption data for large commercial and multifamily buildings in Minnesota. This project was created by <a href="#">Minn.Stat. 216C.331</a>. In 2025, nearly 3,500 buildings (those 100,000 sq ft and larger) will report on their energy usage; this will increase to nearly 7,500 buildings in 2026 (including those 50,000 sq ft and larger).</p> <p>This initiative creates a modern, digital, cloud-based experience for Benchmarking, aligning with MNIT's strategic objectives to create new efficiencies and data insights to continue improving services, such as energy audits. The digital web solution will provide detailed data on the building's energy consumption and the trends in usage over time. Building owners, managers, and the general public will be able to learn how buildings are using energy and how that usage compares to similar buildings in Minnesota and nationally. Building owners will receive scorecards that detail their building's ranking as compared to other similar buildings, as well as opportunities for energy efficiency investments.</p>	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

A source of funds for this project is an appropriation from the Legislature.
<b>High-level Objective:</b> To gather, store, and organize data regarding the physical and energy data of the buildings in Minnesota so that it provides insight to determine next steps in increasing energy efficiency and decreasing energy usage.
<b>Initiative Deliverable Categories:</b>  <input checked="" type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system <input type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input type="checkbox"/> Project-to-product transformation <input checked="" type="checkbox"/> Support for a product or service <input checked="" type="checkbox"/> Customer Experience <input type="checkbox"/> Cybersecurity <input checked="" type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b>  <input type="checkbox"/> Select <input type="checkbox"/> Plan <input checked="" type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <b>If not, has ongoing funding been identified?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input checked="" type="checkbox"/> If checked, initiative name? Large Building Energy Benchmarking program	For an existing ITA initiative? Yes: <input type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? <a href="#">Click here to enter text.</a>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- ☐ **Children and Families.** [Click here to enter text.](#)
- ☒ **Safe and Thriving Communities, Housing, and Workforce.** Increasing energy efficiency of buildings can improve the safety and comfort of buildings, including multifamily housing.
- ☒ **Healthy Minnesotans.** Increasing energy efficiency impacts health and economics
- ☒ **Equity and Inclusion.** Funds help all Minnesotans to comply with state regulations
- ☒ **Minnesota's Environment.** The benchmarking program promotes energy efficiency in Minnesota buildings by increasing education on energy use and efficiency upgrades, which will decrease pollutants and energy waste.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Automation and web portals is more cost effective than manual efforts and improves customer experience. Goals of benchmarking program include providing clear energy use information to Minnesotans in a positive customer experience, improving awareness of energy use, and measuring energy use across buildings.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

☒ **Run** – Initiative is to operate and maintain (Keep the lights on)

☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)

☐ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

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Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	B1335321	B132030	Energy Benchmarking	\$290,000

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount	
<b>Estimated Budget (total expected project or initiative costs):</b> \$955,353 total project estimate of which \$290,000 would be Odyssey funds  <b>Hardware:</b> \$0  <b>Software:</b> \$224,250, of which \$0 would be Odyssey funds  <b>Training:</b> \$1,500, of which \$0 would be Odyssey funds  <b>State Staff:</b> \$300,452 for PM, of which \$0 would be Odyssey funds  <b>Professional/Technical:</b> \$409,437, of which \$290,000 would be Odyssey funds	
<b>Estimated Start Date:</b> 6/30/2025 project will move to maintenance for Odyssey portion of project	<b>Requested Finish Date:</b> 6/30/2027  <b>Reason for End Date:</b> 2 years of licensing fees

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> This project will provide strong data management and visualization services to Commerce, Minnesota building owners, and the general public. By making comparative energy use data available to the public, the project increases education of tenants and owners about energy use in buildings and gives owners more information necessary for decisions regarding energy efficiency investments. It will also assist Commerce in providing strong customer service to Minnesota building owners through help desk services.	
What are the initiative's success metrics?	How Measured?
Compliance rate with energy information disclosure.	Number of submissions as compared to entire covered building list.
Increase information on building energy use.	Web traffic statistics on new map.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Increase energy efficiency investment and decrease energy use of buildings.

Compare year-over-year scores for buildings and average energy usage to baseline.

### REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO

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- This request shows the correct source of funds to be transferred.
- The sponsoring agency is committed to champion the project or initiative and secure the needed resources.

**Name of person with delegated authority to sign the interagency agreement:** [Click here to enter text.](#)

### COMMENTS

Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.

[Click here to enter text.](#)

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY25-26:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  MNIT @ Commerce, Brian Allie	<b>Name of initiative:</b>  Petrofund Digital Solution
<b>Initiative Sponsor: Tim Jahnke</b>	
<b>Budget Contact: Barb Hearley</b>	
<b>Type of initiative:</b>  <div style="list-style-type: none; padding-left: 0;"> <input checked="" type="checkbox"/> IT project  <input checked="" type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> <p>In pursuit of MNIT's strategic objectives, the organization reviews with its partners the lifecycle of their processes and tools for their business value and technical health. The Petrofund project is an ideal target for MNIT's initiative to actively manage application and service portfolios to minimize risk and waste and maximize investment returns. It addresses a technology shortfall for Petrofund's operations. Currently, the Petrofund program is administered by manual email, pdf, and spreadsheet processes. The initial attempt at standing up a digital platform stalled out in 2020; an internal review concluded that Commerce would benefit more from starting over rather than revisiting and revamping the incomplete solution.</p> <p>There is opportunity to nurture MNIT and Commerce's shared vision and framework of enterprise data and to create integration opportunities to maximize data-sharing. Here, we can reduce duplicative application and service portfolios through coordinated investment.</p>	
<b>Brief Initiative Description:</b> <p>Petrofund is a government and industry-funded program which offsets up to 90% of the costs incurred by entities who, by regulation, must clean up petroleum leaks / spills in Minnesota. The program also arranges and pays for removal of discovered abandoned underground petroleum storage tanks. This project is authorized by Tim Jahnke, Commerce's Administration Deputy Commissioner and COO. It contributes to the governor's strategic priority of reducing economic barriers to complying with commerce regulations.</p> <p>This initiative creates a modern, digital, cloud-based experience for Petrofund, aligning with MNIT's</p>	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

strategic objectives to create new efficiencies and data insights to continue improving services. It enables Commerce to have the ease of use, customer-centric, burden-free experience that Minnesotans expect. The digital web solution will permit more direct, efficient connections between Commerce staff, participants, and datastores; automate and/or streamline their business processes; and in turn, eliminate manual, paper, email, and spreadsheeting steps.

The source of funds for this project are Petrofund's annual budgeted IT sustainment dollars which will not all be used in FY25 because of the lead times on hiring a project manager and posting an RFP for a development vendor contract. That contract may begin before the end of the fiscal year but will not likely end until early calendar year 2026.

**High-level Objective:** To ease the administrative burden on Commerce Petrofund program's public participants and Commerce staff. It also eases the operations and maintenance burden on MNIT Services staff by scaling, flexing, and expanding common Microsoft products and services like Power Apps and Dynamics across the agency. Automation will reduce Petrofund program lead times and decrease error rates.

**Initiative Deliverable Categories:**

- ☒ New application or system
- ☐ Replacement for existing application or system
- ☐ Enhancement to existing application or system
- ☐ Upgrade of an existing application or system
- ☐ Operations ongoing funding, improvement, or efficiency
- ☒ Project-to-product transformation
- ☐ Support for a product or service
- ☒ Customer Experience
- ☐ Cybersecurity
- ☒ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

☐ Select   ☐ Plan   ☒ Do   ☐ Run   ☐ Not applicable

**Has a detailed business case been developed?**   ☒ Yes   ☐ No   ☐ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?**   ☐ Yes   ☒ No

**If not, has ongoing funding been identified?**   ☒ Yes   ☐ No

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input checked="" type="checkbox"/> If checked, initiative name? Petrofund	For an existing ITA initiative? Yes: <input type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? <a href="#">Click here to enter text.</a>

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.
<input type="checkbox"/> <b>Children and Families.</b> <a href="#">Click here to enter text.</a>
<input type="checkbox"/> <b>Safe and Thriving Communities, Housing, and Workforce.</b> <a href="#">Click here to enter text.</a>
<input checked="" type="checkbox"/> <b>Healthy Minnesotans.</b> Petroleum leaks contaminate groundwater supply and arable land
<input checked="" type="checkbox"/> <b>Equity and Inclusion.</b> Funds help all Minnesotans to comply with environmental regulations
<input checked="" type="checkbox"/> <b>Minnesota's Environment.</b> Pollutants harm ecosystems
<input checked="" type="checkbox"/> <b>Fiscal Accountability, Customer Experience, and Measurable Results.</b> Automation and web portals provide a better customer experience

Application Development Cybersecurity Considerations
Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)
<input type="checkbox"/> <b>Identify</b> – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
<input checked="" type="checkbox"/> <b>Protect</b> – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
<input type="checkbox"/> <b>Detect</b> – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
<input type="checkbox"/> <b>Respond</b> – Develop and implement appropriate activities to take action regarding a detected IT security event.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

**Run, Grow and Transform (RGT)**
**(Check all that apply)**

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ **Run** – Initiative is to operate and maintain (Keep the lights on)
- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☐ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

**FY2025 Requested Transfer Amount**

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

<b>Fund</b>	<b>Approp-level FinDeptID</b>	<b>AppropID</b>	<b>SWIFT Appropriation Description (long description)</b>	<b>Transfer Amounts</b>
2350	B1310000	B135200	Petro Fund Operations	\$350,000



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount	
<b>Estimated Budget (total expected project or initiative costs):</b> \$455,490 total project estimate of which \$350,000 would be Odyssey funds  <b>Hardware:</b> \$1080, not from Odyssey  <b>Software:</b> \$1950, not from Odyssey  <b>Training:</b> \$0  <b>State Staff:</b> \$16,000 for PM of which \$10,500 would be Odyssey funds  <b>Professional/Technical:</b> \$490,000 total project estimate of which \$339,500 would be Odyssey funds	
<b>Estimated Start Date:</b> 7/1/2025 for Odyssey portion of project	<b>Requested Finish Date:</b> 12/31/2026  <b>Reason for End Date:</b> Estimated date when there will be a Minimum Valuable Product

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> The digital web solution will permit more direct, efficient connections between Commerce staff, participants, and datastores; automate and/or streamline their business processes; and in turn, eliminate manual, paper, email, and spreadsheeting steps	
<b>What are the initiative's success metrics?</b>	<b>How Measured?</b>
Reduce the calendar time for Petrofund petroleum spill cleanup applicants to submit application and receive final approval or rejection by at least 50%.	Compare post-implementation lead times to baseline.
Reduce the time for Petrofund program Commerce staff to process petroleum cleanup applications by at least 50%.	Compare post-implementation task hours to baseline.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Automate at least 75% of the manual, paper, email, and spreadsheeting steps in the Petrofund program business processes.

Compare post-implementation processes to baseline.

### REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO

By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.

- This request shows the correct source of funds to be transferred.
- The sponsoring agency is committed to champion the project or initiative and secure the needed resources.

**Name of person with delegated authority to sign the interagency agreement:** [Click here to enter text.](#)

### COMMENTS

Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.

[Click here to enter text.](#)

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Instructions for This Document

1. Requests are due April 18, 2025. Please be sure to complete all fields. Empty fields may delay the review process.
2. Each initiative request must be reviewed by the agency Executive Budget Officer (EBO), agency CFO and CBTO before being sent to the MNIT EEPMO.
3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  Prescription Drug Affordability Board/Commerce, CBTO Brian Allie	<b>Name of initiative:</b>  Prescription Drug Affordability Board Data Solution
<b>Initiative Sponsor: Julia Dreier/Vernon Rowen</b>	
<b>Budget Contact: Barb Hearley</b>	
<b>Type of initiative:</b>  <input checked="" type="checkbox"/> IT project <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input type="checkbox"/> Costs associated with cybersecurity projects/products <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input type="checkbox"/> Costs associated with participation in newly established enterprise services <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) This project will result in a new solution to support the Prescription Drug Affordability Board's data collection and analysis needs. The Board was established in 2023, Minn. Stat. 62J.87, to conduct cost reviews of prescription drug products and set payment limits. In order to fulfill its purpose, the Board must collect and analyze large amounts of prescription drug data. The Board has utilized existing infrastructure and data at the Department of Health, but a large gap remains, and additional/expanded solutions are required. PDAB plans to further define its needs and then explore, select, and implement OTS and COTS solutions.	
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) This would create/configure a system or combination of systems that would allow PDAB staff to collect and analyze key prescription drug pricing data, including integrating new data collection with information currently being collected by the Department of Health.	
<b>High-level Objective:</b> (ex. To more efficiently store and retrieve data while adding process automation.) To collect prescription drug pricing data to help with setting prescription drug policy.	
<b>Initiative Deliverable Categories:</b>	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<input checked="" type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system <input type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input type="checkbox"/> Project-to-product transformation <input type="checkbox"/> Support for a product or service <input checked="" type="checkbox"/> Customer Experience <input checked="" type="checkbox"/> Cybersecurity <input type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b> <input type="checkbox"/> Select <input checked="" type="checkbox"/> Plan <input type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If not, has ongoing funding been identified?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input type="checkbox"/> If checked, initiative name? Click here to enter text.	For an existing ITA initiative? Yes: <input type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? Click here to enter text.

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.  <input type="checkbox"/> <b>Children and Families.</b> Click here to enter text.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Safe and Thriving Communities, Housing, and Workforce.** Click here to enter text.
- ☒ **Healthy Minnesotans.** Lowering prescription drug costs helps Minnesotans to access and use needed prescription drugs.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** This dataset will enable the Prescription Drug Affordability Board to address high prescription drug costs and ensure affordability for Minnesotans

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ Run – Initiative is to operate and maintain (Keep the lights on)
- ☐ Grow – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☒ Transform – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	B1310000	B135018		\$1,000,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** \$1,000,000

**Hardware:** [Click here to enter text.](#)

**Software:** [Click here to enter text.](#)

**Training:** [Click here to enter text.](#)

**State Staff:** \$350,000 part-time PM/BA and DBA resource for 2 years

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Professional/Technical: \$650,000 vendor contract(s) and data subscriptions</b>	
<b>Estimated Start Date:</b> July 2025	<b>Requested Finish Date:</b> June 2027  <b>Reason for End Date:</b> <a href="#">Click here to enter text.</a>

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) <a href="#">Click here to enter text.</a>	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
PDAB staff are able to access and use necessary prescription drug data	This is a new system; success will be measured based on the iterative creation of a workable system
Establish and maintain high data request/demands compliance by making the process easy for submitters	Track percentage of requests/demands complied with
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
<p>By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.</p> <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> <a href="#">Click here to enter text.</a>



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.
<a href="#">Click here to enter text.</a>

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
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  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b> Department of Commerce; Brian Allie	<b>Name of initiative:</b> Relocate/Upgrade Commerce's Infrastructure
<b>Initiative Sponsor: Tim Jahnke</b>	
<b>Budget Contact: Amy Trumper</b>	
<b>Type of initiative:</b> <div style="margin-top: 10px;"> <input type="checkbox"/> IT project  <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input checked="" type="checkbox"/> Other (please describe) - The Department of Commerce (Commerce) will be leasing new office space and needs to do IT-related work to ready the new space for staff use.         </div>	
<b>Problem or Opportunity:</b> Commerce is in the final stages of relocating to a new space. This move will require investments in hardware that will enable an efficient and seamless move for the agency staff into a new workspace. We will need to improve the infrastructure in the new location to provide the level of support for agency growth and to develop a more user-friendly hybrid work environment.	
<b>Brief Initiative Description:</b> Commerce is in lease negotiations to move to two new floors in the Golden Rule Building (GRB) in downtown St. Paul. Commerce would also move its Front Desk from its existing location to another space it currently leases on the skyway level of the GRB. Although space plans have not yet been finalized, this initiative would require furnishing hardware to approximately 70 offices and 270 cubicles on the three floors. Hardware would also be required for the following additional spaces (approximate figures provided): a Front Desk; two interview rooms with hybrid technology; 13 conference rooms with hybrid technology; 13 focus rooms with hybrid technology; and 11 work hubs with printers/copiers. Most of the installation will be performed by the landlord's contractors, with MNIT staff oversight.	
<b>High-level Objective:</b> (ex. To more efficiently store and retrieve data while adding process automation.) To meet the technology needs of Commerce's new office space.	
<b>Initiative Deliverable Categories:</b>	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ New application or system
- ☒ Replacement for existing application or system
- ☐ Enhancement to existing application or system
- ☒ Upgrade of an existing application or system
- ☐ Operations ongoing funding, improvement, or efficiency
- ☐ Project-to-product transformation
- ☐ Support for a product or service
- ☐ Customer Experience
- ☐ Cybersecurity
- ☐ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

☐ Select   ☐ Plan   ☒ Do   ☐ Run   ☐ Not applicable

**Has a detailed business case been developed?**   ☒ Yes   ☐ No   ☐ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?**   ☐ Yes   ☒ No

**If not, has ongoing funding been identified?**   ☒ Yes   ☐ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☐ If checked,  
initiative name?  
[Click here to enter text.](#)

For an existing ITA initiative? Yes: ☐ If checked,  
what is the ITA ID number (ex. ITA24.014)?  
[Click here to enter text.](#)

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

☐ **Children and Families.** [Click here to enter text.](#)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Safe and Thriving Communities, Housing, and Workforce.** Click here to enter text.
- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Commerce staff will be moving into smaller space, despite adding approximately 100 new staff over the past few years. The technology upgrades will also result in a safer, more pleasant experience for visitors and allow for easier collaboration between Commerce staff and other agencies and stakeholders.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☒ **Run** – Initiative is to operate and maintain (Keep the lights on)
- ☐ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
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### FY2025 Requested Transfer Amount

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Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	B1310000	B135000	Administrative Services	\$250,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs.

#### Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** \$250,000, all of which are Odyssey funds.

**Hardware:** \$125,000

**Software:** \$0

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Training: \$0</b>  <b>State Staff: \$125,000</b>  <b>Professional/Technical: \$0</b>	
<b>Estimated Start Date: 07/01/2025</b>	<b>Requested Finish Date: 6/30/2027</b>  <b>Reason for End Date:</b> End of fiscal year.

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) Visitors to Commerce will experience a Front Desk that's more secure and user friendly. Commerce staff will have greater access to better hybrid technology as part of their work.	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
All workstations, meeting rooms and printer/copier hubs provided hardware and connected to system.	All connected spaces operational.
All staff trained on new system software.	Supervisor verification.
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount. <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> <a href="#">Click here to enter text.</a>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.
<a href="#">Click here to enter text.</a>

- end of document -



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Instructions for This Document

1. Requests are due April 18, 2025. Please be sure to complete all fields. Empty fields may delay the review process.
2. Each initiative request must be reviewed by the agency Executive Budget Officer (EBO), agency CFO and CBTO before being sent to the MNIT EEPMO.
3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  Department of Corrections CBTO: Bill Pal-Freeman	<b>Project Name:</b>  Corrections Infrastructure Security & Technology Resiliency (CISTR) Initiative
<b>Initiative Sponsor:</b> Safia Khan, Deputy Commissioner and Chief of Staff	
<b>Budget Contact:</b> Dan Kuntz	
<b>Type of initiative:</b>  <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> IT project  <input checked="" type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input checked="" type="checkbox"/> Costs associated with cybersecurity projects/products  <input checked="" type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input checked="" type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<p><b>Problem or Opportunity:</b> The risks to Department of Corrections (DOC) operations, safety capabilities, and overall system reliability are directly influenced by the level of support and maintenance provided. When support and maintenance services are insufficient or inconsistent, critical systems, such as security infrastructure, communication networks, surveillance equipment, and facility utilities, can degrade over time. This degradation increases the likelihood of operational failures, safety breaches, and emergency situations, placing both staff and incarcerated individuals at heightened risk.</p> <p>Inadequate maintenance can also lead to unscheduled downtime of essential equipment, delayed responses to incidents, and a reduced capacity to monitor or control facility operations effectively. As a result, corrections staff may experience increased stress, reduced morale, and higher workloads due to compensating for equipment or system failures. Additionally, incarcerated individuals may face disruptions in access to programming, healthcare, visitation, and rehabilitative services—affecting their well-being and chances of successful reintegration.</p> <p><b>Operations Example:</b> NEC Phone systems – The DOC has NEC model SV9300 on-premises phone systems (PBX) installed at 7 facilities which NEC has recently announced that the systems have reached their End of Maintenance effective March 2025 and End of Support effective March 2026. The only support that will be available after March 2026 should there be any hardware or system failures will be through the used equipment market.</p> <p>The DOC requires physical phones within its facilities to maintain the operations and safety of the personnel and surrounding communities. The risk of these systems no longer being supported by the</p>	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

manufacturer is creating a critical operations, security, and safety concern which must be addressed before there is a catastrophic failure at any of the 7 DOC facilities that have these phone systems.

As the telephone industry is moving away from traditional on-premises phone systems and moving to cloud hosted solutions, this creates additional challenges for the DOC as many cloud providers are not able to support a combination of digital and analog stations which the DOC requires for its environment. This project will address this concern by defining its business requirements and issuing an RFP for the services.

**Safety Example:** Analog security cameras – The DOC has 2513 analog security camera's deployed across its 11 Correctional facilities. These antiquated cameras provide limited functionality, visibility, and are becoming more difficult to integrate and support in a modern security camera solution. With each security camera system upgrade the old analog cameras become increasingly difficult to maintain and they introduce new risks for the DOC of the cameras not being supported. Functionality such as Pan-Tilt-Zoom (PTZ) in an analog camera is limited to workstations that have manual controls for cameras. Due to their age, the resolution of the cameras is limited whereby the images provide little more than visibility that someone was in an area and cannot be relied upon to provide visual accuracy as to who was captured within the imaging.

As the DOC struggles to maintain staffing levels within all areas of a facility cameras provide critical infrastructure allowing officers to view locations within a facility without physically needing to be in the same space. With upgrading these 2513 cameras to a current digital technology will also allow for the use of new technologies as they become available such as AI recognition and analytics providing greater insight to the goings on within a facility without someone physically watching a camera view 24x7.

Replacing the 2513 security cameras will also require the installation of new network cabling to each camera location bringing the security camera cable infrastructure up to current industry norms and standards.

**Inter-Agency Example:** The Minnesota Department of Corrections (DOC) currently operates eleven LiveScan fingerprint devices across various facilities, all interfacing with Minnesota Bureau of Criminal Apprehension (BCA) systems via dedicated Microsoft Windows 10 computers. These computers are critical for the DOC's fingerprint and identification processes, eight of these systems were installed approximately eight plus years ago and will not support Microsoft Windows 11 operating system. As a result, these systems have long surpassed their original support and maintenance periods, posing a potential risk to operational continuity.

In alignment with BCA data security policies, all BCA-networked computers must be Windows 11 compliant by August 2025 to maintain secure data access and compliance. Failure to meet this requirement could result in service interruptions, inability to submit or process fingerprints, and non-compliance with BCA mandates.

Additionally, the existing LiveScan hardware components — including CrossMatch fingerprint scanners, Lexmark printers, and associated peripherals — are also approximately eight plus years old and are no longer under manufacturer support. This aging hardware increases the risk of equipment failure, service disruption, and potential non-compliance with evolving BCA standards.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Ultimately, the ability to safely manage a correctional facility relies on dependable infrastructure and timely support. The absence of sufficient maintenance support undermines both operational efficiency and safety outcomes, eroding trust, stability, and program effectiveness within correctional environments.

**Brief Project Description:** The *Corrections Infrastructure Security & Technology Resiliency Initiative (CISTR)* aims to strengthen the Department of Corrections’ (DOC) capacity to maintain safe, secure, and efficient facility operations through a proactive and structured approach to maintenance and support services. This initiative will address infrastructure vulnerabilities, improve system reliability, and ensure that corrections staff and incarcerated individuals operate within an environment conducive to safety, rehabilitation, and operational excellence.

The project will identify critical systems requiring continuous support—such as security technologies, life safety systems, communication infrastructure, facility utilities, and program delivery tools—and establish a comprehensive, preventive maintenance and technical support framework tailored to correctional settings.

### High-level Objective:

#### Project Goals

- **Enhance Operational Reliability:**  
Ensure all mission-critical systems are functioning consistently through scheduled inspections, rapid repair protocols, and robust vendor support contracts.
- **Improve Staff Safety and Efficiency:**  
Reduce operational disruptions that burden staff and increase risk by maintaining critical systems and tools essential to daily facility management.
- **Support Incarcerated Individuals’ Well-being:**  
Protect access to essential services—including healthcare, education, programming, and visitation—by minimizing equipment downtime and facility disruptions.
- **Strengthen Risk Management and Compliance:**  
Maintain compliance with safety standards, accreditation requirements, and legal obligations through a consistent and transparent maintenance and support process.

#### Scope of Work

##### 1. Assessment Phase

- Conduct a comprehensive audit of all facility systems and support assets.

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- Prioritize high-risk systems such as surveillance, access control, HVAC, fire safety, and electronic communications.
- Identify current gaps in service contracts, technical staffing, and preventive maintenance schedules.

### 2. Planning and Resource Allocation

- Develop a support and maintenance plan aligned with facility-specific needs.
- Secure funding for essential staffing, equipment upgrades, and vendor support agreements.
- Establish response protocols for critical system failures or emergencies.

### 3. Implementation

- Roll out preventive maintenance schedules for identified systems.
- Introduce a centralized work order and monitoring system to track issues and resolution timelines.
- Train facility staff in identifying early warning signs of system degradation.

### 4. Monitoring and Evaluation

- Define KPIs to assess system uptime, response times, and staff-reported issues.
- Perform regular reviews and adapt the plan based on data and operational feedback.
- Publish quarterly maintenance and safety performance reports.

### Expected Outcomes

- Reduction in unplanned equipment failures by 30% within the first 12 months.
- Improved response time to critical maintenance issues by 40%.
- Increased staff satisfaction and decreased safety incidents attributed to equipment or system failure.
- Stabilized program delivery schedules for incarcerated individuals with fewer disruptions.

### Initiative Deliverable Categories:

- ☒ New application or system
- ☒ Replacement for existing application or system
- ☒ Enhancement to existing application or system
- ☒ Upgrade of an existing application or system

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<input checked="" type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input type="checkbox"/> Project-to-product transformation <input checked="" type="checkbox"/> Support for a product or service <input checked="" type="checkbox"/> Customer Experience <input type="checkbox"/> Cybersecurity <input type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b> <input type="checkbox"/> Select <input type="checkbox"/> Plan <input checked="" type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>If not, has ongoing funding been identified?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input type="checkbox"/> If checked initiative name? Click here to enter text.	For an existing ITA initiative? Yes: <input type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? Click here to enter text.

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.  <div style="border: 1px solid #ccc; padding: 10px;"> <input checked="" type="checkbox"/> <b>Children and Families:</b> The <i>Corrections Infrastructure Security &amp; Technology Resiliency Initiative (CISTR)</i> directly supports several core priorities outlined in the One Minnesota Plan for Children and Families, particularly those focused on equity, safety, rehabilitation, and strengthening the wellbeing of children, families, and communities. While <i>CISTR</i> is a facilities-focused project within the Department of Corrections (DOC), its outcomes have ripple effects that extend far beyond physical infrastructure—impacting incarcerated individuals, their families, and the long-term success of communities across Minnesota.         </div>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Key Areas of Alignment

#### 1. Promoting Safer Communities

##### One Minnesota Goal:

Create safer communities where children and families can thrive.

##### *CISTR* Contribution:

By improving safety systems and operational reliability within correctional facilities, *CISTR* reduces the risk of incidents, facility lockdowns, and emergency disruptions. This enhances the safety of DOC staff and incarcerated individuals—many of whom are parents with ties to Minnesota families. Safer facilities lead to safer reentry outcomes and more secure community transitions.

#### 2. Supporting Families and Reducing Intergenerational Harm

##### One Minnesota Goal:

Strengthen family connections and reduce the long-term impacts of incarceration on children.

##### *CISTR* Contribution:

Unreliable infrastructure often results in canceled visitation, program interruptions, or lockdowns, all of which strain family relationships. By ensuring uninterrupted access to visitation, parenting programs, and rehabilitative services, *CISTR* helps maintain critical parent-child bonds, which are essential for healthy child development and breaking cycles of incarceration.

#### 3. Improving Rehabilitative Services and Outcomes

##### One Minnesota Goal:

Expand opportunities for growth, learning, and rehabilitation.

##### *CISTR* Contribution:

Programming, education, and behavioral health services often rely on functioning IT, classroom space, and climate control systems. *CISTR* ensures these services are consistently available, allowing individuals to fully participate in personal development and pre-release programming - key steps in rehabilitation and reintegration.

#### 4. Reducing Disparities and Ensuring Equity

##### One Minnesota Goal:

Close disparities across race, geography, and income in public systems.

##### *CISTR* Contribution:

Facility-level breakdowns disproportionately impact marginalized individuals, particularly people of color and low-income populations, who are overrepresented in correctional settings. This project creates equitable access to basic rights, services, and rehabilitation by stabilizing facility conditions for all, regardless of facility location or demographic makeup.

### Long-Term Impact on Children and Families

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- Children of incarcerated parents benefit from fewer interruptions in family contact and parent engagement.
- Rehabilitated parents returning to their communities are more likely to maintain employment, housing, and positive family relationships when their time in DOC facilities includes consistent support and programming.
- The project contributes to reducing recidivism, which stabilizes households and creates safer, more supportive environments for children.

### Summary

The *Corrections Infrastructure Security & Technology Resiliency Initiative* is more than a facilities project—it is a strategic investment in public safety, family stability, and equitable rehabilitation. By ensuring that correctional environments remain functional, humane, and responsive, the project advances the One Minnesota Plan's holistic vision for healthy children, strong families, and thriving communities.

- ☒ **Safe and Thriving Communities, Housing, and Workforce:** The *Corrections Infrastructure Security & Technology Resiliency Initiative (CISTR)* supports several key pillars of the One Minnesota Plan related to building safe communities, expanding equitable housing and workforce pathways, and promoting inclusive public systems. While the project is centered within the Department of Corrections (DOC), its impact extends well beyond correctional facilities—contributing directly to Minnesota's broader goals of public safety, economic stability, and community vitality.

### 1. Safe and Thriving Communities

#### One Minnesota Goal:

Ensure that all Minnesotans live in safe, supportive, and thriving communities—especially those historically impacted by disparities in the justice system.

#### *CISTR* Contribution:

- Reduces Safety Risks and Institutional Violence:
  - By improving critical infrastructure and system reliability in correctional facilities, *CISTR* minimizes incidents stemming from equipment failure (e.g., door locks, surveillance, communication systems).
  - This ensures that staff and incarcerated individuals are safer, which contributes to a more stable and less volatile correctional environment.
- Enhances Emergency Preparedness:
  - Reliable infrastructure supports quicker, more coordinated responses to emergency situations (fires, medical emergencies, or disturbances), ensuring protection for everyone on-site and preventing situations from escalating into broader safety issues.
- Supports Fair and Equitable Treatment:
  - Consistent maintenance ensures all individuals—regardless of facility or custody level—receive equal access to safe conditions, resources, and services.



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### 2. Housing Stability and Reentry Support

One Minnesota Goal:

Ensure all Minnesotans have access to stable housing, including those impacted by the criminal justice system.

*CISTR* Contribution:

- Prepares Individuals for Reentry:
  - Stable and functional correctional environments allow incarcerated individuals to complete housing-readiness, employment training, and reentry planning programs without disruption.
  - When these programs are delivered consistently, individuals are better equipped to secure housing upon release, helping break the cycle of homelessness and reincarceration.
- Reduces Facility Lockdowns That Disrupt Reentry Services:
  - Infrastructure failures often lead to lockdowns, which delay housing application processing, ID procurement, and contact with community reentry coordinators.
  - *CISTR* minimizes these delays by ensuring systems operate reliably, supporting seamless transitions to community-based housing resources.

### 3. Workforce Development and Economic Opportunity

One Minnesota Goal:

Create a strong, inclusive workforce by reducing barriers to employment and expanding skill-building opportunities for justice-involved individuals.

*CISTR* Contribution:

- Protects Access to Job Training and Education:
  - Career-readiness and vocational training programs depend on functioning classrooms, computers, equipment, and power systems. *CISTR* ensures these environments are operational and accessible.
- Builds Workforce Pipeline Through Facility Staffing:
  - The project may also create or support employment opportunities within DOC (e.g., facility maintenance, IT systems support), which can serve as career paths for justice-involved individuals and returning citizens.
- Improves Long-Term Employment Outcomes:
  - Consistent program delivery improves skill development, reduces recidivism, and increases the likelihood that individuals will successfully secure employment post-release—benefiting Minnesota’s broader workforce.

Summary: Strategic Cross-Sector Impact

One Minnesota Priority		How <i>CISTR</i> Supports It
Safe & Thriving Communities		Improves facility safety, emergency preparedness, and institutional stability
	Housing	Maintains access to reentry planning services, reducing housing insecurity upon release

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Workforce	Enables job readiness programming and supports skill-building critical to post-release employment
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**Conclusion**

The *Corrections Infrastructure Security & Technology Resiliency Initiative* is a foundational component of a safe, equitable, and forward-looking justice system. By ensuring that correctional infrastructure supports uninterrupted programming, services, and safety, this project aligns fully with the One Minnesota Plan’s vision for inclusive communities, housing stability, and workforce access for all—including those directly impacted by incarceration.

☑ **Equity and Inclusion:** The *Corrections Infrastructure Security & Technology Resiliency Initiative (CISTR)* contributes directly to the equity and inclusion goals outlined in the One Minnesota Plan, particularly those aimed at ensuring fair treatment, meaningful access to public systems, and equitable outcomes for historically underserved communities. By addressing longstanding infrastructure and operational gaps in correctional settings, *CISTR* supports the creation of a more just, inclusive, and person-centered corrections system—where all individuals, regardless of background or circumstance, have equal access to safety, stability, and opportunity.

**1. Advancing Racial and Economic Equity**  
One Minnesota Goal:  
Eliminate disparities in outcomes for Black, Indigenous, and People of Color (BIPOC), and other marginalized groups.

*CISTR* Contribution:

- **Corrects Unequal Access to Basic Services:**
  - Infrastructure breakdowns often disproportionately impact facilities housing BIPOC individuals. These breakdowns result in interrupted access to healthcare, education, religious services, and communication with families. *CISTR* ensures that all facilities—regardless of location or population—are maintained at a consistent standard of care and operation.
- **Improves Consistency Across the System:**
  - By standardizing maintenance and support systems statewide, the project reduces location-based inequities that can lead to uneven service delivery.
- **Supports a Dignified Environment:**
  - A well-maintained facility affirms the humanity and worth of those in custody, which is essential to equity-centered corrections reform. *CISTR* reinforces the principle that every person deserves safety, cleanliness, and access to opportunity—regardless of their background.

**2. Reducing Barriers to Participation and Access**  
One Minnesota Goal:  
Ensure that everyone can fully participate in and benefit from state services and systems.

*CISTR* Contribution:

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- Keeps Rehabilitative and Reentry Programs Accessible:
  - Maintenance failures often cause program cancellations or space closures, denying participants access to vital services. *CISTR* ensures that education, mental health care, job training, and family engagement services remain available and uninterrupted.
- Supports Language Access and Digital Equity:
  - By maintaining communication technologies and digital systems (such as tablets, phones, video visitation, and virtual education platforms), the project supports access for individuals with limited English proficiency and those participating in remote learning or communication with loved ones.

### 3. Inclusive Government and Public Institutions

One Minnesota Goal:

Create a government that works for everyone, reflecting the people it serves.

*CISTR* Contribution:

- Models Equity-Centered Operations:
  - *CISTR* emphasizes fairness in facility conditions and resource allocation, supporting a DOC culture grounded in inclusivity and accountability.
- Creates Opportunities for Incarcerated Voices:
  - The project provides opportunities to incorporate lived experience into maintenance planning—by including feedback from incarcerated individuals on which systems and services need the most attention.
- Builds Institutional Trust:
  - Transparent, equitable facility support strengthens public trust in the state's commitment to fairness—even within correctional systems. It signals that Minnesota is committed to upholding dignity and equality for all residents, including those in custody.

Summary: Promoting Structural Equity Through Facility Investment

Equity Priority

*CISTR's* Contribution

Racial and Economic Justice	Reduces service disparities across facilities; improves safety and opportunity for BIPOC
Barrier-Free Access	Ensures uninterrupted access to core services (education, family contact, reentry)
Inclusive Public Systems	Reflects the values of dignity, fairness, and community-informed decision-making

### Conclusion

The *Corrections Infrastructure Security & Technology Resiliency Initiative* is a practical and strategic expression of the One Minnesota Plan for Equity and Inclusion. It translates the state's values into action by creating safer, more equitable correctional environments—where every individual has the tools, access, and dignity they need to move forward. In doing so, the project lays the groundwork for a justice system that is not only functional but also fair, inclusive, and accountable.

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☐ **Minnesota's Environment:**

☒ **Fiscal Accountability, Customer Experience, and Measurable Results:** The *Corrections Infrastructure Security & Technology Resiliency Initiative (CISTR)* supports the core goals of the One Minnesota Plan by advancing fiscal responsibility, improving service delivery within state-run facilities, and producing clear, measurable outcomes that contribute to a more effective and transparent public sector. This initiative aligns directly with Minnesota's broader objectives to modernize government services, eliminate inefficiencies, and prioritize results-driven management.

**1. Fiscal Accountability and Smart Investment**

One Minnesota Goal:

Use public funds responsibly and transparently to deliver high-quality services with long-term impact.

*CISTR* Contribution:

- Prevents Costly Emergency Repairs:
  - Proactive maintenance is significantly less expensive than emergency responses to critical system failures (e.g., HVAC outages, security breaches, or power failures). *CISTR* reduces the need for reactive spending and controls long-term operational costs.
- Extends the Lifespan of Infrastructure:
  - By implementing scheduled maintenance and timely upgrades, the project preserves the value of facility investments and defers large-scale capital replacement projects.
- Improves Budget Predictability:
  - A structured maintenance plan with clear timelines and performance metrics allows for more accurate budgeting and resource allocation, reducing unanticipated expenditures.
- Leverages Data for Smarter Decision-Making:
  - Centralized tracking of system performance and maintenance needs allows administrators to allocate funds based on real needs, not assumptions—enhancing both efficiency and impact.

**2. Enhanced Customer Experience (Internal & External)**

One Minnesota Goal:

Make government services more responsive, reliable, and user-friendly for Minnesotans.

*CISTR* Contribution:

- Improves Working Conditions for DOC Staff:
  - Reliable systems (e.g., secure door access, communication tools, climate control) allow staff to do their jobs more efficiently, safely, and with fewer interruptions—improving morale and reducing burnout.
- Ensures Continuity of Services for Incarcerated Individuals:
  - *CISTR* keeps programming spaces, classrooms, healthcare units, and visitation areas functional—ensuring incarcerated people experience fewer disruptions in their daily routines and services.
- Demonstrates Respect and Responsiveness:

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- Maintaining clean, safe, and functional environments signals that DOC facilities prioritize the dignity and needs of those who live and work in them, aligning with the state's commitment to human-centered service delivery.

### 3. Measurable Results and Continuous Improvement

One Minnesota Goal:

Track performance and deliver measurable outcomes across all state agencies and initiatives.

*CISTR* Contribution:

- Establishes Key Performance Indicators (KPIs):
  - Metrics such as system uptime, response times to maintenance requests, reduction in emergency repairs, and user satisfaction will be tracked and reported.
- Creates a Culture of Data-Driven Accountability:
  - Facility leaders and DOC administrators will use real-time data to evaluate performance, adjust resources, and improve service delivery.
- Supports Transparent Reporting:
  - Performance dashboards and quarterly reports will demonstrate how maintenance investments are improving safety, program access, and cost control.

Summary: Smarter Government in Action

One Minnesota Priority

*CISTR's* Contribution

Fiscal Accountability	Reduces costly emergencies, improves asset lifespan, and enables smarter budgeting
Customer Experience	Enhances service quality for both DOC staff and incarcerated individuals
Measurable Results and Transparency	Tracks key metrics, supports continuous improvement, and allows for transparent reporting

### Conclusion

The *Corrections Infrastructure Security & Technology Resiliency Initiative* embodies the spirit of One Minnesota's public service modernization goals. Through careful investment, data-informed practices, and a customer-centered approach, the project ensures that DOC facilities operate with integrity, efficiency, and accountability. It strengthens government performance not only in terms of infrastructure, but also in the lived experiences of those within the state's care and custody.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

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- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☐ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☒ **Respond** – Develop and implement appropriate activities to act regarding a detected IT security event.
- ☒ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

**Run, Grow and Transform (RGT)**
**(Check all that apply)**

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☒ **Run** – Initiative is to operate and maintain (Keep the lights on)
- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☒ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

**FY2025 Requested Transfer Amount**

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

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Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	P7810000	P784011	Educ Prog and Support Svcs	\$1,000,000
1000	P7810000	P784298	Interstate Compact Adult Supv	\$137,296
1000	P7810000	P784712	Evidence-Based Corr Practices	\$240,000
1000	P7810000	P784713	Family Support	\$350,000
1000	P7810000	P784714	Successful Reentry	\$50,000
1000	P7810000	P786411	Housing Initiatives	\$400,000
1000	P7810000	P786711	Work Release Increase	\$200,000
1000	P7810000	P787222	SO Program Increase	\$550,000
1000	P7810000	P788520	Recruitment and Retention	\$100,000

Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount	
<b>Estimated Budget (total expected project or initiative costs): \$3,027,296</b>  <b>Hardware:</b> \$1,750,000  <b>Software/Infrastructure:</b> \$500,000  <b>Training:</b> \$0  <b>State Staff:</b> \$127,296  <b>Professional/Technical:</b> \$650,000	
<b>Estimated Start Date:</b> July 1 2025	<b>Requested Finish Date:</b> June 30 2029  <b>Reason for End Date:</b> Business need and readiness

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Success Criteria
<p><b>How will this initiative benefit the business or the public?</b> The <i>Corrections Infrastructure Security &amp; Technology Resiliency Initiative (CISTR)</i> is a forward-thinking investment that delivers significant value to both the business of government and the broader public. By strengthening the operational foundation of correctional facilities, the initiative ensures the Department of Corrections (DOC) can fulfill its mission more safely, efficiently, and equitably. The benefits extend beyond facility walls, positively impacting staff, incarcerated individuals, families, communities, taxpayers, and Minnesota's public systems as a whole.</p> <p><i>Benefits to the Business of Government (Internal)</i></p> <ol style="list-style-type: none"> <li>1. Improved Operational Efficiency <ul style="list-style-type: none"> <li>• Reduces costly emergency repairs and system downtime through proactive maintenance.</li> <li>• Frees up DOC staff to focus on core responsibilities rather than crisis response or workarounds due to failed systems.</li> <li>• Enables more accurate budgeting and planning, lowering long-term infrastructure costs.</li> </ul> </li> <li>2. Stronger Risk Management <ul style="list-style-type: none"> <li>• Enhances safety for both staff and incarcerated individuals, lowering the risk of injury, lawsuits, and facility disruptions.</li> <li>• Ensures compliance with health, safety, and accreditation standards.</li> </ul> </li> <li>3. Increased Staff Retention and Morale <ul style="list-style-type: none"> <li>• Improves working conditions by maintaining functional, safe, and comfortable environments.</li> <li>• Reduces burnout and frustration caused by equipment failures or environmental stressors.</li> </ul> </li> <li>4. Data-Driven Decision-Making <ul style="list-style-type: none"> <li>• Centralized reporting and tracking help DOC leadership make more informed choices about resource allocation and long-term investments.</li> <li>• Supports transparency and performance monitoring.</li> </ul> </li> </ol> <p><i>Benefits to the Public</i></p> <ol style="list-style-type: none"> <li>1. Improved Public Safety <ul style="list-style-type: none"> <li>• Well-maintained facilities reduce the likelihood of incidents, escapes, or facility breakdowns that could pose risks to the community.</li> <li>• Supports successful rehabilitation and reentry, reducing recidivism and enhancing long-term public safety.</li> </ul> </li> <li>2. Reduced Recidivism and Reentry Success <ul style="list-style-type: none"> <li>• Maintains access to consistent programming, job training, and rehabilitative services that are critical to successful reentry.</li> <li>• Helps individuals return to their families and communities more prepared and stable, reducing the long-term burden on social services.</li> </ul> </li> <li>3. Better Use of Taxpayer Dollars <ul style="list-style-type: none"> <li>• Proactive maintenance saves the state money by extending the life of existing infrastructure and avoiding expensive emergency repairs or system overhauls.</li> <li>• Enhances transparency and accountability in the management of public funds.</li> </ul> </li> <li>4. Support for Families and Children</li> </ol>



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- Minimizes disruptions to visitation, communication, and parenting programs, helping preserve family connections.
- Stable family bonds improve outcomes for children with incarcerated parents and reduce the intergenerational impact of incarceration.

Summary: A Win-Win for Government and Community

Stakeholder	Key Benefit
Government (DOC)	More efficient operations, lower costs, improved safety, and enhanced service delivery
Taxpayers	Better return on investment, reduced long-term costs, and safer communities
Incarcerated Individuals	Stable access to services, programming, and dignified treatment
Staff	Safer working conditions, higher morale, and improved productivity
Families & Communities	Stronger family ties, improved reentry outcomes, and reduced cycles of incarceration

### Conclusion

The *CISTR* is a high-impact initiative that improves both internal operational performance and public-facing outcomes. It enhances the reliability and accountability of Minnesota's correctional system while delivering meaningful, measurable value to the people it serves—making it a critical part of building a safer, fairer, and more efficient government.

What are the initiative's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Are the occurrences of relevant operational interruption reducing as expected from increased support and maintenance?	Yes / No
Are operations and safety functions more effectively supported as needed, when needed?	Yes / No
Click here to enter text.	Click here to enter text.

### REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO

By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
<ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b>

COMMENTS
<p>Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.</p>
<p>The <i>Corrections Infrastructure Security &amp; Technology Resiliency Initiative (CISTR)</i> is a strategic effort to ensure that Minnesota's Department of Corrections (DOC) facilities remain safe, functional, and reliable. By establishing a proactive, systemwide approach to maintenance and support, this initiative safeguards critical infrastructure—from security systems and communication networks to utilities and programming spaces.</p> <p><b>Why It Matters</b></p> <p><i>Sustaining Daily Operations</i></p> <p style="padding-left: 40px;"><i>CISTR</i> enables the uninterrupted delivery of essential services within DOC facilities, including security operations, healthcare, education, visitation, and rehabilitative programming. It prevents equipment failures and facility shutdowns that can compromise both safety and service quality.</p> <p><i>Protecting Staff and Incarcerated Individuals</i></p> <p style="padding-left: 40px;">By maintaining secure and stable environments, <i>CISTR</i> reduces risks of injury, violence, and operational disruptions—creating safer working and living conditions for everyone in the system.</p> <p><i>Supporting Long-Term Public Safety</i></p> <p style="padding-left: 40px;">Consistent access to rehabilitative and reentry services prepares incarcerated individuals for successful reintegration, helping reduce recidivism and enhance community safety across Minnesota.</p> <p><i>Promoting Fiscal Responsibility</i></p> <p style="padding-left: 40px;">The initiative minimizes emergency repair costs and extends the lifespan of infrastructure, ensuring smart use of taxpayer dollars through preventive planning and efficient resource management.</p> <p><b>Conclusion</b></p> <p style="padding-left: 40px;"><i>CISTR</i> is essential to sustaining the core functions of the DOC and upholding Minnesota's broader public safety, equity, and accountability goals. It ensures that correctional facilities can operate safely and efficiently, while supporting the people and communities that rely on them. This initiative is not just about</p>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
maintaining buildings—it's about strengthening the foundation of a more just, effective, and resilient correctional system for the state of Minnesota.

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Instructions for This Document

1. Requests are due April 18, 2025. Please be sure to complete all fields. Empty fields may delay the review process.
2. Each initiative request must be reviewed by the agency Executive Budget Officer (EBO), agency CFO and CBTO before being sent to the MNIT EEPMO.
3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  Department of Corrections CBTO: Bill Pal-Freeman	<b>Project Name:</b>  Medicaid 1115 Waiver
<b>Initiative Sponsor:</b> Jolene Rebertus – DOC Director of Healthcare, Recovery, and Programming	
<b>Budget Contact:</b> Keith Woodman	
<b>Type of initiative:</b>  <input checked="" type="checkbox"/> IT project <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input type="checkbox"/> Costs associated with cybersecurity projects/products <input checked="" type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input type="checkbox"/> Costs associated with participation in newly established enterprise services <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a>	
<p><b>Problem or Opportunity:</b> There is a timely and critical need to address the adverse health outcomes experienced by individuals transitioning from incarceration to the community. These individuals often face significant barriers in accessing health care, particularly for substance use disorders and chronic health conditions. The Medicaid Reentry Section 1115 Demonstration Opportunity offers a strategic pathway to improve continuity of care during this vulnerable reentry period.</p> <p>By expanding Medicaid eligibility and services to individuals within 90 days of release from prison, this initiative seeks to:</p> <ul style="list-style-type: none"> <li>Establish a streamlined system for assessing Medicaid eligibility among incarcerated individuals before their release.</li> <li>Enable access to crucial health services, such as substance abuse counseling and chronic disease management, prior to reentry.</li> <li>Develop infrastructure for the Department of Corrections (DOC) to accurately and efficiently bill Medicaid for services provided during this pre-release period.</li> </ul> <p>This waiver presents an opportunity to reduce recidivism, improve public health outcomes, and support reintegration by addressing long-standing gaps in care for justice-involved populations.</p> <p><a href="#">Click here to enter text.</a></p>	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

**Brief Project Description:** This project will establish a comprehensive data-sharing agreement between the Department of Human Services (DHS) and the Department of Corrections (DOC) to facilitate the early identification and enrollment of incarcerated individuals who may qualify for Medicaid coverage prior to their release. The initiative will include the development and implementation of the necessary technical infrastructure to securely transfer and manage data between both agencies, ensuring compliance with federal and state privacy regulations such as HIPAA.

A core objective of the project is to enable DHS to assess Medicaid eligibility for incarcerated individuals—particularly those with specialized health needs, such as substance use disorders, mental health conditions, and chronic diseases—during the 90-day period preceding release. By doing so, the project supports a more seamless transition to community-based care upon reentry.

In addition to data integration, the project will develop and operationalize a billing mechanism that allows DOC to appropriately bill Medicaid for services rendered to eligible individuals during the pre-release period. Currently, DOC does not perform medical billing, and implementing this function will require substantial system changes, staff training, and ongoing interagency coordination. This transformation represents a major operational shift and will require careful planning and execution to ensure long-term sustainability.

Ultimately, the project will build the foundational infrastructure needed to support Medicaid-funded pre-release services, reduce gaps in care, and improve health and reentry outcomes for justice-involved populations.

**High-level Objective:** The primary objective of this project is to modernize and streamline the data management and service delivery systems used to support incarcerated individuals as they approach the end of their commitment to the Commissioner of Corrections. By improving the efficiency of data storage and retrieval and incorporating targeted process automation, the project aims to facilitate faster, more accurate decision-making and coordination across agencies.

A key goal is to enhance pre-release planning and support services, particularly for individuals with complex health or behavioral health needs. Ensuring timely access to Medicaid eligibility assessments and enrollment will enable better continuity of care, reduce gaps in services upon reentry, and increase the likelihood of successful reintegration into the community.

By improving reentry outcomes and reducing barriers to health and social services, this project contributes directly to lowering recidivism rates. In turn, fewer returns to incarceration will result in measurable cost savings for the state through reduced correctional expenditures, decreased reliance on emergency care, and improved public safety outcomes.

### **Initiative Deliverable Categories:**

- ☒ New application or system
- ☐ Replacement for existing application or system
- ☒ Enhancement to existing application or system
- ☒ Upgrade of an existing application or system

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<input checked="" type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input type="checkbox"/> Project-to-product transformation <input checked="" type="checkbox"/> Support for a product or service <input checked="" type="checkbox"/> Customer Experience <input type="checkbox"/> Cybersecurity <input type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b> <input type="checkbox"/> Select <input type="checkbox"/> Plan <input checked="" type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>If not, has ongoing funding been identified?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input type="checkbox"/> If checked initiative name? Click here to enter text.	For an existing ITA initiative? Yes: <input type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? Click here to enter text.

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.  <input checked="" type="checkbox"/> <b>Children and Families:</b> This initiative directly supports the One Minnesota Plan's commitment to strengthening families, advancing gender and reproductive equity, and ensuring all children and parents, regardless of background or justice involvement—have the opportunity to thrive. By extending Medicaid services to incarcerated women at MCF-Shakopee prior to their release, the project creates a critical bridge to health and family planning supports that are essential for long-term well-being, stability, and healthy child outcomes.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### *Supporting Women and Families Through Reproductive and Family Planning Services*

- **Access to Reproductive Health Care Before Release**  
The project includes family planning and reproductive care as part of its allowable pre-release Medicaid services. This enables incarcerated women at MCF-Shakopee to receive essential reproductive health care, including contraceptive counseling, STI treatment, pregnancy-related care, and screenings before reentering the community.
- **Empowering Informed Choices**  
Ensuring women have access to family planning services prior to release promotes bodily autonomy and informed decision-making, especially for those seeking to prevent unintended pregnancies or to better plan for future children. This directly aligns with Minnesota's commitment to gender-responsive care and equitable access to reproductive services.

### *Promoting Healthy Parenting and Child Outcomes*

- **Reducing Intergenerational Impact of Incarceration**  
Reentry planning that includes health care access helps women stabilize their lives post-release—supporting better parenting, family reunification, and reduced involvement with child protection systems.
- **Continuity of Maternal Care**  
For pregnant or postpartum individuals, continuity of Medicaid coverage and care upon release ensures safe, uninterrupted maternal health services and reduces complications that can impact both mother and child.
- **Family Reunification and Stability**  
Women who are healthier, have access to mental health and substance use treatment, and can control their reproductive choices are more likely to regain or maintain custody of their children. This supports the One Minnesota Plan's emphasis on keeping families together and supporting child well-being.

### *Reducing Barriers for Justice-Involved Mothers and Caregivers*

- **Addressing Disproportionate Impact**  
Justice-involved women—particularly women of color and those from low-income communities—face compounded barriers to health, parenting, and stability. This initiative helps reduce those barriers through early access to care and coordinated service delivery before release.  
**Improving Reentry Support for Mothers**  
Coordinated Medicaid services, including behavioral health and reproductive care, allow women to focus on reuniting with their families and reintegrating into society with the tools and support necessary for long-term success.

☒ **Safe and Thriving Communities, Housing, and Workforce.** This project aligns closely with the goals and strategic priorities outlined in the One Minnesota Plan, particularly in the areas of Safe and Thriving Communities, Housing Stability, and Workforce Development. By addressing the health care



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

needs of individuals exiting incarceration and streamlining their access to Medicaid, the project helps dismantle systemic barriers that have long hindered successful community reintegration for justice-involved populations.

### *Safe and Thriving Communities*

- **Reducing Recidivism:** By enabling timely access to health care, especially for individuals with behavioral health and substance use disorders, the project reduces the likelihood of reoffending—a core element in building safer communities.
- **Improved Continuity of Care:** Ensuring consistent medical and mental health support during the reentry period decreases reliance on emergency services and supports long-term stability.
- **Cross-Agency Coordination:** Through data sharing and Medicaid billing mechanisms, this initiative fosters more effective partnerships between corrections, health care systems, and social service agencies—key to systemic safety and well-being.

### *Housing Stability*

- **Supportive Services for Housing Retention:** Access to Medicaid can provide eligibility for wraparound services such as case management, behavioral health support, and substance use treatment—services that are often prerequisites or supports for maintaining housing.
- **Reduction of Cycles of Incarceration and Homelessness:** Many individuals released from correctional facilities face housing instability. By stabilizing health needs early, the project reduces the likelihood of housing insecurity and supports successful reentry.
- **Linkage to Community Resources:** Medicaid-supported services can facilitate referrals to housing programs, transitional housing, and other community supports.

### *Workforce Development*

- **Health as a Workforce Enabler:** Access to health care is foundational for employability. Individuals who receive treatment for chronic conditions, mental health issues, or addiction are more likely to be job-ready upon reentry.
- **Reduced Barriers to Employment:** By addressing critical pre-release needs and offering stability through health access, this initiative contributes to reducing barriers that prevent formerly incarcerated individuals from entering or reentering the workforce.
- **Long-Term Economic Impact:** Over time, enabling successful reintegration means more Minnesotans are contributing to the labor market, reducing the burden on public assistance systems and contributing to the state's economic vitality.

☒ **Healthy Minnesotans.** This project directly supports the One Minnesota Plan goal of ensuring that all Minnesotans, regardless of background, circumstance, or ZIP code, have the opportunity to live healthy and thriving lives. By focusing on improving access to health care for individuals transitioning from incarceration, the initiative helps advance equity in health outcomes, reduce preventable illness, and integrate underserved populations into Minnesota's broader health system.

### *Advancing Health Equity for Justice-Involved Populations*

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- **Closing Coverage Gaps:** The project enables incarcerated individuals to be evaluated and enrolled for Medicaid prior to release, helping to close the critical gap in health insurance coverage that often occurs during the reentry period.
- **Reducing Health Disparities:** Justice-involved individuals—particularly those from communities of color and low-income backgrounds—experience disproportionately high rates of chronic illness, mental health conditions, and substance use disorders. This project ensures these individuals can access treatment, supporting more equitable health outcomes, including the treatment of opioid use disorder.
- **Serving a Historically Underserved Group:** By addressing the specific needs of individuals at the intersection of incarceration and poor health, the project aligns with the One Minnesota Plan's focus on dismantling systemic barriers that contribute to health inequities.

### *Improving Access to Preventive and Coordinated Care*

- **Continuity of Care:** By enabling Medicaid-funded services to begin prior to release, the project reduces the risk of care disruptions, ensuring smoother transitions into community health care systems.
- **Preventing Avoidable Health Crises:** Early identification and treatment of chronic conditions, mental health issues, and substance use disorders reduce the need for emergency interventions, hospitalizations, and other high-cost health services.
- **Supporting Integrated Care:** With improved data-sharing infrastructure and cross-agency coordination, the project promotes a more integrated health care approach, consistent with modern public health best practices.

### *Promoting Behavioral Health and Wellness*

- **Addressing Substance Use and Mental Health:** Justice-involved individuals have elevated rates of behavioral health needs. The project prioritizes Medicaid-funded access to evidence-based interventions such as counseling, medication-assisted treatment, and psychiatric services.
- **Reducing Stigma and Increasing Access:** By embedding these services into the reentry process, the project normalizes access to behavioral health support and helps reduce stigma around mental health and addiction in justice-involved populations.

### *Delivering Population Health and Economic Value*

- **Improving Public Health Metrics:** Healthier transitions from incarceration lead to better long-term public health outcomes at the population level.
- **Reducing State Health Care Costs:** By focusing on prevention, early treatment, and reduced emergency service use, the project helps control Medicaid spending and reduce uncompensated care costs across the health system.

☒ **Equity and Inclusion:** This project directly advances the One Minnesota Plan's vision for Equity and Inclusion by addressing long-standing structural disparities in health care access and service delivery for justice-involved individuals. These individuals—many of whom come from historically marginalized communities—face disproportionate barriers to health, housing, and opportunity. By prioritizing pre-release Medicaid enrollment and health care coordination, the project takes tangible steps toward eliminating systemic inequities and promoting inclusive access to public services.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### *Addressing Structural Inequities in Health and Justice*

- **Targeting Historically Underserved Populations:** Incarcerated individuals are disproportionately Black, Indigenous, and People of Color (BIPOC), and are more likely to come from economically disadvantaged communities. By focusing on this group, the project directly addresses racial and socioeconomic disparities embedded within Minnesota's criminal justice and health systems.
- **Removing Barriers to Services:** Without Medicaid access prior to release, many individuals are unable to receive critical services that support stability—such as mental health care, addiction treatment, or case management. This project helps remove those barriers through proactive coordination and enrollment.

### *Advancing Government Systems that Work for Everyone*

- **Promoting Equitable Access to Public Programs:** Through data-sharing, streamlined eligibility assessments, and interagency coordination, this project helps ensure that vulnerable individuals have equitable access to the same government resources that others can more easily obtain.
- **Inclusive System Design:** The technical and administrative systems developed through this project are designed to ensure that services do not leave out high-need, high-barrier populations. This is core to Minnesota's equity-centered governance model.
- **Institutional Change within DOC:** The project introduces medical billing and Medicaid coordination—functions that have not previously existed within the Department of Corrections. This represents a broader shift toward equity-focused correctional practices and institutional accountability.

### *Elevating the Voices and Needs of Impacted Communities*

- **Responding to Community-Identified Priorities:** Many community-based organizations and advocates for justice-involved populations have long called for reforms that improve reentry support and reduce barriers to care. This project operationalizes those calls by institutionalizing health access as a standard part of reentry.
- **Humanizing Systemic Processes:** The initiative helps shift the perception and practice of corrections from punitive to rehabilitative by embedding health access and care coordination as key components of a humane and inclusive transition process.

### *Supporting a Minnesota Where Everyone Belongs*

By investing in systems that recognize and respond to the complex needs of incarcerated individuals, Minnesota sends a clear message: equity means everyone matters—including those who have been justice-involved. This project reflects the One Minnesota Plan's commitment to ensuring that race, income, incarceration history, or geographic location do not determine a person's access to basic care, opportunity, or dignity.

☐ **Minnesota's Environment.** Click here to enter text.

☒ **Fiscal Accountability, Customer Experience, and Measurable Results:** This initiative supports the One Minnesota Plan's priorities of Fiscal Accountability, Enhanced Customer Experience, and Measurable Results by modernizing Medicaid enrollment processes, improving data coordination, and

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

delivering efficient, person-centered services to justice-involved individuals prior to release. It promotes the responsible use of state resources while improving service delivery outcomes for a historically underserved population.

### *Fiscal Accountability: Smarter Use of Public Funds*

- **Proactive Investment to Reduce High-Cost Outcomes:** By enrolling eligible individuals in Medicaid prior to release, the state prevents costly emergency room visits, hospitalizations, and avoidable health crises post-release.
- **Reducing Recidivism and Corrections Costs:** Improved health access is directly tied to better reentry outcomes and lower recidivism, decreasing long-term incarceration costs for the state.
- **Operational Efficiency Through Interagency Collaboration:** The creation of secure data-sharing systems between DHS and DOC reduces duplication, increases administrative efficiency, and ensures that Medicaid funds are used only for eligible and approved services.
- **Building Infrastructure with Long-Term Return:** Establishing medical billing systems and technical infrastructure within the DOC is an up-front investment that supports ongoing cost savings and improved accountability.

### *Customer Experience: Human-Centered, Streamlined Access to Care*

- **Simplified Medicaid Enrollment Before Release:** Instead of navigating a complicated process after release—often while facing housing, employment, and health crises—individuals can be evaluated and enrolled into Medicaid while still incarcerated.
- **Increased Dignity and Respect in Reentry Planning:** This approach treats health care as a fundamental right rather than a post-release burden, promoting dignity and reducing the trauma often associated with reentry.
- **Guided Support and Navigation:** Incarcerated individuals receive assistance from trained eligibility staff, case managers, or reentry navigators, reducing confusion and creating a more seamless experience.
- **Reduced Administrative Burden on Individuals and Agencies:** Automated eligibility checks, secure data transfer, and clear billing protocols help streamline the customer experience for both the beneficiary and the state.

### *Measurable Results: Data-Driven Accountability and Impact Tracking*

- **Tracking Enrollment and Health Outcomes:** The system will monitor Medicaid enrollment rates, types of services accessed, and post-release engagement in care, enabling the state to evaluate effectiveness and adjust strategies in real time.
- **Performance Metrics for Recidivism and Reentry Success:** Data collection will also include justice outcomes such as rates of recidivism, housing stability, and employment—critical indicators of overall reentry success.
- **Built-In Feedback Loops:** Surveys and feedback from individuals who go through the pre-release Medicaid enrollment process will inform continuous improvement and customer satisfaction.
- **Transparency and Reporting:** Interagency data systems will support transparent reporting to policymakers and the public, demonstrating outcomes tied to taxpayer investment.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☐ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to act regarding a detected IT security event.
- ☒ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ **Run** – Initiative is to operate and maintain (Keep the lights on)
- ☐ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☒ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

FY2025 Requested Transfer Amount				
The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	P7810000	P784150	Medical Assistance 1115 Waiver	\$1,000,000

Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount	
<b>Estimated Budget (total expected project or initiative costs): \$1,000,000</b>  <b>Hardware:</b> \$20,000  <b>Software/Infrastructure:</b> \$40,000  <b>Training:</b> \$20,000  <b>State Staff:</b> \$340,000  <b>Professional/Technical:</b> \$580,000	
<b>Estimated Start Date:</b> July 1 2025	<b>Requested Finish Date:</b> June 30 2027  <b>Reason for End Date:</b> Business need and readiness

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Success Criteria

**How will this initiative benefit the business or the public?** This initiative will generate meaningful benefits for both the public and the broader economic ecosystem by improving public health outcomes, reducing recidivism, stabilizing communities, and optimizing government resource use.

#### *Benefits to the Public*

##### 1. Improved Public Health

- By ensuring incarcerated individuals are screened and enrolled in Medicaid before release, this initiative supports early intervention for chronic and behavioral health conditions.
- Better access to care reduces community transmission of untreated conditions and decreases dependence on high-cost emergency services.

##### 2. Reduced Recidivism and Increased Public Safety

- Addressing health needs during reentry lowers the likelihood of individuals reoffending.
- This contributes to safer neighborhoods and reduces the social costs associated with repeated incarceration.

##### 3. Stronger, More Stable Communities

- Access to health care, particularly for mental health and substance use disorders, increases stability and self-sufficiency post-release.
- This stability promotes housing retention, family reunification, and community reintegration—all of which contribute to thriving communities.

##### 4. Equitable Access to Services

- The initiative helps eliminate systemic gaps in access to health care, particularly for historically underserved populations, including BIPOC and low-income individuals.
- It ensures that the transition from incarceration doesn't create a gap in critical health support.

#### *Benefits to Businesses and the Economy*

##### 1. Expanded Workforce Participation

- Healthier individuals are better prepared to participate in the labor force.
- This initiative supports economic reintegration by ensuring people exiting the corrections system are medically and mentally fit to secure and maintain employment.

##### 2. Reduced Strain on Emergency and Public Health Systems

- Businesses benefit from a more efficient and cost-effective health care system, with less strain on hospitals, emergency rooms, and publicly funded clinics.
- Lower public spending on emergency services can redirect state resources to workforce development, infrastructure, or business support.

##### 3. Stronger Labor Pipeline for High-Need Sectors

- Many industries in Minnesota, including construction, manufacturing, and service sectors, are experiencing labor shortages.
- This initiative helps build a healthier, job-ready population of individuals reentering the workforce who can help fill those gaps.

##### 4. Cost Savings for Taxpayers

- Reducing incarceration rates and emergency health spending leads to significant public cost savings—benefiting both the economy and individual taxpayers.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<ul style="list-style-type: none"> <li>Businesses and the public benefit from a more efficient use of government resources.</li> </ul>	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
Is the data exchange between agencies successfully established?	Yes / No
Does the exchanged data provide necessary information for participation determination?	Yes / No
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
<p>By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.</p> <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> Ivan Ludmer, DOC Chief General Counsel

COMMENTS
<p>Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.</p>
<p>This initiative addresses a critical gap in Minnesota's healthcare and corrections systems by enabling Medicaid access for incarcerated individuals within 90 days of release. These individuals—many of whom struggle with chronic physical and behavioral health conditions—often return to the community without adequate support, increasing the risk of poor health outcomes, housing instability, unemployment, and recidivism. The lack of coordinated care during the reentry period contributes to cyclical incarceration, rising public health costs, and persistent racial and economic disparities.</p> <p>Through the implementation of a data-sharing agreement between the Department of Human Services (DHS) and the Department of Corrections (DOC), along with the development of a billing infrastructure for Medicaid-funded services, this initiative lays the groundwork for a more equitable, efficient, and rehabilitative reentry process. By leveraging the Medicaid Reentry Section 1115 Demonstration, the state</p>



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
<p>can extend essential care—such as mental health services, substance use treatment, and chronic disease management—before individuals are released from custody.</p> <p>The value of this initiative is both humanitarian and fiscal. It promotes public safety, strengthens communities, and supports reintegration by ensuring that justice-involved individuals have a fair opportunity to rebuild their lives. It also delivers measurable savings to the state by reducing emergency health care utilization, lowering recidivism rates, and expanding the pool of job-ready individuals entering the workforce. Furthermore, this project reflects Minnesota's commitment to equity, inclusion, and the One Minnesota Plan by focusing on systemically underserved populations and building cross-agency infrastructure that works for all.</p> <p>In short, this initiative is a strategic investment in people, public systems, and community well-being—one that creates lasting value for individuals, families, and the state as a whole.</p>

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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2. Each initiative request must be reviewed by the agency Executive Budget Officer (EBO), agency CFO and CBTO before being sent to the MNIT EEPMO.
3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b> Board of School Administrators (BOSA)	<b>Name of initiative:</b> BOSA Modernization Licensing
<b>Initiative Sponsor: Karen Schaub</b>	
<b>Budget Contact: Karen Schaub</b>	
<b>Type of initiative:</b> <input checked="" type="checkbox"/> IT project <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input type="checkbox"/> Costs associated with cybersecurity projects/products <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input type="checkbox"/> Costs associated with participation in newly established enterprise services <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a>	
<b>Problem or Opportunity:</b> (ex., there is a timely need to take action because of these adverse impacts resulting from the current state) Following the 2017 Legislation Session, which separated responsibilities for BOSA and PELSB, no internal work was done to implement this separation. As a result, the technology systems currently in use are outdated and do not comply with current laws. To support ongoing work and ensure compliance, these systems require modernization. Additionally, BOSA needs to transition its existing payment processing system to a new platform and make improvements to the usability and accessibility of its website.	
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) This funding is allocated to modernize the technology systems in order to comply with the 2017 legislation that separated the responsibilities of BOSA and PELSB. The necessary changes include updates to licensing systems, improvements to the existing BOSA website, and the transition of the current payment systems to a new platform.	
<b>High-level Objective:</b> (ex. To more efficiently store and retrieve data while adding process automation.) These improvements would allow BOSA to meet its legal obligations to process and issue administrative licenses, process variances, pay mandated annual fees and modernize our technology.	
<b>Initiative Deliverable Categories:</b>	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ New application or system
- ☐ Replacement for existing application or system
- ☒ Enhancement to existing application or system
- ☒ Upgrade of an existing application or system
- ☒ Operations ongoing funding, improvement, or efficiency
- ☐ Project-to-product transformation
- ☐ Support for a product or service
- ☐ Customer Experience
- ☐ Cybersecurity
- ☒ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

☒ Select   ☐ Plan   ☐ Do   ☐ Run   ☐ Not applicable

**Has a detailed business case been developed?**   ☐ Yes   ☒ No   ☐ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?**   ☐ Yes   ☒ No

**If not, has ongoing funding been identified?**   ☐ Yes   ☒ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☐ If checked,  
initiative name?  
[Click here to enter text.](#)

For an existing ITA initiative? Yes: ☐ If checked,  
what is the ITA ID number (ex. ITA24.014)?  
[Click here to enter text.](#)

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

☐ **Children and Families.** [Click here to enter text.](#)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Safe and Thriving Communities, Housing, and Workforce.** Click here to enter text.
- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☐ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ **Run** – Initiative is to operate and maintain (Keep the lights on)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☐ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	E371000	E370040	Board of School Administrators- this will be a FY2025 transfer	\$ 230,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** \$230,000

**Hardware:** [Click here to enter text.](#)

**Software:** [Click here to enter text.](#)

**Training:** [Click here to enter text.](#)

**State Staff:** \$230,000

**Professional/Technical:** [Click here to enter text.](#)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Estimated Start Date:</b> August 1, 2025	<b>Requested Finish Date:</b> <a href="#">Click here to enter text.</a>  <b>Reason for End Date:</b> <a href="#">Click here to enter text.</a>
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Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) <a href="#">Click here to enter text.</a>	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
The licensing systems for BOSA and PELSB are updated to comply with the 2017 legislation.	This can be measured by the successful deployment of the updates to existing systems and the reduction in processing time for issuing and renewing licenses
The BOSA website is enhanced to be more user-friendly and accessible.	This can be measured by user satisfaction surveys, increased website traffic, and a decrease in user-reported issues
The existing payment processing system is successfully transitioned to a new platform.	This can be measured by the seamless processing of payments without errors in a new system, and the reduction in payment processing time

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
<p>By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.</p> <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> <a href="#">Click here to enter text.</a>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.
<a href="#">Click here to enter text.</a>

- end of document -



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

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  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  MDE Office of the Inspector General Kimberly Maturo Hilt	<b>Name of initiative:</b>  OIG Technology Implementation
<b>Initiative Sponsor: Jennifer Hoppenstedt</b>	
<b>Budget Contact: Sean Fahnhorst</b>	
<b>Type of initiative:</b>  <div style="margin-left: 20px;"> <input type="checkbox"/> IT project  <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input checked="" type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input checked="" type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) The Office of Inspector General's Office that oversees MDE related investigations was created in the fall of 2023. The first two years were focused on creating structures, policies, documenting critical data landscape, and clarifying scope and policy. While the office has begun investigations and fulfilling its legislative mission, there are no current mechanisms to scale and create efficiencies without modern data infrastructures. Moreover, given the OIG's unique role within the state government education ecosystem, there is a lack of precedent for the use and sharing of sensitive data needed for investigations beyond current business use. Technology modernization and infrastructure support is critical for the successful implementation of MDE's Office of Inspector General.	
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) This project will consist of a multistage effort to holistically design and implement an integrated system of legal and investigatory applications and data collection that supports the OIG in accessing, analyzing, managing, and utilizing highly sensitive data. This IT advancement must be in compliance with the Criminal Justice Information Services Security Policy, aligned with government cloud requirements for the highest level of security and data sensitivity, and congruent with enterprise OIG data strategy. Phase 1 would be a feasibility study (roughly \$50,000)	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

for analyzing and documenting the MDE data integration and security needs for integrating MDE data systems with the case-tracking system in a manner that meets the high security requirements of this project. Phase 2 will include a finding and implementing a case tracking system and other software needs of the OIG. Phase 3 will work towards combining different MDE and/or other agency data that normally do not intersect. Currently there is nothing established, with all the work being conducted manually. Identifying and developing a process for integrating data will help identify outliers that may need investigating, and/or find ways to process information more quickly and efficiently during investigations. OIG would seek a vendor, utilizing other agencies experience, i.e. BCA, in reviewing vendors, to support this work. Phase 4 would be (if funding allowed) find and work with a vendor to develop ways to identify outliers. All the work must be conducted in a manner that will assure the highly sensitive investigative data meets the necessary standard. This may include exploring whether a cloud solution or a secure server is necessary. All this work will establish the foundation for the OIG's needs related to data and systems. Additionally, the OIG intends to utilize vendors that specialize in developing a holistic infrastructure for the OIG's very specialized needs.

**High-level Objective:** (ex. To more efficiently store and retrieve data while adding process automation.) To store and retrieve data while adding process automation more efficiently. To provide secure and reliable technology solutions that support every aspect of the investigative process of the department.

**Initiative Deliverable Categories:**

- ☒ New application or system
- ☒ Replacement for existing application or system
- ☒ Enhancement to existing application or system
- ☒ Upgrade of an existing application or system
- ☒ Operations ongoing funding, improvement, or efficiency
- ☐ Project-to-product transformation
- ☒ Support for a product or service
- ☒ Customer Experience
- ☒ Cybersecurity
- ☐ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

- ☒ Select   ☐ Plan   ☒ Do   ☐ Run   ☐ Not applicable

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Has a detailed business case been developed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>If not, has ongoing funding been identified?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input type="checkbox"/> If checked, initiative name? <a href="#">Click here to enter text.</a>	For an existing ITA initiative? Yes: <input type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? <a href="#">Click here to enter text.</a>

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.
<input checked="" type="checkbox"/> <b>Children and Families.</b> <a href="#">Click here to enter text.</a>
<input type="checkbox"/> <b>Safe and Thriving Communities, Housing, and Workforce.</b> <a href="#">Click here to enter text.</a>
<input type="checkbox"/> <b>Healthy Minnesotans.</b> <a href="#">Click here to enter text.</a>
<input checked="" type="checkbox"/> <b>Equity and Inclusion.</b> <a href="#">Click here to enter text.</a>
<input type="checkbox"/> <b>Minnesota's Environment.</b> <a href="#">Click here to enter text.</a>
<input checked="" type="checkbox"/> <b>Fiscal Accountability, Customer Experience, and Measurable Results.</b> <a href="#">Click here to enter text.</a>

Application Development Cybersecurity Considerations
Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)
<input checked="" type="checkbox"/> <b>Identify</b> – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

**Run, Grow and Transform (RGT)**
**(Check all that apply)**

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☒ **Run** – Initiative is to operate and maintain (Keep the lights on)
- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☐ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

**FY2025 Requested Transfer Amount**

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

1000	E373A740	E374005	OIG Investigative Tools Cost	Up to \$1,500,000.00

Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount	
<p><b>Estimated Budget (total expected project or initiative costs):</b> \$1,500,000 <a href="#">Click here to enter text.</a></p> <p><b>Hardware:</b> \$300,000</p> <p><b>Software:</b> \$600,000</p> <p><b>Training:</b> \$30,000</p> <p><b>State Staff:</b> \$120,000</p> <p><b>Professional/Technical:</b> \$450,000</p>	
<p><b>Estimated Start Date:</b> July 1, 2025</p>	<p><b>Requested Finish Date:</b> June 31, 2027</p> <p><b>Reason for End Date:</b> All needs should be identified and implemented</p>

Success Criteria	
<p><b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.)</p> <p><a href="#">Click here to enter text.</a></p>	
<p><b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)</p>	<p><b>How Measured?</b> (Compare post-implementation uptime to baseline)</p>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Implement a case tracking system	Systems is implemented and being used successfully
Secure storage of evidence/data and reduction of need for paper products and manual entry.	Data is stored as required by law and reduction of manual staff entry of data.
Support new division	Software and other IT needs are identified and implemented
Aggregate data across MDE for investigations	Reduction in manual retrieval of data.

### REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO

By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.

- This request shows the correct source of funds to be transferred.
- The sponsoring agency is committed to champion the project or initiative and secure the needed resources.

**Name of person with delegated authority to sign the interagency agreement:** [Click here to enter text.](#)

### COMMENTS

Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.

[Click here to enter text.](#)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
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  - costs associated with participation in newly established enterprise services.
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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b> DEED, Brian Allie	<b>Name of initiative:</b> Grants Management System
<b>Initiative Sponsor:</b> Evan Rowe	
<b>Budget Contact:</b> Julie Freeman	
<b>Type of initiative:</b> <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> IT project  <input checked="" type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input checked="" type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) Currently there isn't an inter-agency solution for grants management which has resulted in each agency needing to develop or procure their own solution. DEED is moving forward with implementing a Grants Management System (GMS) software. Our agency's approach of storing grant information in siloed spreadsheets and databases is no longer feasible nor manageable at an enterprise level to best serve the public and maintain effective management with DEED's increased funding opportunities.	
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) Developing and supporting an agency grants management system would allow DEED a higher level of stewardship in our state and federal funds. This project is owned by DEED's Workforce Services area in close partnership with MNIT and our Administrative and Financial Services division, to make grants management a focus of the operational function at DEED rather than having the onerous large-scale function of data management land on each grantmaking office within our agency. Our request for funding will continue to allow our project to move to a full-scale end-to-end management of the grant making lifecycle, including an interface with SWIFT and other siloed technology systems.	
<b>High-level Objective:</b> (ex. To more efficiently store and retrieve data while adding process automation.) To create a system to more efficiently input, store, and retrieve data while adding process automation for grants lifecycle management. Intended results from funding to support full	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

software customization is the utilization of this grant management software by the agency and by all grant and funding programs. Overall, a coordinated grant and funding management system will: bring a more disciplined approach to data management of grants and funds, increase agency efficiency and effectiveness, maximize grant and funding data sharing and integration, introduce new accountability for our grant and funding data, mitigate data security and privacy risks, define and maintain data quality, break down silos to encourage cross-divisional collaboration, improve data quality and better confidence in our grant and fund data, better strategic management of risk in relationship to grant making, and provide higher government transparency and accountability.

### Initiative Deliverable Categories:

- ☒ New application or system
- ☒ Replacement for existing application or system
- ☐ Enhancement to existing application or system
- ☐ Upgrade of an existing application or system
- ☒ Operations ongoing funding, improvement, or efficiency
- ☒ Project-to-product transformation
- ☒ Support for a product or service
- ☒ Customer Experience
- ☐ Cybersecurity
- ☒ Accessibility

### In which phase of the Modernization Playbook is this initiative?

☐ Select   ☐ Plan   ☒ Do   ☐ Run   ☐ Not applicable

**Has a detailed business case been developed?**   ☒ Yes   ☐ No   ☐ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?**   ☒ Yes   ☐ No

**If not, has ongoing funding been identified?**   ☐ Yes   ☐ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☒ If checked, initiative name?  
Grants Management System

For an existing ITA initiative? Yes: ☒ If checked, what is the ITA ID number (ex. ITA24.014)?  
ITA22.021 G4637121 B22 ITA22.021 Grants Mgt Syst.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- ☒ **Children and Families.** Our Grants Management System will have grants for childcare businesses and we have launched the application for the Paid Leave Public Outreach grant in April 2025.
- ☒ **Safe and Thriving Communities, Housing, and Workforce.** All of DEED's grant programs will be moving into our Grants Management System we have over 200 grant programs that support economic development, workforce development, and workforce services.
- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☒ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☒ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Run, Grow and Transform (RGT) (Check all that apply)
<p>The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.</p> <p><input type="checkbox"/> Run – Initiative is to operate and maintain (Keep the lights on)</p> <p><input checked="" type="checkbox"/> Grow – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)</p> <p><input checked="" type="checkbox"/> Transform – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)</p>

FY2025 Requested Transfer Amount				
The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	B221000	B224907	DEED Operating Adjustment GF	\$1,758,886 (includes 10% management reserve and MNIT administration fee cap of \$4,000)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount	
<p><b>Estimated Budget (total expected project or initiative costs):</b> \$1,758,886 (includes 10% management reserve and MNIT administration fee collection of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. )</p> <p><b>Hardware:</b> \$6,770</p> <p><b>Software:</b> \$13,964</p> <p><b>Training:</b> <a href="#">Click here to enter text.</a></p> <p><b>State Staff:</b> \$1,149,251</p> <p><b>Professional/Technical:</b> \$588,901</p>	
<p><b>Estimated Start Date:</b> 7/1/2025</p>	<p><b>Requested Finish Date:</b> 6/30/2027</p> <p><b>Reason for End Date:</b> Two years of funding will allow us to complete end-to-end lifecycle for grants management and onboard several grant programs into our system without burdening agency/office budgets prior to full implementation across the agency.</p>

Success Criteria	
<p><b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.)</p> <p>Improve customer experience by converting manual processes into automated and digitized processes. Reduces redundancy and manual errors in submitting grant program information. Reduces the amount of manual time that it takes to process aspects of grants. The system will create one system where grantees can manage and submit all of the information required for their grants and receive notifications regarding deadlines for grant requirements.</p>	
<p><b>What are the initiative's success metrics?</b></p>	<p><b>How Measured?</b></p>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

(ex. Reduce downtime by 12%)	(Compare post-implementation uptime to baseline)
Complete end-to-end grants lifecycle system.	All modules/processes implemented, including user acceptance testing, and promotion to production.
Dynamic reporting of grants managed within the DEED Grants Management System to agency leadership and internal stakeholders.	Dashboards created and used for grants managed within the system.
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
<p>By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.</p> <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<p><b>Name of person with delegated authority to sign the interagency agreement:</b> Julie Freeman</p>

COMMENTS
<p>Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.</p>
<p>Click here to enter text.</p>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Instructions for This Document

1. Requests are due April 18, 2025. Please be sure to complete all fields. Empty fields may delay the review process. **(Extension granted to April 28, 2025)**
2. Each initiative request must be reviewed by the agency Executive Budget Officer (EBO), agency CFO and CBTO before being sent to the MNIT EEPMO.
3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  Employment and Economic Development (DEED), Brian Allie	<b>Name of initiative:</b>  Loan Management System (LMS) LoanPro
<b>Initiative Sponsor: Evan Rowe, Deputy Commissioner</b>	
<b>Budget Contact: John Clay</b>	
<b>Type of initiative:</b>  <input checked="" type="checkbox"/> IT project <input checked="" type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input type="checkbox"/> Costs associated with cybersecurity projects/products <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input type="checkbox"/> Costs associated with participation in newly established enterprise services <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) Some loan amortization processes in the LoanPro SaaS need to be updated to meet business needs. A Staging Environment is needed for correct setup of loans. SWIFT Integration is needed to reduce manual workload and ensure business process sustainable.	
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) This is a continuation of a project to automate the loan management, servicing, and data storage processes at DEED.	
<b>High-level Objective:</b> (ex. To more efficiently store and retrieve data while adding process automation.) Objective is to more efficiently store and retrieve loan data while adding process automation and security.	
<b>Initiative Deliverable Categories:</b>  <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input checked="" type="checkbox"/> Upgrade of an existing application or system	



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<input type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input type="checkbox"/> Project-to-product transformation <input type="checkbox"/> Support for a product or service <input type="checkbox"/> Customer Experience <input type="checkbox"/> Cybersecurity <input type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b> <input type="checkbox"/> Select <input checked="" type="checkbox"/> Plan <input checked="" type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If not, has ongoing funding been identified?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input checked="" type="checkbox"/> If checked, initiative name? Loan Management System	For an existing ITA initiative? Yes: <input checked="" type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? Click here to enter text.

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.
<input type="checkbox"/> <b>Children and Families.</b> Click here to enter text. <input type="checkbox"/> <b>Safe and Thriving Communities, Housing, and Workforce.</b> Click here to enter text. <input type="checkbox"/> <b>Healthy Minnesotans.</b> Click here to enter text. <input type="checkbox"/> <b>Equity and Inclusion.</b> Click here to enter text. <input type="checkbox"/> <b>Minnesota's Environment.</b> Click here to enter text.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** [Click here to enter text.](#)

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ **Run** – Initiative is to operate and maintain (Keep the lights on)
- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☐ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	B221000	B224907	DEED Operating Adjustment GF	\$295,711

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** TOTAL \$295,711 (Total amount includes MNIT administration fee collection of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer.).

**Hardware:** [Click here to enter text.](#)

**Software:** 182,185

**Training:** [Click here to enter text.](#)

**State Staff:** 113,526

**Professional/Technical:** [Click here to enter text.](#)

**Estimated Start Date:** 7/1/2025

**Requested Finish Date:** 6/30/2027

**Reason for End Date:** Backlog complete

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) Improved efficiency and reliability of Economic Development loan management.	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
Reduce manual data entry.	Compare post-implementation to baseline
Increase ease of data retrieval for reporting	Compare post-implementation to baseline
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
<p>By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.</p> <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> Deputy Commissioner Rowe or CFO Freeman

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Instructions for This Document

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3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  Department of Employment and Economic Development (DEED) MNIT DEED CBTO: Brian Allie	<b>Name of initiative:</b>  Paid Leave Application Development Effort - Leveraging Unemployment Insurance System
<b>Initiative Sponsors: Greg Norfleet and Jim Hegman</b>	
<b>Budget Contacts: Julie Freeman and Marie Henderson</b>	
<b>Type of initiative:</b>  <input checked="" type="checkbox"/> IT project <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input type="checkbox"/> Costs associated with cybersecurity projects/products <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input type="checkbox"/> Costs associated with participation in newly established enterprise services <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) The Paid Leave and Unemployment Insurance divisions share a joint development roadmap that will require multiple years of technology investment by Paid Leave, until its projected project completion date of 12/1/2028. Transfer of funds to the Odyssey fund will allow the necessary flexibility for the division to implement functionality and a cohesive business process necessary for this long-term, multi-year effort.	
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) This project is a component of the implementation of the Paid Leave program that will span multiple years of investment. The objective is to leverage the Unemployment Insurance system to develop functionality within the UI system related to payroll reporting and select business processes to enable a unified, coherent experience for employers across the state. The initial transfer in the current biennium (SFY2024) for this implementation effort was from the General Fund to the Family and Medical Benefits Insurance (FMBI) Fund 4925. This development effort is to enhance the existing Unemployment Insurance (UI) system by creating and integrating functionalities necessary for the administration of PL premiums and payments. Our objective is to expand the UI system's capabilities to efficiently manage, process, and compute PL transactions while maintaining a clear distinction from existing UI operations. This will facilitate precise tracking and robust data management, enabling distinct accounting and reporting for PL data.	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>High-level Objective:</b> (ex. To more efficiently store and retrieve data while adding process automation.) To support a coordinated user experience for employers between the Unemployment Insurance program and the Paid Leave program at DEED.
<b>Initiative Deliverable Categories:</b> <div style="margin-top: 10px;"> <input checked="" type="checkbox"/> New application or system  <input type="checkbox"/> Replacement for existing application or system  <input checked="" type="checkbox"/> Enhancement to existing application or system  <input type="checkbox"/> Upgrade of an existing application or system  <input type="checkbox"/> Operations ongoing funding, improvement, or efficiency  <input type="checkbox"/> Project-to-product transformation  <input type="checkbox"/> Support for a product or service  <input checked="" type="checkbox"/> Customer Experience  <input type="checkbox"/> Cybersecurity  <input type="checkbox"/> Accessibility         </div>
<b>In which phase of the Modernization Playbook is this initiative?</b> <input type="checkbox"/> Select <input type="checkbox"/> Plan <input checked="" type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If not, has ongoing funding been identified?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input checked="" type="checkbox"/> If checked, initiative name? Unemployment Insurance System Strategic Portfolio Projects and Paid Leave Operations Build	For an existing ITA initiative? Yes: <input type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? <a href="#">Click here to enter text.</a>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- ☐ **Children and Families.** Click here to enter text.
- ☒ **Safe and Thriving Communities, Housing, and Workforce.** Click here to enter text.
- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☐ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ Run – Initiative is to operate and maintain (Keep the lights on)
- ☒ Grow – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☐ Transform – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
4925	B2210000	B228101	Family and Medical Leave	\$4,500,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** \$4,500,000

**Hardware:** [Click here to enter text.](#)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Software:</b> <a href="#">Click here to enter text.</a> <b>Training:</b> <a href="#">Click here to enter text.</a> <b>State Staff:</b> <a href="#">Click here to enter text.</a> <b>Professional/Technical: \$4,500,000</b>	
<b>Estimated Start Date: July 1, 2025</b>	<b>Requested Finish Date: 12/1/2028</b>  <b>Reason for End Date:</b> Projected project completion

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) <a href="#">Click here to enter text.</a>	
What are the initiative's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Comply with new state regulations regarding the management of PL premiums, avoiding potential legal penalties and ensuring adherence to legislative mandates.	User acceptance testing based on documented requirements
Streamline the process of calculating and collecting PL premiums to reduce administrative burdens on employers and state agency staff, leading to faster processing times and fewer errors. Delineate the PL and UI data to facilitate independent reporting and audits	User acceptance testing based on documented requirements  Audit report
Integrate PL functionalities without disrupting the existing UI system operations, maintaining high service levels for unemployment claims processing.	Go live occurs without any major incidents

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO

By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.

- This request shows the correct source of funds to be transferred.
- The sponsoring agency is committed to champion the project or initiative and secure the needed resources.

**Name of person with delegated authority to sign the interagency agreement:** [Click here to enter text.](#)

### COMMENTS

Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.

[Click here to enter text.](#)

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Instructions for This Document

1. Requests are due April 18, 2025. Please be sure to complete all fields. Empty fields may delay the review process. (Extension granted to April 28, 2025.)
2. Each initiative request must be reviewed by the agency Executive Budget Officer (EBO), agency CFO and CBTO before being sent to the MNIT EEPMO.
3. No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  Department of Employment and Economic Development, CBTO Brian Allie	<b>Name of initiative:</b>  Workflow Improvement
<b>Initiative Sponsor: Evan Rowe</b>	
<b>Budget Contact: Julie Freeman</b>	
<b>Type of initiative:</b>  <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> IT project  <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) - Many offices within DEED struggle with inefficient or undocumented workflows due to fragmented and manual processes. When moving away from manual processes and undocumented processes carried out with institutional knowledge, this request seeks to use existing technology tools such as Customer Relationship Management (CRM) software and SharePoint and Microsoft solutions to modernize and automate agency processes. The current state of each different organization has resulted in delayed project timelines, inefficient resource utilization, and a lack of real-time insights and reporting. Despite the availability of advanced technology, these organizations suffer from siloed information and initiatives that would allow them to maximize their full potential, implement effective integrations, or optimize their service to the people of Minnesota. Given DEED general funds' limitations and future uncertainty, the absence of adequate Odyssey investment will lead to excessive expenditures on outdated, inefficient, and ineffective processes.	
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) - Utilizing Odyssey funding is critical to drive workflow improvements and ensure responsible resource use. This opportunity will allow DEED to modernize existing processes using software such as Salesforce CRM, Formstack, SharePoint, and others to	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

drastically reduce manual data entry across multiple groups, increase collaboration between DEED groups, and use technology to increase efficiencies using Agile methodologies. Simply put, this Odyssey request will align with our organization to promote people-centered digital government services, elevating Minnesota's digital estate and bolstering successful state cybersecurity efforts, all while looking to maximize effectiveness with software readily available to DEED stakeholders. Additionally, this opportunity will also explore alternative solutions to existing established solutions, which may provide more cost-effective and streamlined solutions. Limiting ourselves to a one-size-fits-all approach without exploring alternatives can significantly devitalize potential for growth and appropriate resource allocations.

**High-level Objective:** (ex. To more efficiently store and retrieve data while adding process automation.) - DEED's programs aim to expand their current use of CRM systems and fully leverage the investment made in this technology. At the same time, DEED's Office of Business Finance (OBF) is focusing on enhancing and expanding modernization efforts by transitioning away from labor-intensive manual and paper processes for loan applications. Both initiatives seek to take advantage of a better understanding of what technology can offer. Our high-level objectives include, but are not limited to:

1. Expanding workflow process automation.
2. Modernization efforts to reduce dependencies on manual data entry practices.
3. Minimizing errors and improving staff efficiency.
4. Implementing workflows and integrations to streamline processes and ensuring data is readily available.
5. Improving data accessibility and reportability by removing barriers to entry and silos of information.
6. Evaluating emerging technologies that offer greater efficiency, scalability, and cost savings based on user requirements.
7. Establishing a collaborative stakeholder-driven environment providing strategic direction, oversight, and guidance for large-scale projects, programs, and organizational initiatives.
8. Improving the effectiveness and efficiency of DEED's workforce to serve our fellow Minnesotans better!

### Initiative Deliverable Categories:

- ☒ New application or system
- ☐ Replacement for existing application or system
- ☒ Enhancement to existing application or system
- ☒ Upgrade of an existing application or system
- ☒ Operations ongoing funding, improvement, or efficiency
- ☐ Project-to-product transformation

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<input checked="" type="checkbox"/> Support for a product or service <input checked="" type="checkbox"/> Customer Experience <input type="checkbox"/> Cybersecurity <input checked="" type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b> <input type="checkbox"/> Select <input checked="" type="checkbox"/> Plan <input checked="" type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>If not, has ongoing funding been identified?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input type="checkbox"/> If checked, initiative name? Click here to enter text.	For an existing ITA initiative? Yes: <input type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? Click here to enter text.

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.
<input type="checkbox"/> <b>Children and Families.</b> Click here to enter text.
<input type="checkbox"/> <b>Safe and Thriving Communities, Housing, and Workforce.</b> Click here to enter text.
<input type="checkbox"/> <b>Healthy Minnesotans.</b> Click here to enter text.
<input type="checkbox"/> <b>Equity and Inclusion.</b> Click here to enter text.
<input type="checkbox"/> <b>Minnesota's Environment.</b> Click here to enter text.
<input checked="" type="checkbox"/> <b>Fiscal Accountability, Customer Experience, and Measurable Results.</b> Click here to enter text.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☒ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ **Run** – Initiative is to operate and maintain (Keep the lights on)
- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☒ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	B221000	B224907	DEED Operating Adjustment GF	\$461,443

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs.

#### Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** \$461,443 (includes MNIT administration fee collection of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer.

**Hardware:** [Click here to enter text.](#)

**Software:** \$51,076

**Training:** \$2,000

**State Staff:** \$408,367

**Professional/Technical:** [Click here to enter text.](#)

**Estimated Start Date:** 7/1/25

**Requested Finish Date:** 6/30/27

**Reason for End Date:** Pilot end

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) Click here to enter text.	
What are the initiative's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Increase automation efforts and modernization efforts phasing out manual data entry	Measurement of data correction efforts in comparison to manual process baseline.
Improve data quality and system reporting	Measure and verification of data against business rules, constraints, and comparison to baseline.
Improve pilot stakeholder process transparency and stakeholder led engagement	Establishing policies, procedures, and standards for modernization efforts by measuring stakeholder satisfaction.

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount. <ul style="list-style-type: none"> <li>• This request shows the correct source of funds to be transferred.</li> <li>• The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> <a href="#">Julie Freeman</a>

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.
By engaging DEED teams to evaluate their manual processes and use existing technology tools, our team aims to expand our current systems' capabilities strategically. While many of our systems are functional, they often suffer from inefficiencies, heavy reliance on manual processes, and lack of

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
<p>optimization. Our main goal is to maximize the output of our current technology investments and revitalize them.</p> <p>Our project focuses on enhancing trust, transparency, and connectivity by finding ways to achieve more with fewer resources. We aim to create a user-centered process improvement initiative that breaks down information silos. This will foster a shared space for developing and disseminating our process documentation, best practices, expertise, and knowledge.</p>

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

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  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  Employment and Economic Development (DEED), Brian Allie	<b>Name of initiative:</b>  Workforce One VRS SSB
<b>Initiative Sponsor: Evan Rowe, Deputy Commissioner</b>	
<b>Budget Contact: Julie Freeman</b>	
<b>Type of initiative:</b>  <input type="checkbox"/> IT project <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input type="checkbox"/> Costs associated with cybersecurity projects/products <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input type="checkbox"/> Costs associated with participation in newly established enterprise services <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) - Reducing administrative burden and reliance on staff to do rudimentary things in Workforce One (WF1). This would include looking for ways to automate rote activities, streamline data collection, and other things that reduce our reliance on people-power. This could also include incorporating AI if it is found to be appropriate, helpful, and there is an available tool.	
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) - The Vocational Rehabilitation Services (VRS) and State Services for the Blind (SSB) divisions at DEED need to do their work with fewer staff (e.g., VRS is down 70 staff, including support and administrative staff, and managers). We must find efficiencies in doing our work. We need to build in some automation where appointment reminders and scheduling are more automated as well as case noting requirements and template creation. Also, Quality Assurance and fiscal business processes have fewer people to do the work, so we need to explore how can we automate. AI is new territory for us all and may provide a solution to our need to work leaner and more efficiently.	
<b>High-level Objective:</b> (ex. To more efficiently store and retrieve data while adding process automation.) - Overall, our objective is to find ways to reduce the burdensome tasks that come with the case management, fiscal and other administrative work that we do.	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

**Initiative Deliverable Categories:**

- ☐ New application or system
- ☐ Replacement for existing application or system
- ☒ Enhancement to existing application or system
- ☒ Upgrade of an existing application or system
- ☐ Operations ongoing funding, improvement, or efficiency
- ☐ Project-to-product transformation
- ☐ Support for a product or service
- ☒ Customer Experience
- ☐ Cybersecurity
- ☐ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

☐ Select   ☒ Plan   ☒ Do   ☐ Run   ☐ Not applicable

**Has a detailed business case been developed?**   ☐ Yes   ☒ No   ☐ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?**   ☒ Yes   ☐ No

**If not, has ongoing funding been identified?**   ☐ Yes   ☒ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☒ If checked, initiative name?

Workforce One Maintenance Support

For an existing ITA initiative? Yes: ☐ If checked, what is the ITA ID number (ex. ITA24.014)?

[Click here to enter text.](#)

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Children and Families.** Click here to enter text.
- ☐ **Safe and Thriving Communities, Housing, and Workforce.** Click here to enter text.
- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
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### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ **Run** – Initiative is to operate and maintain (Keep the lights on)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
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Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	B221000	B224907	DEED Operating Adjustment GF	\$250,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** \$250,000 (total includes MNIT administration fee collection of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer.

**Hardware:** [Click here to enter text.](#)

**Software:** [Click here to enter text.](#)

**Training:** [Click here to enter text.](#)

**State Staff: \$250,000**



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Professional/Technical:</b> <a href="#">Click here to enter text.</a>	
<b>Estimated Start Date:</b> 7/1/2025	<b>Requested Finish Date:</b> 6/30/2027  <b>Reason for End Date:</b> Backlog complete

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) Leverage automation and potentially AI to reduce the burdensome tasks that come with the case management, fiscal and other administrative work, to allow business to run leaner and more efficiently.	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
Opportunities identified	Requirements documented.
Implement enhancements	UAT, bug fixes, production deploy
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
<p>By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.</p> <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> DC Evan Rowe, CFO Julie Freeman

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
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<a href="#">Click here to enter text.</a>

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

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  - IT-related project-to-product transformation and work to address a given product backlog,
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  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  Explore Minnesota, Brian Alie	<b>Name of initiative:</b>  Explore Minnesota website infrastructure sustainability; continuing maintenance
<b>Initiative Sponsor: Lauren Bennett McGinty</b>	
<b>Budget Contact: Mike Meyer</b>	
<b>Type of initiative:</b>  <div style="margin-left: 20px;"> <input type="checkbox"/> IT project  <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input checked="" type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<p><b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state)</p> <p>exploreminnesota.com, with traffic topping 9 million sessions a year, is the number one marketing tool for Explore Minnesota and an engine of revenue generation for both the agency as well as the state at large. It is paramount that this tool be maintained and safeguarded through any budget turbulence, so that the state can continue to market Minnesota and bring in over 80 million visitors annually, with a total positive annual economic impact of over \$24.2 billion. However, exploreminnesota.com's aging code base is causing performance and security issues. This, coupled with the need to ensure that we continue to provide ongoing software maintenance to ensure optimal, functional web content to travelers and taxpayers, necessitates our desire to pursue this initiative with Odyssey. We request <b>\$479,800</b> to ensure this tool is properly upgraded and maintained in FY26-27.</p> <p>We have already begun to shore up the back-end security and infrastructure of our website while making concurrent aesthetic improvements to ensure the website is sustainable, functional and accessible over a longer term. We will be using a renovate-not-rebuilt framework to save the state and taxpayers; if we do not proceed with this route, under current market conditions a new website could cost over a million dollars over the next biennium. In the coming biennium we will use requested Odyssey funds to successfully sustain this infrastructure with less maintenance cost (including auditing, removing pixels, security monitoring, accessibility improvements, reporting synching) while ensuring viability for years to come.</p> <p>Explore Minnesota has taken on additional programs alongside a budget decrease for FY26-FY27</p>	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

without one-time funding appropriations, in the midst of a looming state budget deficit. It is critical for the agency that we employ an Odyssey Initiative for this work and continued maintenance of exploreminnesota.com to ensure this crucial marketing tool remains intact and a resource for all who wish to travel to, work, live and do business in Minnesota.

- **Brief Initiative Description:** (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.)

This funding will sustain a more secure version of our web CMS, a shoring of the website's codebase through selective re-factoring. Additionally, it will ensure that web maintenance is continually funded, to eliminate risks for poor performance, poor user experience, or any security issues.

Routine maintenance needs that will occur throughout the year include: 1) auditing and removing old/depreciated javascript from codebase; 2) moving images dynamically for vitals/clarity; 3) adding and removing tracking pixels for paid campaigns; 4) monitoring website for unusual traffic/security breaches including bot attacks and making preemptive or reactive updates to infrastructure as needed; 5) making constant accessibility improvements on the front and backend of site based on current WCAG recommendations and future-looking guidelines; 6) Checking connection points to reporting dashboards and ensuring data/analytics are up-to-date and synched.

**High-level Objective:** (ex. To more efficiently store and retrieve data while adding process automation.)

Our objective is to bring our exploreminnesota.com into a more secure, solid codebase with guaranteed maintenance coverage to ensure it works better, it is more accessible, and more user friendly as we move into the next biennium.

**Initiative Deliverable Categories:**

- ☐ New application or system
- ☐ Replacement for existing application or system
- ☐ Enhancement to existing application or system
- ☒ Upgrade of an existing application or system
- ☒ Operations ongoing funding, improvement, or efficiency
- ☒ Project-to-product transformation
- ☒ Support for a product or service
- ☒ Customer Experience

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<input checked="" type="checkbox"/> Cybersecurity <input checked="" type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b> <input type="checkbox"/> Select <input type="checkbox"/> Plan <input type="checkbox"/> Do <input checked="" type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>If not, has ongoing funding been identified?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input type="checkbox"/> If checked, initiative name? <a href="#">Click here to enter text.</a>	For an existing ITA initiative? Yes: <input type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? <a href="#">Click here to enter text.</a>

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.
<input checked="" type="checkbox"/> <b>Children and Families.</b> <a href="#">Click here to enter text.</a>
<input checked="" type="checkbox"/> <b>Safe and Thriving Communities, Housing, and Workforce.</b> <a href="#">Click here to enter text.</a>
<input checked="" type="checkbox"/> <b>Healthy Minnesotans.</b> <a href="#">Click here to enter text.</a>
<input checked="" type="checkbox"/> <b>Equity and Inclusion.</b> <a href="#">Click here to enter text.</a>
<input checked="" type="checkbox"/> <b>Minnesota's Environment.</b> <a href="#">Click here to enter text.</a>
<input checked="" type="checkbox"/> <b>Fiscal Accountability, Customer Experience, and Measurable Results.</b> <a href="#">Click here to enter text.</a>

Application Development Cybersecurity Considerations
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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☒ **Run** – Initiative is to operate and maintain (Keep the lights on)
- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☒ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	B2034101	B201400	Explore Minnesota Tourism	\$479,800

Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount	
<p><b>Estimated Budget (total expected project or initiative costs):</b> \$479,800</p> <p><b>Hardware:</b> <a href="#">Click here to enter text.</a></p> <p><b>Software:</b> \$46,605</p> <p><b>Training:</b> <a href="#">Click here to enter text.</a></p> <p><b>State Staff:</b> <a href="#">Click here to enter text.</a></p> <p><b>Professional/Technical:</b> \$433,195</p>	
<p><b>Estimated Start Date:</b> July 1, 2025</p>	<p><b>Requested Finish Date:</b> July 1, 2026</p> <p><b>Reason for End Date:</b> New annual contract begins for exploreminnesota.com</p>

Success Criteria
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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) This initiative will improve user experience and increase time-on-site, which translates to more incremental travel to Minnesota and is correlated with a higher trip spend.	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
Improve Core Web Vitals	LCP and INP both in green on Lighthouse scans.
Increase Avg Time on Site to above 2 min	Through our in-house Looker Studio
Reduce maintenance costs over time	Lower web maintenance spend in FY27

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
<p>By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.</p> <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> Mike Meyer

COMMENTS
<p>Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.</p>
<p>Explore Minnesota has taken on additional programs alongside a budget decrease for FY26-FY27 without one-time funding appropriations, in the midst of a looming state budget deficit. It is critical for the agency that we employ an Odyssey Initiative for this work and continued maintenance of exploreminnesota.com to ensure this crucial marketing tool remains intact and a resource for all who wish to travel to, work, live and do business in Minnesota.</p>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  Department of Health (H12) – Bill Flatley	<b>Name of initiative:</b>  2nd Phase-Vital Records Online Ordering and Payment System Completion (P1456)
<b>Initiative Sponsor: Molly Crawford</b>	
<b>Budget Contact: Dylan Slivik</b>	
<b>Type of initiative:</b>  <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> IT project  <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input checked="" type="checkbox"/> Other (please describe) The Vital Records Online Ordering and E-Payment System will go live with some products 5/1/2025. Not all products will be available in this first online version so, program and MN.IT are planning a “quick follow” under a new project to complete the “storefront” with other products so that all vital records products and services issued from MDH can be ordered online and paid by the customer using the MDH-U.S. Bank payment gateway (improving payment card industry (PCI) compliance and more).           </div>	
<b>Problem or Opportunity:</b> Office of Vital Record’s (OVR) online ordering and e-payment project was funded from the Technology Modernization Funding (TMF). The TMF go-live and funding were extended ending 3/11/2025 and is expected to go-live on 5/1/25. Follow along work to complete the rest of “storefront” so that the full product inventory available for ordering is necessary. MNIT plans to immediately initiate the “quick follow” project to assure continuity and momentum among the team to finish the job. Because TMF funding is exhausted, OVR would like to set aside these funds for completion of the system in order to achieve the program’s payment card industry (PCI) compliance goals and other improvement deliverables. If completion is delayed, OVR will be less efficient and effective due to the extra support and processes needed to manage operational variability in ordering and payment requirements.	
<b>Brief Initiative Description:</b> The Health Policy Division Director’s Office has funds available because other sections within the division were unable to move their initiatives and hires forward within the state’s Fiscal Year (FY). OVR’s immediate need for funding to finish the online ordering and e-payment system can be addressed by redirecting unused funds within the division. The Director’s Office	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

commits \$250,000 to the project with the understanding that OVR will fund the difference if the budget requires more funding.

**High-level Objective:** (ex. To more efficiently store and retrieve data while adding process automation.) Customers expect to be able to order their vital records online. The high-level objective of OVR's online ordering and e-payment system is to reduce risk and improve security by increasing payment card industry (PCI) compliance. The system will also improve customer service and satisfaction by streamlining the ordering process using modern, paperless processes, reducing wait time, and rework which results in delayed and rejected orders.

**Initiative Deliverable Categories:**

- ☒ New application or system
- ☐ Replacement for existing application or system
- ☒ Enhancement to existing application or system
- ☒ Upgrade of an existing application or system
- ☒ Operations ongoing funding, improvement, or efficiency
- ☒ Project-to-product transformation
- ☒ Support for a product or service
- ☒ Customer Experience
- ☐ Cybersecurity
- ☒ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

☐ Select   ☐ Plan   ☐ Do   ☒ Run   ☐ Not applicable

**Has a detailed business case been developed?**   ☒ Yes   ☐ No   ☐ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?**   ☐ Yes   ☒ No

**If not, has ongoing funding been identified?**   ☒ Yes   ☐ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☒ If checked, initiative name?

P-1456 OVR Storefront Phase 2 (3GA4E)  
Planview ID = 16611240939

For an existing ITA initiative? Yes: ☐ If checked, what is the ITA ID number (ex. ITA24.014)?  
[Click here to enter text.](#)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- ☒ **Children and Families.** Helps get birth and death certificates to families faster so that they can access services, get what they need, apply for benefits, and settle estates sooner.
- ☐ **Safe and Thriving Communities, Housing, and Workforce.** Click here to enter text.
- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☒ **Equity and Inclusion.** Offers new choices and methods to order vital records that are safe and secure-especially for those without transportation, health concerns, and limited access to services
- ☒ **Minnesota's Environment.** Online ordering reduces the need to commute for in-person services
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Online ordering and e-payment increases payment card industry (PCI) compliance, reduces customer wait time/order processing time, reduces errors, and offers services 24/7.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ Run – Initiative is to operate and maintain (Keep the lights on)
- ☒ Grow – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☒ Transform – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
2360	H1239001	H12192J	HCA Health Policy Operations	250,000

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount	
<b>Estimated Budget (total expected project or initiative costs):</b> \$250,000.00 <b>Hardware:</b> <a href="#">Click here to enter text.</a> <b>Software:</b> <a href="#">Click here to enter text.</a> <b>Training:</b> <a href="#">Click here to enter text.</a> <b>State Staff:</b> \$250,000.00 <b>Professional/Technical:</b> <a href="#">Click here to enter text.</a>	
<b>Estimated Start Date:</b> 8/1/2025	<b>Requested Finish Date:</b> 6/30/2029  <b>Reason for End Date:</b> Requirements, design, building and implementation

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) <a href="#">Click here to enter text.</a>	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
Improved security and PCI compliance will be achieved.	The new system is fully compliant with Payment Card Industry Data Security standards and passes all required audits and security assessments.
Implement the full product inventory.	All products are fully implemented and available for customers to purchase.
Improved customer experience.	Post implementation, customer satisfaction scores are improved (via a survey or Net Promoter Score). Baseline scores will be documented and new targets established by OVR program staff.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Add prioritized items from the product backlog to continue to improve the storefront.

All prioritized backlog items will be implemented post soft-launch in the follow-along project.

### REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO

By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.

- This request shows the correct source of funds to be transferred.
- The sponsoring agency is committed to champion the project or initiative and secure the needed resources.

**Name of person with delegated authority to sign the interagency agreement:** Joshua Bunker

### COMMENTS

Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.

[Click here to enter text.](#)

- end of document -



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  Department of Health (H12) – Bill Flatley	<b>Name of initiative:</b>  Agency Financial Management System Improvements
<b>Initiative Sponsor: Joshua Bunker</b>	
<b>Budget Contact: Tara Barenok</b>	
<b>Type of initiative:</b>  <input checked="" type="checkbox"/> IT project <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input type="checkbox"/> Costs associated with cybersecurity projects/products <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input type="checkbox"/> Costs associated with participation in newly established enterprise services <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a>	
<b>Problem or Opportunity:</b> Many disparate systems are used to maintain important financial data, and over time the systems and processes being used to maintain and report that data have proven challenging. Finding information about grants, contracts, invoices, purchase requests, or other systems is delayed by the number of systems and the organic processes built to account for that information.	
<b>Brief Initiative Description:</b> Intentionally design a coordinated solutions to deal with the myriad of information being collected and used as parts of the financial management process that will ensure that the information is capable being reported accurately. Improve department operations by implementing an electronic document and business process management solution that includes document imaging, optical character recognition, naming, tagging, metrics tracking, and storage and retrieval for several different functions within Financial Management, including: Budget Planning and Reporting-- provide timely and accurate reporting to the executive office and division leadership for financial and budget decision making; Pre/post grant execution compliance and reporting activities for outgoing grants; Procurement automated real-time reports on request status, required actions and turnaround times; Centralized invoice processing; Grants/Contracts Management Dashboard; Updates and enhancements to existing procurement and electronic document management applications; Federal Funds Management System-- Track and report on federal awards;	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

**High-level Objective:** Improve the ability to track and report on financial data managed by the MDH. More effective management of financial data will empower MDH to make decisions and respond to changes while also being more effective in complying with expectations.

**Initiative Deliverable Categories:**

- ☐ New application or system
- ☒ Replacement for existing application or system
- ☒ Enhancement to existing application or system
- ☐ Upgrade of an existing application or system
- ☒ Operations ongoing funding, improvement, or efficiency
- ☐ Project-to-product transformation
- ☐ Support for a product or service
- ☒ Customer Experience
- ☐ Cybersecurity
- ☐ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

☐ Select ☐ Plan ☐ Do ☒ Run ☐ Not applicable

**Has a detailed business case been developed?** ☒ Yes ☐ No ☐ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?** ☐ Yes ☒ No

**If not, has ongoing funding been identified?** ☐ Yes ☒ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☐ If checked, initiative name?  
Click here to enter text.

For an existing ITA initiative? Yes: ☐ If checked, what is the ITA ID number (ex. ITA24.014)?  
Click here to enter text.

Support of One Minnesota Plan Priorities

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- ☐ **Children and Families.** Click here to enter text.
- ☐ **Safe and Thriving Communities, Housing, and Workforce.** Click here to enter text.
- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
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- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

those IT investments.

- ☐ Run – Initiative is to operate and maintain (Keep the lights on)
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Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	H1230100	H12004Y	EO Operations	990,000
2360	H1239849	H12192J	Health Care Workforce	\$860,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** \$1,850,000.00

**Hardware:** [Click here to enter text.](#)

**Software:** \$1,000,000.00

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Training:</b> <a href="#">Click here to enter text.</a> <b>State Staff:</b> \$750,000.00 <b>Professional/Technical:</b> \$100,000	
<b>Estimated Start Date:</b> 8/1/2025	<b>Requested Finish Date:</b> 6/30/2029  <b>Reason for End Date:</b> Requirements, design, building, implementation, and integration

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) <a href="#">Click here to enter text.</a>	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
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<b>Name of person with delegated authority to sign the interagency agreement:</b> Joshua Bunker

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.
<a href="#">Click here to enter text.</a>

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

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- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b> Department of Health (H12) – Bill Flatley	<b>Name of initiative:</b> E-Licensing
<b>Initiative Sponsor: Brenda Gabriel</b>	
<b>Budget Contact: Joshua Bunker</b>	
<b>Type of initiative:</b> <input checked="" type="checkbox"/> IT project <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input type="checkbox"/> Costs associated with cybersecurity projects/products <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input type="checkbox"/> Costs associated with participation in newly established enterprise services <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a>	
<b>Problem or Opportunity:</b> MDH is implementing enterprise-wide system for Credentialing and Payment Processing for MDH with P-1304 project. This project consolidates technology infrastructure with reduced overall cost and standardizes Credentialing business process across MDH. This project enables on-line payments. Standardizes customer experiences across multiple programs and increases transparency and shortens time to get credentialed. This will include transitions for the X-Ray and Radon legacy data systems.	
<b>Brief Initiative Description:</b> This is an ongoing project to modernize MDH systems. The project successfully launched around 9 programs, with 5 in progress, and an additional 27 to be launched to complete the project.	
<b>High-level Objective:</b> To reduce the internal cost of credentialing by consolidating technology infrastructure with reduced overall cost and standardizing process across MDH. Reduce manual work by MDH staff by having customers enter their own data, implementing automated workflows and receiving payments electronically. Improves customer experience and supports MDH Programs by providing a user-friendly self-service online application to apply, renew, pay for, or inquire about the status of their credential. Improves data quality and data analytics capabilities. Finally, eliminate current risks to the agency related to system security.	
<b>Initiative Deliverable Categories:</b> <input type="checkbox"/> New application or system	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☒ Replacement for existing application or system
- ☐ Enhancement to existing application or system
- ☐ Upgrade of an existing application or system
- ☐ Operations ongoing funding, improvement, or efficiency
- ☐ Project-to-product transformation
- ☐ Support for a product or service
- ☐ Customer Experience
- ☐ Cybersecurity
- ☐ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

☐ Select   ☐ Plan   ☐ Do   ☒ Run   ☐ Not applicable

**Has a detailed business case been developed?**   ☒ Yes   ☐ No   ☐ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?**   ☐ Yes   ☒ No

**If not, has ongoing funding been identified?**   ☒ Yes   ☐ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☐ If checked, initiative name?

P-1304 MDH eLicensing System (3GA09)  
Planview ID = 2948475791

For an existing ITA initiative? Yes: ☐ If checked, what is the ITA ID number (ex. ITA24.014)?

[Click here to enter text.](#)

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

☐ **Children and Families.** [Click here to enter text.](#)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Safe and Thriving Communities, Housing, and Workforce.** Click here to enter text.
- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Enables on-line payments. Standardizes customer experiences across multiple programs and increases transparency and shortens time to get credentialed. Improves data quality and data analytics capabilities.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ Run – Initiative is to operate and maintain (Keep the lights on)
- ☒ Grow – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☒ Transform – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1200	H1232416	H12173P	Lead Renovate Repair and Paint	\$35,000
1200	H1232412	H12173P	Lead Abatement	\$75,000
1200	H1232417	H12173P	Radon Licensing	\$15,000
1000	H1230100	H12004Y	EO Operations	\$1,500,000
1000	H1239132	H1202DJ	Center for Health Care Affordability	\$1,325,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs): \$2,950,000.00**

**Hardware:** [Click here to enter text.](#)

**Software: \$1,500,000.00**

**Training:** [Click here to enter text.](#)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>State Staff: \$500,000.00</b> <b>Professional/Technical: \$950,000.00</b>	
<b>Estimated Start Date: 8/1/2025</b>	<b>Requested Finish Date: 6/30/2029</b>  <b>Reason for End Date: Requirements, design, building, implementation, and integration</b>

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) Click here to enter text.	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
Consolidate technology infrastructure with reduced overall cost.	Migrating program credentialing into one system will consolidate 10 stand alone applications for Environmental Health into one system, reducing support and maintenance costs and staff time
Provide better service and information to customers.	Web based application/credentialing process, reducing, all information for an application is one place eliminating manual time compiling required documentation from multiple sources
Reduce manual work by MDH staff by having customers enter their own data, pre-filling information, simplifying processes, and implementing automated workflows.	Ability for MDH program staff to issue credentials in as a little as one day
Electronic payment processing	Eliminating manual check processing, improved turn around time for issuing credentials; enabling licensed entities to do their work sooner

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO

By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.

- This request shows the correct source of funds to be transferred.
- The sponsoring agency is committed to champion the project or initiative and secure the needed resources.

**Name of person with delegated authority to sign the interagency agreement:** Joshua Bunker

### COMMENTS

Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.

Click here to enter text.

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  Department of Health (H12) – Bill Flatley	<b>Name of initiative:</b>  Minnesota Electronic Disease Surveillance System Modernization
<b>Initiative Sponsor: Tom Higgins</b>	
<b>Budget Contact: Jill M Bjornberg</b>	
<b>Type of initiative:</b>  <div style="list-style-type: none; padding-left: 0;"> <input checked="" type="checkbox"/> IT project  <input checked="" type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input checked="" type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> Minnesota Electronic Disease Surveillance System (MEDSS) serves as the state-wide lead surveillance system required under MN Statutes 144.9502. Efficient and timely access to blood lead data increases the quality of risk assessments and interventions. MEDSS operation and continuous improvements provides the on-going platform to support these efforts.	
<b>Brief Initiative Description:</b> MEDSS serves as the state-wide lead surveillance system required under MN Statutes 144.9502. Efficient and timely access to blood lead data increases the quality of risk assessments and interventions. MEDSS operation and continuous improvements provides the on-going platform to support these efforts.	
<b>High-level Objective:</b> Efficient and timely access to blood lead data MDH-wide and with Local Public Health.	
<b>Initiative Deliverable Categories:</b>  <div style="list-style-type: none; padding-left: 0;"> <input type="checkbox"/> New application or system  <input type="checkbox"/> Replacement for existing application or system  <input checked="" type="checkbox"/> Enhancement to existing application or system  <input checked="" type="checkbox"/> Upgrade of an existing application or system  <input checked="" type="checkbox"/> Operations ongoing funding, improvement, or efficiency           </div>	



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<input type="checkbox"/> Project-to-product transformation <input checked="" type="checkbox"/> Support for a product or service <input checked="" type="checkbox"/> Customer Experience <input type="checkbox"/> Cybersecurity <input type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b> <input type="checkbox"/> Select <input type="checkbox"/> Plan <input type="checkbox"/> Do <input checked="" type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If not, has ongoing funding been identified?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input type="checkbox"/> If checked, initiative name? Click here to enter text.	For an existing ITA initiative? Yes: <input type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? Click here to enter text.

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.
<input checked="" type="checkbox"/> <b>Children and Families.</b> Click here to enter text.
<input checked="" type="checkbox"/> <b>Safe and Thriving Communities, Housing, and Workforce.</b> Click here to enter text.
<input checked="" type="checkbox"/> <b>Healthy Minnesotans.</b> Click here to enter text.
<input checked="" type="checkbox"/> <b>Equity and Inclusion.</b> Click here to enter text.
<input checked="" type="checkbox"/> <b>Minnesota's Environment.</b> Click here to enter text.
<input type="checkbox"/> <b>Fiscal Accountability, Customer Experience, and Measurable Results.</b> Click here to enter text.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
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### Run, Grow and Transform (RGT)

(Check all that apply)

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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>FY2025 Requested Transfer Amount</b>				
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Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	H1232747	H1201AP	Climate Resiliency	325,000
1000	H1232706	H12003P	Risk Assessment	225,000

Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount	
<b>Estimated Budget (total expected project or initiative costs): \$550,000.00</b>  <b>Hardware:</b> Click here to enter text.  <b>Software:</b> Click here to enter text.  <b>Training:</b> Click here to enter text.  <b>State Staff: \$250,000.00</b>  <b>Professional/Technical: \$300,000.00</b>	
<b>Estimated Start Date: 08/01/2025</b>	<b>Requested Finish Date: 6/30/2029</b>  <b>Reason for End Date: Implementation and integration</b>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) Click here to enter text.	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
Improved efficiencies and access to blood lead data.	Decreased the time to access test results. Establish a baseline and determine a target with the business (e.g. <2 hours).
Continued secure transmission of data through continuous security remediation.	No security incidents reported. Click here to enter text.
Continuous quality improvements as enhancements are added to the system.	Implement automated testing for ongoing releases. Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
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<b>Name of person with delegated authority to sign the interagency agreement:</b> Joshua Bunker

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.
The MEDSS system is currently in the running for a State Information Technology award from the National Association of State Chief Information Officers (NASCIO) in the digital experience (agency or program solution) category. The Blood Lead project won the MNIT 2024 Project of the Year.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  Department of Health (H12) – Bill Flatley	<b>Name of initiative:</b>  Operational Software Licensing
<b>Initiative Sponsor: Brenda Gabriel</b>	
<b>Budget Contact: Joshua Bunker</b>	
<b>Type of initiative:</b>  <div style="margin-left: 20px;"> <input type="checkbox"/> IT project  <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input checked="" type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> Due to budget constraints caused by Federal funding changes, MNIT was asked by MDH Financial Management to explore discounted, multi-year software renewal opportunities. A constraint which we faced due to state requirements is renewing in a fiscal year prior to the fiscal year in which software maintenance is set to expire. Per MMB recommendation, we were asked to request Odyssey funding for the amount of the software renewals we are not allowed to procure through standard funding.	
<b>Brief Initiative Description:</b> The three software renewals we are requesting Odyssey funds for are: <ol style="list-style-type: none"> <li>1. Perceptive Content (\$310,000 for 3 years - 5% per year savings) - Enterprise content management (ECM) system that helps manage documents and workflows. Used by Environmental Health, Health Regulation Division, and Financial Management.</li> <li>2. Jira (\$192,177.15 for 1 year keeping us at 2024 pricing) - System used for project management and time entry in various agency divisions and MNIT (Timesheets, Capacity Planner, Epic Roadmap, Budget Management)</li> <li>3. Rhapsody (\$150,000 for 3 years – 10% savings) - Integration engine for routing and translating clinical data inside and outside of MDH. This is a crucial tool which was funded by COVID ELC funds.</li> </ol>	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

**High-level Objective:** Procure discounted, multi-year software renewals for Perceptive Content, Jira, and Rhapsody which will save MDH money over the next three years. These savings will be used towards critical MDH programs and staff.

**Initiative Deliverable Categories:**

- ☐ New application or system
- ☐ Replacement for existing application or system
- ☐ Enhancement to existing application or system
- ☐ Upgrade of an existing application or system
- ☐ Operations ongoing funding, improvement, or efficiency
- ☒ Project-to-product transformation
- ☒ Support for a product or service
- ☒ Customer Experience
- ☐ Cybersecurity
- ☐ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

☐ Select   ☐ Plan   ☐ Do   ☒ Run   ☐ Not applicable

**Has a detailed business case been developed?**   ☒ Yes   ☐ No   ☐ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?**   ☐ Yes   ☒ No

**If not, has ongoing funding been identified?**   ☒ Yes   ☐ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☐ If checked, initiative name?  
Click here to enter text.

For an existing ITA initiative? Yes: ☐ If checked, what is the ITA ID number (ex. ITA24.014)?  
Click here to enter text.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- ☐ **Children and Families.** Click here to enter text.
- ☐ **Safe and Thriving Communities, Housing, and Workforce.** Click here to enter text.
- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** This will save substantial dollars for the agency and allow for future decreased funding to be directed towards other programs and staff rather than software renewals.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
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Run, Grow and Transform (RGT)



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

(Check all that apply)

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Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	H1230100	H12004Y	EO Operations	725,000

Estimated Project Financials for the Entire Project or Initiative (including IT) vs.

Odyssey Transfer Amount

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Estimated Budget (total expected project or initiative costs):</b> \$725,000.00  <b>Hardware:</b> <a href="#">Click here to enter text.</a>  <b>Software:</b> \$725,000.00  <b>Training:</b> <a href="#">Click here to enter text.</a>  <b>State Staff:</b> <a href="#">Click here to enter text.</a>  <b>Professional/Technical:</b> <a href="#">Click here to enter text.</a>	
<b>Estimated Start Date:</b> 8/1/2025	<b>Requested Finish Date:</b> 6/30/2027  <b>Reason for End Date:</b> Prepay software licenses for multi-year discounts.

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) <a href="#">Click here to enter text.</a>	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
Renew Rhapsody, Jira and Perceptive Content software	Renew with multiyear renewal with discounts
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
<p>By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.</p> <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> </ul>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
<ul style="list-style-type: none"><li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li></ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> Joshua Bunker

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.
<a href="#">Click here to enter text.</a>

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
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  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b> Department of Health (H12) – Bill Flatley	<b>Name of initiative:</b> Procurement Modernization
<b>Initiative Sponsor: Joshua Bunker</b>	
<b>Budget Contact: Tara Barenok</b>	
<b>Type of initiative:</b> <input checked="" type="checkbox"/> IT project <input checked="" type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input type="checkbox"/> Costs associated with cybersecurity projects/products <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input type="checkbox"/> Costs associated with participation in newly established enterprise services <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a>	
<b>Problem or Opportunity:</b> Current procurement applications are missing essential capabilities, like automated communications with procurement staff, comprehensive views of different purchase types, or partial distributions of partial deliveries. The systems PRISM/PARIT/RAISE are using frameworks that no longer receive updates, and this creates a significant security risk. The systems have a significant amount of shared data, but as different functioning applications, there are increased challenges training new users of the system. The complexity of these systems causes procurement to be both slower and less effective.	
<b>Brief Initiative Description:</b> A more modern and capable procurement management solution. The new system will be capable of tracking, coordinating, and communicating the procurement process. The new solution should be capable of pulling encumbrance and payment data from Statewide Integrated Financial Tool (SWIFT), displaying and communicating the encumbrance and spending status, provide the ability to document change orders, and be capable of reporting on other PO management activity.	
<b>High-level Objective:</b> Improve budget, grant, and contract monitoring and reporting. Improving user experience and make the procurement process more transparent.	
<b>Initiative Deliverable Categories:</b> <input type="checkbox"/> New application or system <input checked="" type="checkbox"/> Replacement for existing application or system	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<input checked="" type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system <input checked="" type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input type="checkbox"/> Project-to-product transformation <input type="checkbox"/> Support for a product or service <input checked="" type="checkbox"/> Customer Experience <input type="checkbox"/> Cybersecurity <input type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b> <input type="checkbox"/> Select <input type="checkbox"/> Plan <input type="checkbox"/> Do <input checked="" type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>If not, has ongoing funding been identified?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input type="checkbox"/> If checked, initiative name? Click here to enter text.	For an existing ITA initiative? Yes: <input type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? Click here to enter text.

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.
<input type="checkbox"/> <b>Children and Families.</b> Click here to enter text.
<input type="checkbox"/> <b>Safe and Thriving Communities, Housing, and Workforce.</b> Click here to enter text.
<input type="checkbox"/> <b>Healthy Minnesotans.</b> Click here to enter text.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☐ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ **Run** – Initiative is to operate and maintain (Keep the lights on)
- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☒ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	H1232706	H12003P	Environmental Health	\$ 150,000
1000	H1234001	H12003S	GF Lab Management	\$ 80,000
1000	H1239003	H1202TJ	Equitable Health Care Task Force	\$ 150,000
2360	H1239501	H12192J	Health Care Homes	\$ 140,000
1200	H1239007	H12172J	Adverse Events	\$ 200,000
1000	H1239802	H12016J	Health Professions Council	\$ 120,000
1000	H1239117	H12002J	Telehealth Study	\$ 92,708
1000	H1239410	H12010J	HMO Transaction Oversight	\$ 327,292
1000	H1230100	H12004Y	EO Operations	\$1,250,000
2360	H1239811	H12192J	Rural Health and Primary Care	\$990,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** \$3,500,000.00

**Hardware:** [Click here to enter text.](#)

**Software:** \$1,740,000.00



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Training:</b> <a href="#">Click here to enter text.</a> <b>State Staff:</b> 760,000.00 <b>Professional/Technical:</b> \$1,000,000.00	
<b>Estimated Start Date:</b> 8/1/2025	<b>Requested Finish Date:</b> 6/30/2029  <b>Reason for End Date:</b> Requirements, design, building, implementation, and integration

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) <a href="#">Click here to enter text.</a>	
What are the initiative's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
A modern procurement management system will be procured and/or built and implemented.	The new system will be procured and implemented within an acceptable TBD timeframe.
The new procurement management system will provide integrated financial data access.	The new system will provide real-time data integration with SWIFT to successfully pull encumbrances and payment data from Statewide Integrated Financial Tools (SWIFT).
The new procurement management system will provide integrated financial data access.	The new system will provide real-time encumbrance and spending status for 100% of purchase orders.
Improved process coordination and communication of procurement activities.	All procurement activities are documented and tracked in the new system, covering ≥95% of MDH procurement actions.
Improved process coordination and communication of procurement activities.	100% of change orders are documented and traceable within the system, with version history and approval workflows.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Improved purchase order management and reporting.	Custom reporting is available so that users can generate standard and custom reports on purchase order status, change orders, encumbrances, and payments with ≤5 minutes of system processing time.
User of the new system will be trained and will adopt the new system.	≥90% of procurement and finance staff actively use the system within the first six months post-deployment. 100% of users trained within one month of system rollout.
Increased transparency available for stakeholders.	Internal stakeholders can access self-service dashboards showing procurement progress, PO lifecycle stages, and budget utilization.
Procurement support tickets will be reduced.	Procurement-related helpdesk tickets decrease by ≥30% within 6 months due to improved user interface and process clarity.

### REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO

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**Name of person with delegated authority to sign the interagency agreement:** Joshua Bunker

### COMMENTS

Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.

Click here to enter text.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  Department of Health (H12) – Bill Flatley	<b>Name of initiative:</b>  Tableau to Power BI Alignment
<b>Initiative Sponsor: Nila Hines</b>	
<b>Budget Contact: Susan Castellano</b>	
<b>Type of initiative:</b>  <div style="list-style-type: none; padding-left: 0;"> <input checked="" type="checkbox"/> IT project  <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input checked="" type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> There is a timely need to take action in order to cut data reporting costs by leveraging the Power BI capabilities included in our enterprise Microsoft licensing agreement. Currently, the Health Department utilizes Tableau as the standard for Business Intelligence. There are approximately 500 dashboards of various complexity that have been authored serving internal users, Local Public Health, and the general public. The majority of the state has standardized on Microsoft's Power BI as the Business Intelligence solution of choice. That decision is mostly around cost of use since Power BI Professional is included in the Microsoft 360 subscription fee we already pay for (Outlook/Excel/Teams/Word/Excel/ etc...). We wish to align the Health Department with what the majority of other agencies are doing which will create collaboration and sharing opportunities as well as give us access to a robust staffing pool along with significant long term cost savings.	
<b>Brief Initiative Description:</b> This initiative is to align MDH with the State's current Business Intelligence product of choice, Power BI, that we are already paying for. The effort would provide funding for MNIT to assist in migrating, providing expertise, and researching and enabling solutions for over 500 Tableau dashboards in need of migration. The effort would also provide MNIT with the ability to support MDH in developing MDH specific training materials and documentation. MNIT would also be able to facilitate support requests and help in fostering a self-sustaining community of practice around Power BI at MDH. The dashboards that require migration are of various levels of complexity and not only serve internal users but MDH partners like Local Public Health and the citizens of Minnesota.	
<b>High-level Objective:</b> To align MDH business intelligence solution with State standards and to realize efficiencies and cost saving for the Department of Health and the citizens of Minnesota. This not only	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

includes the decrease cost of this software and server maintenance, but also the opportunity to better collaborate with other agencies while making it easier to fill vacant positions with other state employees.

### Initiative Deliverable Categories:

- ☐ New application or system
- ☒ Replacement for existing application or system
- ☐ Enhancement to existing application or system
- ☐ Upgrade of an existing application or system
- ☐ Operations ongoing funding, improvement, or efficiency
- ☐ Project-to-product transformation
- ☒ Support for a product or service
- ☒ Customer Experience
- ☐ Cybersecurity
- ☒ Accessibility

### In which phase of the Modernization Playbook is this initiative?

☐ Select   ☐ Plan   ☒ Do   ☐ Run   ☐ Not applicable

**Has a detailed business case been developed?**   ☒ Yes   ☐ No   ☐ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?**   ☐ Yes   ☒ No

**If not, has ongoing funding been identified?**   ☒ Yes   ☐ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☐ If checked,  
initiative name?  
[Click here to enter text.](#)

For an existing ITA initiative? Yes: ☐ If checked,  
what is the ITA ID number (ex. ITA24.014)?  
[Click here to enter text.](#)

**Support of One Minnesota Plan Priorities**

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- ☐ **Children and Families.** Click here to enter text.
- ☐ **Safe and Thriving Communities, Housing, and Workforce.** Click here to enter text.
- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Substantial cost savings realized switching to the platform others in the state are already using. Also, many intangible benefits such as collaboration opportunities and easier to fill position.

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☒ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☐ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
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Run, Grow and Transform (RGT)

(Check all that apply)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☒ Run – Initiative is to operate and maintain (Keep the lights on)
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Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	H1231935	H12009J	Prior Authorization Requests	190,000
1000	H1239408	H1202RJ	HMO Conversion Study	52,000
1000	H1239506	H1202BJ	No Surprises Act Enforcement	300,000
1200	H1239401	H12172J	Managed Care	58,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs): 600,000**

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Hardware:</b> <a href="#">Click here to enter text.</a> <b>Software:</b> <a href="#">Click here to enter text.</a> <b>Training:</b> 15,000 <b>State Staff:</b> 585,000 <b>Professional/Technical:</b> <a href="#">Click here to enter text.</a>	
<b>Estimated Start Date:</b> 08/01/2025	<b>Requested Finish Date:</b> 6./30/2029  <b>Reason for End Date:</b> Due to the amount of dashboards and existing foot print, and time needed to foster a community of practice.

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) <a href="#">Click here to enter text.</a>	
What are the initiative's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Cost Savings	Licensing Fees, staff cost (no longer needing to maintain servers)
Collaboration	Currently very few agencies are heavily Tableau, at the conclusion we will be aligned with the MNIT Enterprise and most other agencies.
Stability and assurances	Currently Tableau is self hosted by an agency. PowerBI platform is hosted by Microsoft and in the cloud <a href="#">Click here to enter text.</a>



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO

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**Name of person with delegated authority to sign the interagency agreement:** Joshua Bunker

### COMMENTS

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Click here to enter text.

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b> Office of Higher Education – Brenda Gabriel	<b>Name of initiative:</b> OHE Technology Modernization
<b>Initiative Sponsor: Thomas Sanford</b>	
<b>Budget Contact: Poawit Yang</b>	
<b>Type of initiative:</b> <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> IT project  <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input checked="" type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> OHE has numerous programs that are running on outdated technology or excel sheets. The opportunity is to modernize and sustain projects/programs in order to meet the operational needs of the agency. The P20 IT project needs to increase server size, storage capacity and back-up capability for the P20W (SLEDS) infrastructure due to increased data needs.	
<b>Brief Initiative Description:</b> This project represents the continued modernization, enhancing, and sustaining of multiple platforms, systems, and applications used by OHE to run its core business functions. OHE has numerous programs that are running on outdated technology or excel sheets. Over the past few years, OHE has been significantly and strategically investing in modernizing, enhancing, and sustaining its core delivery systems. Unfortunately, because OHE has so many needs, the agency is not able to get all the projects started and/or completed during the current biennium. This project continues this previous work and spans multiple divisions across the agency: including both financial aid divisions, the grants division, financial services, communications, audit, research, and licensing & registration, and several others. The P20 IT project entails upgrading data infrastructure, storage capacity and back-up capability for the P20W (SLEDS) infrastructure, including cloud hosting costs.	
<b>High-level Objective:</b> To more efficiently store and retrieve data while adding process automation. To provide a comprehensive tool for grants management and reporting. To add additional programs new applications/systems and sustain and enhance current programs in modern solutions. The objective is to have a P20W data infrastructure in which staff can more efficiently store, retrieve and back up critical data. These Odyssey funds would be a dedicated funding source for this project to support the P20W System, extending its life and productivity.	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

**Initiative Deliverable Categories:**

- ☒ New application or system
- ☒ Replacement for existing application or system
- ☒ Enhancement to existing application or system
- ☒ Upgrade of an existing application or system
- ☒ Operations ongoing funding, improvement, or efficiency
- ☐ Project-to-product transformation
- ☐ Support for a product or service
- ☐ Customer Experience
- ☐ Cybersecurity
- ☐ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

☐ Select   ☐ Plan   ☐ Do   ☐ Run   ☒ Not applicable

**Has a detailed business case been developed?**   ☒ Yes   ☐ No   ☐ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?**   ☐ Yes   ☒ No

**If not, has ongoing funding been identified?**   ☒ Yes   ☐ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☐ If checked,  
initiative name?  
[Click here to enter text.](#)

For an existing ITA initiative? Yes: ☐ If checked,  
what is the ITA ID number (ex. ITA24.014)?  
[Click here to enter text.](#)

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☒ **Children and Families.** Click here to enter text.
- ☒ **Safe and Thriving Communities, Housing, and Workforce.** Click here to enter text.
- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☒ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☒ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☒ **Run** – Initiative is to operate and maintain (Keep the lights on)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☒ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	E6031000	E601000	Agency Administration Gen	\$175,000
1000	E6031606	E601606	Statewide Longitudinal Data	\$100,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** \$275,000

**Hardware:** [Click here to enter text.](#)

**Software:** [Click here to enter text.](#)

**Training:** [Click here to enter text.](#)

**State Staff:** \$275,000

**Professional/Technical:** [Click here to enter text.](#)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Estimated Start Date:</b> 8/1/2025	<b>Requested Finish Date:</b> 12/31/2029  <b>Reason for End Date:</b> Need to gather requirements, research and identify products.
---------------------------------------	--

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) These projects help to automate manual processes, streamline data collection and reporting, reduce staff workload and provide supportable infrastructure.	
What are the initiative's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Solution built, additional functionality, reduce spreadsheets	Solution implemented and tested
Managed hosting is implemented	Hosting costs decrease
Solution built and implemented	Solution implemented, tested and online

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount. <ul style="list-style-type: none"> <li>• This request shows the correct source of funds to be transferred.</li> <li>• The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> Poawit Yang

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.
<a href="#">Click here to enter text.</a>

- end of document -



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Instructions for This Document

1. Requests are due April 18, 2025. Please be sure to complete all fields. Empty fields may delay the review process.
2. Each initiative request must be reviewed by the agency Executive Budget Officer (EBO), agency CFO and CBTO before being sent to the MNIT EEPMO.
3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  Minnesota Department of Human Rights Bruce Yurich	<b>Name of initiative:</b>  OnBase Enhancement and Process Improvement
<b>Initiative Sponsor:</b> Irina Vaynerman	
<b>Budget Contact:</b> Taylor Putz	
<b>Type of initiative:</b>  <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> IT project  <input checked="" type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input checked="" type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) Almost every employee at the Minnesota Department of Human Rights uses OnBase, the data management system; benefits from process improvement; and benefits from efforts to improve the customer experience. This opportunity continues to improve technology systems and processes to meet the ongoing needs of the agency and its customers.	
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) This project will use available funds to enhance and/or upgrade OnBase and related technology systems so it meets the needs of staff and members of the public who interact with the Minnesota Department of Human Rights. The project will further enable process improvement changes to help ensure the agency is working effectively and efficiently and centering the customer experience.	
<b>High-level Objective:</b> (ex. To more efficiently store and retrieve data while adding process automation.) Improve the functionality of OnBase and ensure related process improvement systems are meeting the needs of the agency and centering the customer experience.	
<b>Initiative Deliverable Categories:</b>  <input type="checkbox"/> New application or system	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ Replacement for existing application or system
- ☒ Enhancement to existing application or system
- ☒ Upgrade of an existing application or system
- ☒ Operations ongoing funding, improvement, or efficiency
- ☒ Project-to-product transformation
- ☒ Support for a product or service
- ☒ Customer Experience
- ☐ Cybersecurity
- ☒ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

☒ Select   ☐ Plan   ☐ Do   ☐ Run   ☐ Not applicable

**Has a detailed business case been developed?**   ☐ Yes   ☒ No   ☐ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?**   ☐ Yes   ☒ No

**If not, has ongoing funding been identified?**   ☒ Yes   ☐ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☐ If checked,  
initiative name?  
[Click here to enter text.](#)

For an existing ITA initiative? Yes: ☐ If checked,  
what is the ITA ID number (ex. ITA24.014)?  
[Click here to enter text.](#)

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- ☐ **Children and Families.** [Click here to enter text.](#)
- ☐ **Safe and Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** This effort is focusing on making sure the customer experience is centered at the Department of Human Rights. This includes designing technology systems and processes around people's needs, making them accessible, listening to feedback, and constantly improving.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☐ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☒ **Run** – Initiative is to operate and maintain (Keep the lights on)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☐ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G1710000	G175000	Operations	\$375,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** 375,000

**Hardware:** [Click here to enter text.](#)

**Software:** \$75,000

**Training:** [Click here to enter text.](#)

**State Staff:** \$250,000

**Professional/Technical:** \$50,000

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Estimated Start Date: 7/1/2025</b>	<b>Requested Finish Date: 6/30/2029</b>  <b>Reason for End Date:</b> Multiple initiatives are involved in this project work so the maximum time available for ITA funds will be necessary to complete.
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Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) This project will improve the customer experience, which includes staff and Minnesotans interacting with the Department of Human Rights.	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
Increase the effectiveness and efficiency of OnBase for the Investigations Division, Legal Division, and the Workforce and Equal Pay Certificate Division.	Collect feedback from employees on a regular basis.
Improve the experience of external customers.	Collect feedback from external customers. For example, surveys will be sent to companies who complete a Workforce Certificate and submit annual reports to gauge their experience.

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount. <ul style="list-style-type: none"> <li>• This request shows the correct source of funds to be transferred.</li> <li>• The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> Taylor Putz, Chief of Staff

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.
<a href="#">Click here to enter text.</a>

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Instructions for This Document

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3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  <b>Bureau of Mediation Services (BMS) - G45</b> <b>John Rindal - CBTO</b>	<b>Name of initiative:</b>  <b>BMS Case Management and Mediation Related IT Product Lifecycle</b>
<b>Initiative Sponsor: Todd Doncavage – Deputy Commissioner</b>	
<b>Budget Contact: Lynne Kuhlman (DOC)</b>	
<b>Type of initiative:</b>  <input checked="" type="checkbox"/> IT project <input checked="" type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input checked="" type="checkbox"/> Costs associated with cybersecurity projects/products <input checked="" type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input type="checkbox"/> Costs associated with participation in newly established enterprise services <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) <b>Project-to-product transformation and to cover ongoing operational costs to address a work backlog and technology activities that support the Bureau of Mediation Services (BMS).</b>	
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency’s operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) <b>This initiative is to operate and maintain BMS’ current technology in support of its mission as well as enhance, expand, and add to its current IT capabilities, including, but not limited to - case management, internal and external facing websites, transcription, Artificial Intelligence (AI), document management, scheduling, managing public/non-public data management, conferencing technologies, voting technologies, contract management, contact management, e-discovery, Client/Customer Relationship Management (CRM), compliance management, collaboration tools, legal research, litigation support and other office management and operations. This may include adding to or replacing existing technology, professional technical consultant assistance, staff augmentation, development of education materials and training, equipment procurement, and delivering training both to BMS staff and external stakeholders.</b>	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>High-level Objective:</b> (ex. To more efficiently store and retrieve data while adding process automation.) <b>Continue to provide a modern, secure, customer focused technology environment for BMS and their stakeholders.</b>
<b>Initiative Deliverable Categories:</b> <input checked="" type="checkbox"/> New application or system <input checked="" type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input checked="" type="checkbox"/> Upgrade of an existing application or system <input checked="" type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input checked="" type="checkbox"/> Project-to-product transformation <input checked="" type="checkbox"/> Support for a product or service <input checked="" type="checkbox"/> Customer Experience <input checked="" type="checkbox"/> Cybersecurity <input checked="" type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b> <input checked="" type="checkbox"/> Select <input checked="" type="checkbox"/> Plan <input checked="" type="checkbox"/> Do <input checked="" type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>If not, has ongoing funding been identified?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input checked="" type="checkbox"/> If checked, initiative name? <b>Caseload Enhancements and Community Edition Implementation</b>	For an existing ITA initiative? Yes: <input checked="" type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? <b>G45 ITA22.015 Caseload Enhance   G45 ITA24.015 Enhance/Upgrade</b>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- ☐ **Children and Families.** Click here to enter text.
- ☒ **Safe and Thriving Communities, Housing, and Workforce.** BMS promotes stable and constructive labor-management relations and the use of alternate dispute resolution and collaborative processes. In 1939, the state legislature enacted the Minnesota Labor Relations Act ([Minnesota Statutes 179](#)) as a means of peacefully settling disputes resulting from the growing size and strength of Minnesota's labor movement. The Act recognized that a sound economy is aided by a constructive labor-management environment. BMS performs four functions: conciliation/mediation, arbitration, bargaining unit determinations, and bargaining unit certification elections.
- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.**

**Goal: Resolve contract and grievance disputes peacefully, expeditiously.**

- Labor dispute settlement rate.
- Average response time: Days to first mediation.

**Goal: Resolve bargaining unit and other representation disputes consistent with Minnesota laws.**

- Time to process petitions. For contested cases requiring written order: Percentage of cases meeting 30 day goal from close of hearing record to issuance of order.
- Time to process petitions. For cases requiring elections: Percentage meeting goal of no more than 90 days from petition filing to election tabulation.
- Time to process petitions. For cases not requiring elections: Percentage meeting goal of no more than 90 days from petition to issuance of order.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☒ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☒ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☒ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☒ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☒ **Run** – Initiative is to operate and maintain (Keep the lights on)
- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☒ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G4510000	G453000	Mediation Services	\$700,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs): \$700,000**

**Hardware: \$150,000 (hosting)**

**Software: \$250,000**

**Training: \$50,000**

**State Staff:** [Click here to enter text.](#)

**Professional/Technical: \$250,000**

**Estimated Start Date: 7/1/2025**

**Requested Finish Date: 6/30/2029**

**Reason for End Date: Funding Expiration**

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Success Criteria	
<p><b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.)</p> <p><b>BMS' IT Products (applications, databases, etc.) are continuously improved and updated based on user feedback and changing requirements. Focus on delivering value to the end-users and stakeholders, ensuring that the product meets BMS needs and expectations. IT Products are managed with a long-term vision, considering future enhancements, scalability, security, and sustainability.</b></p>	
<p><b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)</p>	<p><b>How Measured?</b> (Compare post-implementation uptime to baseline)</p>
<p><b>Caseload and other applications support business needs.</b></p>	<p><b>Accuracy of information and ease of data maintenance.</b></p>
<p>Click here to enter text.</p>	<p>Click here to enter text.</p>
<p>Click here to enter text.</p>	<p>Click here to enter text.</p>

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
<p>By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.</p> <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<p><b>Name of person with delegated authority to sign the interagency agreement: Todd DonCavage</b></p>

COMMENTS
<p>Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.</p>
<h3 style="margin: 0;">Characteristics of Treating Information Technology Investments</h3>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### COMMENTS

### as a Product

revision 4/22/2025 jrr

- **Continuous Improvement:** IT Products (applications, databases) are continuously improved and updated based on user feedback and changing requirements, rather than being considered Projects completed once delivered
- **Customer-Centric Approach:** Focus on delivering value to the end-users and stakeholders, ensuring that the product meets their needs and expectations
- **Long-Term Vision:** IT Products are managed with a long-term vision, considering future enhancements, scalability, security, and sustainability
- **Cross-Functional Teams:** Collaboration between various departments such as marketing, IT, and customer service to ensure the product's success
- **Lifecycle Management:** Managing the entire lifecycle of the product, from inception to retirement, including regular updates and maintenance
- **Agile Methodologies:** Utilizing agile methodologies to allow for flexibility, iterative development, and quick responses to changes
- **Metrics and KPIs:** Establishing and monitoring key performance indicators (KPIs) and metrics to measure the product's success and areas for improvement
- **Ownership and Accountability:** Assigning dedicated product owners who are responsible for the product's success and accountable for its performance
- **User Experience (UX):** Prioritizing user experience and ensuring that the product is user-friendly and meets the needs of its users
- **Innovation and Experimentation:** Encouraging innovation and experimentation to continuously enhance the product and stay ahead of competitors

[Bullets above were generated using Microsoft CoPilot Chat April 2025, then edited by author]

#### Specific examples of activities that this could include:

- **Application and Database Improvement:** Adding or changing features and functions
- **New Application Implementation:** Acquiring and implementing additional new applications/software and/or replacement of existing applications/software
- **Security Improvements:** Security related activities including monitoring, patching, detection, forensics and compliance
- **Annual Licensing, Support and Maintenance Costs including Technology Staffing**
- **Hosting and Other Operational Costs**
- **Platform and Technology Environment Upgrades/Changes**

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
<ul style="list-style-type: none"> <li>• <b>Data Cleansing</b></li> <li>• <b>User Support and Training</b></li> <li>• An information technology environment typically consists of key components that work together to support the organization's operations and services. Some of the main components include: <ul style="list-style-type: none"> <li>○ <b>Applications:</b> These are software programs designed to perform specific tasks for users. They can range from simple desktop applications to complex enterprise software systems.</li> <li>○ <b>Databases:</b> These are organized collections of data that are stored and accessed electronically. Databases are essential for managing and retrieving data efficiently.</li> <li>○ <b>Websites:</b> These are collections of web pages that are accessed through the internet. Websites can provide information, services, and interactive features to users.</li> <li>○ <b>Servers:</b> These are powerful computers that provide resources, data, services, or programs to other computers, known as clients, over a network.</li> <li>○ <b>Networks:</b> These are systems of interconnected computers and devices that communicate with each other to share resources and information.</li> <li>○ <b>Storage Systems:</b> These are devices or systems used to store data, such as hard drives, solid-state drives, and cloud storage solutions.</li> <li>○ <b>Security Systems:</b> These include measures and tools to protect the IT environment from threats and unauthorized access. Examples include firewalls, antivirus software, and encryption.</li> <li>○ <b>User Interfaces:</b> These are the means through which users interact with applications and systems. They can be graphical (GUI) or command-line interfaces (CLI).</li> <li>○ <b>Middleware:</b> This is software that connects different applications and allows them to communicate and share data.</li> <li>○ <b>Development Tools:</b> These are software tools used by developers to create, test, and maintain applications and systems.</li> </ul> </li> </ul>



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Instructions for This Document

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2. Each initiative request must be reviewed by the agency Executive Budget Officer (EBO), agency CFO and CBTO before being sent to the MNIT EEPMO.
3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  <b>Public Employment Relations Board (PERB) – John Rindal</b>	<b>Name of initiative:</b>  <b>PERB Case Management, Website, Agency IT Operations, and other Technologies</b>
<b>Initiative Sponsor: Jess Anna King (651-539-1415; jessanna.king@state.mn.us)</b>	
<b>Budget Contact: Jess Anna King (651-539-1415; jessanna.king@state.mn.us)</b>	
<b>Type of initiative:</b>  <div style="list-style-type: none; padding-left: 0;"> <input checked="" type="checkbox"/> IT project  <input checked="" type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input checked="" type="checkbox"/> Costs associated with cybersecurity projects/products  <input checked="" type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input checked="" type="checkbox"/> Other (please describe)    Start-up redesign of website and searchable decisions </div>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) <b>Since July 1, 2023, PERB start up needs identified as case management software, hardware for new staff and new office, and developed/upgraded/redesigned website to include searchable decision functionality and online filing of charges.</b>	
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) <b>Funds will enable 1) ongoing implementation and use of licenses for case management software, procured and implemented in FY24/25; 2) procurement of additional equipment or services for new staff, office, and hearings; and 3) a redesigned website that includes a searchable decision function and online filing of charges to better support agency stakeholders and parties. In the first 2 years of operation, the PERB is busier than anticipated and is projected to continue on that path. Case management software project was completed in FY24/25 with the licensing and transition to MyCase. The funds will pay for agency licenses for MyCase during the relevant Odyssey Fund years. Additional equipment and services may be necessary as we fully staff our office and as we move to ensure statutory compliance with hearing transcription requirements. Investigating technology solutions to our need for hearing transcription would increase efficiency and accessibility for parties and reduce administrative burden for individual contracts for transcription of each hearing. Finally, to better serve stakeholders and parties engaging with the PERB, we need a website with</b>	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

greater functionality. Stakeholders and parties are demanding searchable decisions and case law by the PERB. The agency needs a more efficient way to have complete and accurate charges filed to reduce the follow up. Staff training to maintain website and troubleshoot will be required. Funds are available because of savings during first year of operations when not fully staffed. This initiative is also to operate and maintain PERBs current technology in support of its mission as well as enhance, expand, and add to its current IT capabilities, including, but not limited to - case management, internal and external facing websites, transcription, Artificial Intelligence (AI), document management, scheduling, managing public/non-public data, conferencing technologies, voting technologies, contract management, contact management, e-discovery, Client/Customer Relationship Management (CRM), compliance management, collaboration tools, legal research, litigation support and other office management and operations. This may include adding to or replacing existing technology, professional technical consultant assistance, staff augmentation, development of education materials and training, equipment procurement, and delivering training both to PERB staff and external stakeholders.

**High-level Objective:** (ex. To more efficiently store and retrieve data while adding process automation.) **To leverage limited resources to enhance stakeholder support and agency demands through ongoing case management software, reduced administrative burden with technology, and website innovation.**

**Initiative Deliverable Categories:**

- ☒ New application or system
- ☒ Replacement for existing application or system
- ☒ Enhancement to existing application or system
- ☒ Upgrade of an existing application or system
- ☒ Operations ongoing funding, improvement, or efficiency
- ☒ Project-to-product transformation
- ☒ Support for a product or service
- ☒ Customer Experience
- ☒ Cybersecurity
- ☒ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

☒ Select   ☒ Plan   ☒ Do   ☒ Run   ☐ Not applicable

**Has a detailed business case been developed?**   ☐ Yes   ☒ No   ☐ Not applicable

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Is this initiative fully funded by the Odyssey funds requested? ☐ Yes ☒ No

If not, has ongoing funding been identified? ☒ Yes ☐ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☒ If checked,  
initiative name?

PERB Agency IT Start-up

For an existing ITA initiative? Yes: ☒ If checked,  
what is the ITA ID number (ex. ITA24.014)?

G467316 - ITA24.016 G45 PERB Agcy IT Startup

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- ☐ **Children and Families.** Click here to enter text.
- ☒ **Safe and Thriving Communities, Housing, and Workforce.** Click here to enter text.
- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☒ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☒ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☒ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

**Run, Grow and Transform (RGT)**
**(Check all that apply)**

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☒ **Run** – Initiative is to operate and maintain (Keep the lights on)
- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☒ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

**FY2025 Requested Transfer Amount**

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G4538000	G457000	Public Employment Relations Bd	\$180,000

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request


Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount	
<b>Estimated Budget (total expected project or initiative costs): \$180,000</b>  <b>Hardware: \$35,000</b>  <b>Software: \$60,000</b>  <b>Training: \$15,000</b>  <b>State Staff: \$30,000</b>  <b>Professional/Technical: \$40,000</b>	
<b>Estimated Start Date: 7/1/2025</b>	<b>Requested Finish Date: 6/30/2029</b>  <b>Reason for End Date: Funding expiration</b>

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) Click here to enter text.	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
Successful implementation and use.	Staff and Board assessment.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO

By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.

- This request shows the correct source of funds to be transferred.
- The sponsoring agency is committed to champion the project or initiative and secure the needed resources.

**Name of person with delegated authority to sign the interagency agreement:** Jess Anna King

### COMMENTS

Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.

## Characteristics of Treating Information Technology Investments as a Product

revision 4/22/2025 jrr

- **Continuous Improvement:** IT Products (applications, databases) are continuously improved and updated based on user feedback and changing requirements, rather than being considered Projects completed once delivered
- **Customer-Centric Approach:** Focus on delivering value to the end-users and stakeholders, ensuring that the product meets their needs and expectations
- **Long-Term Vision:** IT Products are managed with a long-term vision, considering future enhancements, scalability, security, and sustainability
- **Cross-Functional Teams:** Collaboration between various departments such as marketing, IT, and customer service to ensure the product's success
- **Lifecycle Management:** Managing the entire lifecycle of the product, from inception to retirement, including regular updates and maintenance
- **Agile Methodologies:** Utilizing agile methodologies to allow for flexibility, iterative development, and quick responses to changes

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
<ul style="list-style-type: none"> <li>• <b>Metrics and KPIs:</b> Establishing and monitoring key performance indicators (KPIs) and metrics to measure the product's success and areas for improvement</li> <li>• <b>Ownership and Accountability:</b> Assigning dedicated product owners who are responsible for the product's success and accountable for its performance</li> <li>• <b>User Experience (UX):</b> Prioritizing user experience and ensuring that the product is user-friendly and meets the needs of its users</li> <li>• <b>Innovation and Experimentation:</b> Encouraging innovation and experimentation to continuously enhance the product and stay ahead of competitors</li> </ul> <p>[Bullets above were generated using Microsoft CoPilot Chat April 2025, then edited by author]</p> <p><b>Specific examples of activities that this could include:</b></p> <ul style="list-style-type: none"> <li>• <b>Application and Database Improvement:</b> Adding or changing features and functions</li> <li>• <b>New Application Implementation:</b> Acquiring and implementing additional new applications/software and/or replacement of existing applications/software</li> <li>• <b>Security Improvements:</b> Security related activities including monitoring, patching, detection, forensics and compliance</li> <li>• <b>Annual Licensing, Support and Maintenance Costs including Technology Staffing</b></li> <li>• <b>Hosting and Other Operational Costs</b></li> <li>• <b>Platform and Technology Environment Upgrades/Changes</b></li> <li>• <b>Data Cleansing</b></li> <li>• <b>User Support and Training</b></li> <li>• An information technology environment typically consists of key components that work together to support the organization's operations and services. Some of the main components include:             <ul style="list-style-type: none"> <li>○ <b>Applications:</b> These are software programs designed to perform specific tasks for users. They can range from simple desktop applications to complex enterprise software systems.</li> <li>○ <b>Databases:</b> These are organized collections of data that are stored and accessed electronically. Databases are essential for managing and retrieving data efficiently.</li> <li>○ <b>Websites:</b> These are collections of web pages that are accessed through the internet. Websites can provide information, services, and interactive features to users.</li> <li>○ <b>Servers:</b> These are powerful computers that provide resources, data, services, or programs to other computers, known as clients, over a network.</li> <li>○ <b>Networks:</b> These are systems of interconnected computers and devices that communicate with each other to share resources and information.</li> </ul> </li> </ul>



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
<ul style="list-style-type: none"><li>○ <b>Storage Systems:</b> These are devices or systems used to store data, such as hard drives, solid-state drives, and cloud storage solutions.</li><li>○ <b>Security Systems:</b> These include measures and tools to protect the IT environment from threats and unauthorized access. Examples include firewalls, antivirus software, and encryption.</li><li>○ <b>User Interfaces:</b> These are the means through which users interact with applications and systems. They can be graphical (GUI) or command-line interfaces (CLI).</li><li>○ <b>Middleware:</b> This is software that connects different applications and allows them to communicate and share data.</li><li>○ <b>Development Tools:</b> These are software tools used by developers to create, test, and maintain applications and systems.</li></ul>

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
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- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  Board of Medical Practice (BMP), Tim Ogg	<b>Name of initiative:</b>  BMP Online Licensing System Statute-Based and Efficiency-Promoting Upgrades
<b>Initiative Sponsor:</b> Elizabeth Huntley	
<b>Budget Contact:</b> Tracey Sigstad	
<b>Type of initiative:</b>  <div style="display: flex; flex-direction: column; gap: 5px;"> <div><input type="checkbox"/> IT project</div> <div><input checked="" type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog</div> <div><input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes</div> <div><input type="checkbox"/> Costs associated with cybersecurity projects/products</div> <div><input checked="" type="checkbox"/> Ongoing software licensing and support costs for a specific technology product</div> <div><input type="checkbox"/> Costs associated with participation in newly established enterprise services</div> <div><input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a></div> </div>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) There is a timely and strong need to enhance and upgrade the Board's licensing system to (1) fulfill statutory requirements, (2) implement a new licensure category, (3) allow for digitization of Board-issued documents, and (4) upgrade the reporting and disciplinary features to allow for enhanced efficiency.	
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) The problems and opportunities listed above relate to the Board's current licensing system, ALIMS ("Automated Licensing Information Management System"). <b>Initiative 1:</b> Minnesota Statutes 147.38 sets out the laws governing the Interstate Medical Licensure Compact ("IMLC"). The Board has been issuing IMLC licenses since 2017. IMLC Article 8 requires member boards to report licensure, complaint and disciplinary information to the IMLC. To best fulfill the Board's public protection mission, the Board seeks to upgrade ALIMS to allow it to securely sync data with the IMLC database via IMLC's portal, API ("Application Programming Interface"). This would ensure real-time information is provided to the IMLC member states, which in turn guarantees that member-states have accurate and current IMLC physician licensure information. Absent the upgrade, Board staff inputs data manually into the IMLC database, which results in a less efficient and	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

less timely method for uploading data and has a higher rate for error. **Initiative 2:** The Minnesota legislature is likely to pass House File 1913/Senate File 509 during the current legislative session. This bill creates a new physician licensure category, entitled “limited license.” ALIMS will need to be updated to incorporate the new license type and to allow for tracking as the limited physician license-holder completes requirements for full licensure. **Initiative 3:** The Board regulates over 42,000 active licensees and registrants. As part of the regulation, the Board issues official documents, including license cards and certificates. The proposed upgrade would allow the Board to use a secure platform to authenticate each document digitally, which would, in turn, allow licensees to be able to print and to digitally display the document. This would greatly enhance Board efficiency. **Initiative 4:** The Board seeks to upgrade ALIMS to include additional prefilled fields with frequently used parameters and to allow for “compliant hierarchy” tracing and related supporting features, including allowing for staff to designate sub or related complaints under a parent complaint. This upgrade would allow for more efficient complaint processing.

**High-level Objective:** (ex. To more efficiently store and retrieve data while adding process automation.) **Objective 1:** This project aims to support compliance with the Board’s IMLC obligations as set forth in Minnesota Statutes section 147.38. **Objective 2:** This project aims to incorporate into ALIMS the anticipated new licensure category, limited physician, and to provide a mechanism to track completion of requirements for full licensure. **Objective 3:** This project aims to increase efficiency by allowing licensees and registrants to access printed and digitized version of Board-issued documents. **Objective 4:** This project aims to increase efficiency and to allow for better data analysis regarding sub and related complaints.

### Initiative Deliverable Categories:

- ☐ New application or system
- ☐ Replacement for existing application or system
- ☒ Enhancement to existing application or system
- ☒ Upgrade of an existing application or system
- ☐ Operations ongoing funding, improvement, or efficiency
- ☐ Project-to-product transformation
- ☐ Support for a product or service
- ☒ Customer Experience
- ☐ Cybersecurity
- ☐ Accessibility

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>In which phase of the Modernization Playbook is this initiative?</b> <input type="checkbox"/> Select <input type="checkbox"/> Plan <input checked="" type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>If not, has ongoing funding been identified?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input type="checkbox"/> If checked, initiative name? <a href="#">Click here to enter text.</a>	For an existing ITA initiative? Yes: <input type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? <a href="#">Click here to enter text.</a>

Support of One Minnesota Plan Priorities (check all that apply)
<p>Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.</p> <p><input type="checkbox"/> <b>Children and Families.</b> <a href="#">Click here to enter text.</a></p> <p><input type="checkbox"/> <b>Safe and Thriving Communities, Housing, and Workforce.</b> <a href="#">Click here to enter text.</a></p> <p><input checked="" type="checkbox"/> <b>Healthy Minnesotans.</b> <a href="#">Click here to enter text.</a></p> <p>The Board's mission is to protect the public's health and safety by assuring that the people who practice medicine or as an allied health professional are competent, ethical practitioners with the necessary knowledge and skills appropriate to their title and role. In order to continue to meet this mission and comply to the statutory mandates required of BMP, the technology platforms that support BMP's business needs must be continuously enhanced and upgraded.</p> <p><input type="checkbox"/> <b>Equity and Inclusion.</b> <a href="#">Click here to enter text.</a></p> <p><input type="checkbox"/> <b>Minnesota's Environment.</b> <a href="#">Click here to enter text.</a></p> <p><input type="checkbox"/> <b>Fiscal Accountability, Customer Experience, and Measurable Results.</b> <a href="#">Click here to enter text.</a></p>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☒ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☐ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☒ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☒ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☒ **Run** – Initiative is to operate and maintain (Keep the lights on)
- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☒ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>FY2025 Requested Transfer Amount</b>				
The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1201	H7B10000	H7B1111	Medical Practice Operations	\$400,000

Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount	
<p><b>Estimated Budget (total expected project or initiative costs):</b> \$400,000</p> <p><b>Hardware:</b> <a href="#">Click here to enter text.</a></p> <p><b>Software:</b> \$7,500</p> <p><b>Training:</b> <a href="#">Click here to enter text.</a></p> <p><b>State Staff:</b> \$40,000</p> <p><b>Professional/Technical:</b> \$352,500</p>	
<p><b>Estimated Start Date:</b> September 2025</p>	<p><b>Requested Finish Date:</b> June, 2027</p> <p><b>Reason for End Date:</b> The combined efforts of BMP partners, MNIT staff, and contracted developers will go through a phased approach in order of highest priority to ensure successful completion of all requirements in two years. There is also a need to pull-in and coordinate with many different</p>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

	resources, such as MNIT IT professional contract team, ITA funding divisions. Using this timeline affords the flexibility needed to ensure high quality deliverables.
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Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.)	
<ol style="list-style-type: none"> <li>1. The IMLC API implementation will provide real-time data exchange capability between BMP and IMLC database, which enhances the timeliness with which compact medical licenses may be issued.</li> <li>2. With the initiative, the Board's licensing system will allow the Board to efficiently issue the newly created licensure category, limited physician, and to allow the Board to track the licensee's progress toward full physician licensure. The limited physician license is designed to help alleviate healthcare worker shortages in rural and underserved communities in Minnesota.</li> <li>3. Digitization of licensing documents will allow all licensed professionals to access their Board-issued licenses and/or certificates from their online account via cell phone or computer. It will save staff time and document printing and mailing cost.</li> <li>4. The ALIMS upgrade will increase efficiency and allow for better reporting of the complaint and disciplinary data.</li> </ol>	
What are the initiative's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Implement IMLC's API data sharing system to securely exchange, in real-time, information between BMP and the IMLC	Eliminate manual data entry to IMLC database and increase timeliness of IMLC license processing process.
Issue new license type, limited physician	Launch online licensure application for limited physician license and enhance ALIMS to allow for tracking as limited licensed physicians move toward full physician licensure.
Digitization of licensing documents	Increase efficiency by eliminating staff time devoted to printing and mailing hardcopies of licensure



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

	documents by providing a secure mechanism whereby licensees and registrants can access digitized Board documents.
Upgrade ALIMS to allow for group of sub and related complaints and to increase the availability of prefilled, commonly used fields	Increase efficiency and allow for better reporting by allowing sub and related complaints to be grouped together in ALIMS; increase efficiency by maximizing appropriate use of prefilled, commonly used fields in ALIMS database.

### REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO

By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.

- This request shows the correct source of funds to be transferred.
- The sponsoring agency is committed to champion the project or initiative and secure the needed resources.

**Name of person with delegated authority to sign the interagency agreement:** Elizabeth Huntley, Executive Director, Board of Medical Practice

### COMMENTS

Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.

Click here to enter text.

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Instructions for This Document

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2. Each initiative request must be reviewed by the agency Executive Budget Officer (EBO), agency CFO and CBTO before being sent to the MNIT EEPMO.
3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  Board of Medical Practice (BMP), Tim Ogg	<b>Name of initiative:</b>  Secure File Transfer Protocol (SFTP) server modernization and system enhancement
<b>Initiative Sponsor:</b> Elizabeth Huntley	
<b>Budget Contact:</b> Tracey Sigstad	
<b>Type of initiative:</b>  <div style="list-style-type: none; padding-left: 0;"> <input type="checkbox"/> IT project  <input checked="" type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input checked="" type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input checked="" type="checkbox"/> Other (please describe)    Server modernization         </div>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) The Board is currently using a server from 2012, which is no longer supported by MNIT or Microsoft and is beyond the industry-accepted age of obsolescence. Specifically, BMP is using an SFTP (“secured file transfer protocol”) server named ftp01.hlb.state.mn.us, to send physician and other healthcare professional licensing data to various organizations, including the American Medical Association, the Federation of State Medical Boards, the Minnesota Departments of Health and Human Services, and health care organizations seeking verification of physician licensure. Verification of licensure is an essential BMP business task, required by statute. Recently, server issues have surfaced, including (1) that data recipients have updated Windows servers that can no longer accept data from BMP’s outdated server and (2) that security vulnerabilities are introduced into the data-transfer system because Microsoft no longer issues updates for the 2012 server. The Board’s server needs to be replaced with a modern server and its applications, database, ftp software, reports and automation batch scripts upgraded accordingly. Additionally, the Board also hosts a credit card auto payment server, named bmpdb01.hlb.state.mn.us, which allows health care organizations to submit payment for their providers’ annual licensing fees directly to the Board. This database server and its database/programming codes will also need to be upgraded to ensure the appropriate security and data transfer capabilities.	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

**Brief Initiative Description:** (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) The new server and corresponding upgrades will allow the Board to provide statutorily-required verification of licensure status to state agencies, health care organizations and other regulatory entities in a timely and secure manner. The new server and corresponding upgrades will allow BMP to meet all business requirements, while complying with state IT cybersecurity standards and archiving PCI DSS (Payment Card Industry Data Security Standard).

**High-level Objective:** (ex. To more efficiently store and retrieve data while adding process automation.) The Objectives of each Initiatives listed above are: (1) A new sftp server running on the most recent operating system and secured software versions. (2) A new database server to host the online license renewal fee auto-payment system. (3) Upgrade the customized batches jobs/scripts/programs to export licensing data into files, which can be transferred to internal and external requesters/destinations (4) Enhance the current licensing system features to provide as needed connectivity and user interfaces and reports for BMP business needs.

**Initiative Deliverable Categories:**

- ☐ New application or system
- ☒ Replacement for existing application or system
- ☒ Enhancement to existing application or system
- ☒ Upgrade of an existing application or system
- ☐ Operations ongoing funding, improvement, or efficiency
- ☐ Project-to-product transformation
- ☐ Support for a product or service
- ☒ Customer Experience
- ☒ Cybersecurity
- ☐ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

☐ Select   ☐ Plan   ☒ Do   ☐ Run   ☐ Not applicable

**Has a detailed business case been developed?**   ☐ Yes   ☐ No   ☒ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?**   ☒ Yes   ☐ No

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

If not, has ongoing funding been identified? ☐ Yes ☐ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☐ If checked,  
initiative name?  
[Click here to enter text.](#)

For an existing ITA initiative? Yes: ☐ If checked,  
what is the ITA ID number (ex. ITA24.014)?  
[Click here to enter text.](#)

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- ☐ **Children and Families.** [Click here to enter text.](#)
- ☐ **Safe and Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- ☒ **Healthy Minnesotans.** [Click here to enter text.](#)

The Board's mission is to protect the public's health and safety by assuring that the people who practice medicine or as an allied health professional are competent, ethical practitioners with the necessary knowledge and skills appropriate to their title and role. In order to continue to meet this mission and comply to the Statute mandates, the technology platforms that support BMPs business needs must be continuously enhanced and upgraded.

- ☐ **Equity and Inclusion.** [Click here to enter text.](#)
- ☐ **Minnesota's Environment.** [Click here to enter text.](#)
- ☐ **Fiscal Accountability, Customer Experience, and Measurable Results.** [Click here to enter text.](#)

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☒ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☐ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☒ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☒ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☒ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

**Run, Grow and Transform (RGT)**
**(Check all that apply)**

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☒ **Run** – Initiative is to operate and maintain (Keep the lights on)
- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☒ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

**FY2025 Requested Transfer Amount**

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

1201	H7B10000	H7B1111	Board of Medical Practice Operations	\$165,000

<b>Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount</b>	
<p><b>Estimated Budget (total expected project or initiative costs): \$165,000</b></p> <p><b>Hardware: \$9,000</b></p> <p><b>Software: \$4,000</b></p> <p><b>Training: \$2,500</b></p> <p><b>State Staff: \$16,500 MNIT PM ( 10% of the total fund)</b></p> <p><b>Professional/Technical: \$133,000</b></p>	
<p><b>Estimated Start Date: September 2025</b></p>	<p><b>Requested Finish Date: June, 2027</b></p> <p><b>Reason for End Date:</b> The combined efforts of BMP partners, MNIT staff, and contracted developers will go through a phased approach in order of highest priority to ensure successful completion of all requirements in two years. There is also a need to pull-in and coordinate with many different resources, such as MNIT IT professional contract team, and ITA funding divisions. Using this timeline affords the flexibility needed to ensure high quality deliverables.</p>

<b>Success Criteria</b>
<p><b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.)</p>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<ol style="list-style-type: none"> <li>1. With the new servers in place, the current provider licensing data transfer problem will be eliminated. Clinics and state agencies can receive uninterrupted licensing data feeds from the Board. It also benefits many health care organizations' credentialing departments by allowing for a digitized verification of licensure status.</li> <li>2. With the new server in place, the Board will be better able to more efficiently and securely comply with Minnesota Statute section 245C.31, subd. 3a, by providing DHS with active licensee list daily. DHS uses the licensing data to conduct background checks and file insurance claims.</li> <li>3. The database server upgrade will continue supporting health care organizations' ability to set up autopayment for their providers' annual license renewal fees and meet the CPI standard for secured online payment transaction.</li> <li>4. The server upgrade will allow for a more efficient business operation, thereby increasing staff's ability to manage increasing licensure caseloads, by improving the licensing system's features in the areas of deliver various reports, creating new connectivity interfaces, supporting internal new validation rules and checklists by code changes, and delivering the fixes to system backlog defects.</li> </ol>	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
A new and functioning SFTP servers with the most recent version of all software and utilities.	<ul style="list-style-type: none"> <li>• All the licensing data transaction requests can be automated with log files to report the transfer status.</li> <li>• All the exiting customized batches jobs/scripts/programs to export licensing data into files, and importing from external sources need to be fully migrated/enhanced to be compatible with cybersecurity standards.</li> <li>• The existing database server's features need to be migrated and upgraded into the new database server. The data transfer with online payment information shall be securely encrypted. MNIT can engage with state CPI IT team to assist on validation of CPI compliance.</li> </ul>
Reduce the current system enhancements backlog and provide new canned reports with parameters/filters for staff to routinely access data and statistics directly.	<ul style="list-style-type: none"> <li>• Frequently needed statistics about the Board's operations will be programmed into the system, thereby increasing efficiency.</li> <li>• Several of the backlog enhancement items will be satisfied by completing the server upgrade.</li> <li>• The total number of days needed to deliver high-priority tasks will be reduced.</li> <li>• Minimize the regression tests (a process of re-running existing tests after making changes to</li> </ul>



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

	<p>ensure that new code changes haven't unintentionally broken existing functionality)</p> <ul style="list-style-type: none"><li>• Staff's feedback on new features/fixed.</li></ul>
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### REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO

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- This request shows the correct source of funds to be transferred.
- The sponsoring agency is committed to champion the project or initiative and secure the needed resources.

**Name of person with delegated authority to sign the interagency agreement:** Elizabeth Huntley,  
Executive Director of the Board of Medical Practice

### COMMENTS

Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.

Click here to enter text.

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
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  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  MNIT Enterprise, MnGeo	<b>Name of initiative:</b>  Expanding GIS data resources for data-driven decision making
<b>Initiative Sponsor: Alison Slaats</b>	
<b>Budget Contact: Debi Reynolds</b>	
<b>Type of initiative:</b>  <input checked="" type="checkbox"/> IT project <input checked="" type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input type="checkbox"/> Costs associated with cybersecurity projects/products <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input type="checkbox"/> Costs associated with participation in newly established enterprise services <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) This project will directly support developing, improving and creating sustainable processes to maintain essential geospatial data products that support priorities of state agencies and the Minnesota Geospatial Advisory Council.	
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) This project will provide geospatial data and delivery through services and will build upon investments in the technology modernization fund (TMF). Specifically, this MnGeo project addresses the resource issue by hiring two temp unclassified staff, and by dedicating project management staff, and/or outsourcing staff resources.	
<b>High-level Objective:</b> (ex. To more efficiently store and retrieve data while adding process automation.) MnGeo will expand and enhance access to high-quality geospatial data delivery for Minnesota's diverse users of geospatial information including state agencies, local governments, tribal governments, nonprofits, and private sector partners.	
<b>Initiative Deliverable Categories:</b>  <input checked="" type="checkbox"/> New application or system  <input type="checkbox"/> Replacement for existing application or system	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☒ Enhancement to existing application or system
- ☒ Upgrade of an existing application or system
- ☒ Operations ongoing funding, improvement, or efficiency
- ☐ Project-to-product transformation
- ☒ Support for a product or service
- ☒ Customer Experience
- ☐ Cybersecurity
- ☐ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

☐ Select   ☒ Plan   ☒ Do   ☐ Run   ☐ Not applicable

**Has a detailed business case been developed?**   ☐ Yes   ☒ No   ☐ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?**   ☐ Yes   ☒ No

**If not, has ongoing funding been identified?**   ☒ Yes   ☐ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☐ If checked,  
initiative name?  
[Click here to enter text.](#)

For an existing ITA initiative? Yes: ☐ If checked,  
what is the ITA ID number (ex. ITA24.014)?  
[Click here to enter text.](#)

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- ☒ **Children and Families.** [Click here to enter text.](#)
- ☒ **Safe and Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- ☒ **Healthy Minnesotans.** [Click here to enter text.](#)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☒ **Equity and Inclusion.** Click here to enter text.
- ☒ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☐ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
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- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### FY2025 Requested Transfer Amount

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Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G4635341	G465002	MnGeo Coordination	450,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs): \$450,000**

**Hardware: \$0**

**Software: \$0**

**Training: \$0**

**State Staff: \$350,000-450,000**

**Professional/Technical: \$0-100,000**

**Estimated Start Date: 7/1/2025**

**Requested Finish Date: 6/30/2027**

**Reason for End Date:** Project would be complete

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) Click here to enter text.	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
Product plan for automation of, and updates of geospatial datasets	Document for project plan, product delivery and ongoing maintenance and usage metrics.
Regular update of geospatial datasets	Updated data resources, metadata and services on Geospatial Commons website through replicable processes and/or automated updates.
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
<p>By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.</p> <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> John Eichten

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.
Click here to enter text.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b> MMB, Bruce Yurich	<b>Name of initiative:</b> Capital Budget System Accessibility and Updates
<b>Initiative Sponsor:</b> Ahna Minge	
<b>Budget Contact:</b> Marianne Conboy, Budget Operations Director, Budget Services Division	
<b>Type of initiative:</b> <div style="margin-left: 20px;"> <input type="checkbox"/> IT project  <input checked="" type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> The State of Minnesota’s Capital Budget System is used by state agencies and political subdivisions, including local units of government, to submit and publish capital budget request information for consideration by the Governor and the Legislature. The system’s reports require updates to make them accessible. Beyond that, the system also has a backlog of updates. This project will allow MMB to catch up on its backlog of bug fixes and other modifications that would enhance the user experience and efficiency of the system in producing public-facing information.	
<b>Brief Initiative Description:</b> This project will address the accessibility of published reports produced from the Capital Budget System and address a range of system bugs and enhancements within the constraints of available resources, with the goal of improving overall functionality and user experience. Key examples include: (A) Updating system reporting for accessibility. (B) Implementing a warning prompt when users attempt to navigate away from a page with unsaved changes. (C) Correcting inconsistent spacing and other formatting issues across reports. (D) Resolving back-end limitations, such as making updates to support multiple pages in the project summary report and reconfigure the “Run Reports” screen for administrative users to run more than one report at a time.	
<b>High-level Objective:</b> There are four major goals of this project: (1) To improve the accessibility of published reports produced by the Capital Budget System, ensuring they are usable by a broader	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

audience. (2) To enhance the clarity and usability of public-facing reports, allowing readers to more easily engage with the content. (3) To resolve underlying system bugs affecting state agencies and political subdivisions that rely on the platform. (4) To make administrative system tasks more efficient by updating functionality.

### Initiative Deliverable Categories:

- ☐ New application or system
- ☐ Replacement for existing application or system
- ☒ Enhancement to existing application or system
- ☐ Upgrade of an existing application or system
- ☐ Operations ongoing funding, improvement, or efficiency
- ☐ Project-to-product transformation
- ☐ Support for a product or service
- ☒ **Customer Experience**
- ☐ Cybersecurity
- ☒ Accessibility

### In which phase of the Modernization Playbook is this initiative?

☒ Select   ☐ Plan   ☐ Do   ☐ Run   ☐ Not applicable

**Has a detailed business case been developed?**   ☐ Yes   ☒ No   ☐ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?**   ☒ Yes   ☐ No

**If not, has ongoing funding been identified?**   ☐ Yes   ☐ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☐ If checked, initiative name?

[Click here to enter text.](#)

For an existing ITA initiative? Yes: ☐ If checked, what is the ITA ID number (ex. ITA24.014)?

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- ☐ **Children and Families.** Click here to enter text.
- ☐ **Safe and Thriving Communities, Housing, and Workforce.** Click here to enter text.
- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☐ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ Run – Initiative is to operate and maintain (Keep the lights on)
- ☒ Grow – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☐ Transform – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G1035000	G100170	Capital Budget Assistance	\$481,020

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** \$481,020

**Hardware:** [Click here to enter text.](#)

**Software:** [Click here to enter text.](#)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Training:</b> <a href="#">Click here to enter text.</a> <b>State Staff:</b> <a href="#">Click here to enter text.</a> <b>Professional/Technical:</b> \$481,020	
<b>Estimated Start Date:</b> 7/1/2025	<b>Requested Finish Date:</b> 06/30/2029  <b>Reason for End Date:</b> Estimated timeline to complete all project components

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) The project will improve customer experience for the public and local governments that interact with the state's capital budget system and published reports produced from the capital budget system. The project will improve the accessibility of published reports produced by the Capital Budget System, ensuring they are usable by a broader audience. The project will also enhance the clarity and usability of public-facing reports, allowing readers to more easily engage with the content. Additionally, the project will resolve underlying system bugs affecting political subdivisions that rely on the platform.	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
Provide accessible and clear reports from the Capital Budget System	Reduce reporting issues and test accessibility with updates
Reduce bugs and enhance the Capital Budget System	Reduce the list of back-end limitations.

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount. <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> </ul>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
<ul style="list-style-type: none"><li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li></ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> Ronika Rampadarat

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.
<a href="#">Click here to enter text.</a>

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Instructions for This Document

1. Please be sure to complete all fields. Empty fields may delay the review process.
2. Each initiative request must be reviewed by the agency Executive Budget Officer (EBO), agency CFO and CBTO before being sent to the MNIT EEPMO.
3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
4. Please spell out acronyms on first reference.
5. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
6. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
7. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b> MMB, Bruce Yurich	<b>Name of initiative:</b> Centralizing Federal Funds Data
<b>Initiative Sponsor:</b> Ahna Minge	
<b>Budget Contact:</b> Leah Corey	
<b>Type of initiative:</b> <div style="margin-left: 20px;"> <input type="checkbox"/> IT project  <input checked="" type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) The state enterprise does not have a centralized system to track and manage federal funds. This is an acute issue given the uncertainty at the federal level. State leaders have an urgent need to understand how federal funds impact Minnesota so that they can engage in risk management and resource planning. This is also an issue during typical years due to the recurring need to engage in federal shutdown planning. As a result of a lack of centralized information, the enterprise frequently engages in time-intensive requests to agencies that involve manual entry of information into spreadsheets.	
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) The purpose of this request is to set aside funds (appropriated to Federal Funds Implementation Team during FY24-25 but not used due to staffing changes) to either build out a federal funds management module in one of our current systems OR pursue a competitive bid process to select a product. Note that we are still in the discovery phase during which we are finalizing requirements and determining whether one of our current systems has the capabilities needed. Funds may be used to either support a BPAS initiative, SWIFT initiative, the financial planning and analysis tool currently being explored by several agencies or some other similar tool. Generally speaking, we are looking to build out or select a system that would enable us to report on a number of areas including but not limited to: - Status of federal funds (i.e. pre-award, award, post-award, close out) - Federal funds spend down by grant award	



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- Descriptive data on federal funds (i.e. # FTEs, # subawards, # vendors, # awards by federal agency) - Authorizing legislation and timeline for spending
<b>High-level Objective:</b> (ex. To more efficiently store and retrieve data while adding process automation.) To track federal funds centrally for greater visibility and to reduce recurring time-intensive requests to agencies related to federal funds
<b>Initiative Deliverable Categories:</b> <input checked="" type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system <input type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input type="checkbox"/> Project-to-product transformation <input type="checkbox"/> Support for a product or service <input type="checkbox"/> Customer Experience <input type="checkbox"/> Cybersecurity <input type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b> <input checked="" type="checkbox"/> Select <input type="checkbox"/> Plan <input type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>If not, has ongoing funding been identified?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input type="checkbox"/> If checked, initiative name? Click here to enter text.	For an existing ITA initiative? Yes: <input type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? Click here to enter text.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- ☐ **Children and Families.** Click here to enter text.
- ☐ **Safe and Thriving Communities, Housing, and Workforce.** Click here to enter text.
- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Establishing a central system for tracking federal funds will enable the enterprise to engage in more effective resource planning.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☐ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

Run, Grow and Transform (RGT)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ Run – Initiative is to operate and maintain (Keep the lights on)
- ☐ Grow – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☒ Transform – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G1010000	G100155	Federal Funds Coordinator	\$384,625

**Estimated Budget (total expected project or initiative costs):** \$384,625

**Hardware:** [Click here to enter text.](#)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Software:</b> \$150,000 <b>Training:</b> <a href="#">Click here to enter text.</a> <b>State Staff:</b> <a href="#">Click here to enter text.</a> <b>Professional/Technical:</b> \$234,625	
<b>Estimated Start Date:</b> July 2025	<b>Requested Finish Date:</b> June 2028  <b>Reason for End Date:</b> Rough estimation of the timeline needed to scope, develop and deploy

Success Criteria	
<p><b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.)</p> <p>This initiative will transform how the state enterprise collects, reports on, and manages federal funds data. This will support state leaders and the general public in having greater visibility into the role that federal funds play in supporting Minnesotans.</p>	
What are the initiative's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
User adoption: % of all federal awards tracked in the system	Compare total awards tracked in system to funds tracked via Federal Funds Summary
Budget utilization: % of funds spent	Compare total award to actual spending
User satisfaction: % users reporting ease of use, functionality and time spent on reporting	Survey users

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
<p>By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.</p> <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> </ul>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
<ul style="list-style-type: none"><li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li></ul>
<b>Name of person with delegated authority to sign the interagency agreement: Ronika Rampadarat.</b>

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.
<a href="#">Click here to enter text.</a>

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Instructions for This Document

1. Requests are due April 18, 2025. Please be sure to complete all fields. Empty fields may delay the review process.
2. Each initiative request must be reviewed by the agency Executive Budget Officer (EBO), agency CFO and CBTO before being sent to the MNIT EEPMO.
3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  MMB, Bruce Yurich	<b>Name of initiative:</b>  Financial Planning and Analysis Tool Implementation
<b>Initiative Sponsor: Bruce Yurich</b>	
<b>Budget Contact: Ronika Rampadarat</b>	
<b>Type of initiative:</b>  <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> IT project  <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> The State of MN does not have a purpose-built financial planning and analysis (FP&A) solution that supports accurate, efficient and strategic budgeting, financial planning, forecasting and reporting. Implementing a statewide product with accompanying process and product support would enable (1) better utilization of state funds, with lower risk of under or overspend; (2) increased fiscal accountability across the state; (3) improved strategic financial decision making; and (4) faster and more effective work in financial groups due to reduction in transactional / non-value added work.	
<b>Brief Initiative Description:</b> The scope of this fund is to support the license and implementation of Anaplan across the executive branch over the next biennium. We have done a thorough evaluation of Anaplan (via the new ProvelT process) and are confident this tool can meet the varied needs of the executive branch agencies while delivering on the expected outcomes. This fund will support the initial set-up and licensing to ensure every agency is able benefit from the tool without having to be overly burdened by start-up/implementation costs. Funds for this project are being contributed across multiple agencies.	
<b>High-level Objective:</b> As stated above, the goal is to significantly improve the efficiency, effectiveness and strategic nature of financial decision making across the state by utilizing a purpose-built FP&A tool that has been vetted thoroughly.	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Initiative Deliverable Categories:</b> <input checked="" type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system <input type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input type="checkbox"/> Project-to-product transformation <input type="checkbox"/> Support for a product or service <input type="checkbox"/> Customer Experience <input type="checkbox"/> Cybersecurity <input type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b> <input checked="" type="checkbox"/> Select <input type="checkbox"/> Plan <input type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If not, has ongoing funding been identified?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input type="checkbox"/> If checked, initiative name? Click here to enter text.	For an existing ITA initiative? Yes: <input checked="" type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? ITA24.076

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Children and Families.** Click here to enter text.
- ☐ **Safe and Thriving Communities, Housing, and Workforce.** Click here to enter text.
- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☐ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ **Run** – Initiative is to operate and maintain (Keep the lights on)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☒ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	B221000	B224907	DEED Operating Adjustment GF	606,000
1000	G1030195	G100195	HealthCare Subcabinet	400,000
1000	G1032000	G102320	Taxpayer Receipt Project	162,994

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** 10,168,994 of this amount 1,168,994 is from Odyssey requests

**Hardware:** [Click here to enter text.](#)

**Software:** 5,860,000

**Training:** [Click here to enter text.](#)

**State Staff:** 1,008,000

**Professional/Technical:** 3,300,994

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Estimated Start Date:</b> 7/1/2025	<b>Requested Finish Date:</b> 6/30/2028  <b>Reason for End Date:</b> To provide enough time to complete the project.
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Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) Click here to enter text.	
What are the initiative's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Less unspent funding across enterprise	% cancellations or Odyssey contributions
Faster and more accurate budgeting cycles	Budget creation durations & level of effort
Improved confidence in financial decision making at agencies	Qualitative assessment of confidence of CFOs and Senior Leadership at agencies

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount. <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> Ronika Rampadarat

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
This produce has been fully vetted through a 12 week mini-implementation where we had the actual product in our hands. We evaluated it against a pre-defined set of requirements and it met each of those.

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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2. Each initiative request must be reviewed by the agency Executive Budget Officer (EBO), agency CFO and CBTO before being sent to the MNIT EEPMO.
3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  Board of Nursing and Tim Ogg	<b>Name of initiative:</b>  MBN Automated Licensure Information Management System (ALIMS) Enhancements and Continuous Improvement
<b>Initiative Sponsor: Caren Gaytko, Executive Director</b>	
<b>Budget Contact: Tracey Sigstad, <a href="mailto:tracey.sigstad@state.mn.us">tracey.sigstad@state.mn.us</a></b>	
<b>Type of initiative:</b>  <input checked="" type="checkbox"/> IT project <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input type="checkbox"/> Costs associated with cybersecurity projects/products <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input type="checkbox"/> Costs associated with participation in newly established enterprise services <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) This is a need to enhance and upgrade the Discipline and the Education modules of ALIMS. Streamlining work processes and adding features beneficial to Board staff and the public.	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

**Brief Initiative Description:** (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) 1. Enhance Discipline module of ALIMS: update all checklist and activity items that are currently not working such as Board order drafts, conference rescheduling, etc. Add email notification capability when checklist items due. Improve and streamline entity holds (types, how entered, how removed). 2. Build compliance module in ALIMS: streamline current process, allow for activities and enhance order drafting; track completion of board order requirements. 3. Develop a robust reporting system in all ALIMS applications that will provide informational data. 4. Improve system security by locking down ability to change another's documentation, delete documents or change assignments. Add audit tracking of changes to be tied to person entering changes. 5. Enhance internal communications for database easy entry of phone calls, emails. 6. Upgrade and enhance Education module of nursing program data collection after system goes live in Fall 2025. Improve interface with Minnesota 89 pre-licensure nursing programs. 6. Additional enhancements that provide continuous improvements to the Board and the licensees we serve.

**High-level Objective:** (ex. To more efficiently store and retrieve data while adding process automation.) Improve functionality of existing system and provide continuous improvement to better serve our licensees.

**Initiative Deliverable Categories:**

- ☐ New application or system
- ☐ Replacement for existing application or system
- ☒ Enhancement to existing application or system
- ☒ Upgrade of an existing application or system
- ☐ Operations ongoing funding, improvement, or efficiency
- ☐ Project-to-product transformation
- ☐ Support for a product or service
- ☒ Customer Experience
- ☐ Cybersecurity
- ☐ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

☐ Select   ☐ Plan   ☐ Do   ☐ Run   ☒ Not applicable

**Has a detailed business case been developed?**   ☐ Yes   ☒ No   ☐ Not applicable

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Is this initiative fully funded by the Odyssey funds requested? ☒ Yes ☐ No

If not, has ongoing funding been identified? ☐ Yes ☐ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☐ If checked,  
initiative name?  
[Click here to enter text.](#)

For an existing ITA initiative? Yes: ☐ If checked,  
what is the ITA ID number (ex. ITA24.014)?  
[Click here to enter text.](#)

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- ☐ **Children and Families.** [Click here to enter text.](#)
- ☐ **Safe and Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- ☐ **Healthy Minnesotans.** [Click here to enter text.](#)
- ☐ **Equity and Inclusion.** [Click here to enter text.](#)
- ☐ **Minnesota's Environment.** [Click here to enter text.](#)
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** The completion of these projects will increase efficiency and useability of existing system.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

**Run, Grow and Transform (RGT)**
**(Check all that apply)**

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ Run – Initiative is to operate and maintain (Keep the lights on)
- ☒ Grow – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☐ Transform – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

**FY2025 Requested Transfer Amount**

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1201	H7C3000	H7C1111	Board of Nursing	\$500,000

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount	
<p><b>Estimated Budget (total expected project or initiative costs):</b> \$500,000</p> <p><b>Hardware:</b> <a href="#">Click here to enter text.</a></p> <p><b>Software:</b></p> <p><b>Training:</b> <a href="#">Click here to enter text.</a></p> <p><b>State Staff:</b> \$50,000</p> <p><b>Professional/Technical:</b> \$450,000</p>	
<p><b>Estimated Start Date:</b> 7/1/2025</p>	<p><b>Requested Finish Date:</b> 6/30/2029</p> <p><b>Reason for End Date:</b> allows flexibility to complete projects</p>

Success Criteria	
<p><b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.)</p> <p><a href="#">Click here to enter text.</a></p>	
<p><b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)</p>	<p><b>How Measured?</b> (Compare post-implementation uptime to baseline)</p>
<p>Reduce staff time spent notifying applicants of requirements due.</p>	<p>Increase response time from applicants and faster completion of processes.</p>
<p>Easily configured reporting will allow better status awareness of activities.</p>	<p>Decreases in potential delays by allowing staff to prioritize work and better meet deadlines.</p>
<p>Improved security and tracking activity allows protection of data.</p>	<p>Number of data security issues identified pre and post deployment.</p>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO

By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.

- This request shows the correct source of funds to be transferred.
- The sponsoring agency is committed to champion the project or initiative and secure the needed resources.

**Name of person with delegated authority to sign the interagency agreement:** Caren Gaytko,  
Executive Director

### COMMENTS

Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.

Click here to enter text.

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b> MN Board of Occupational Therapy Practice	<b>Name of initiative:</b> OT Interstate Licensure Compact Development
<b>Initiative Sponsor:</b> Christina Bourland	
<b>Budget Contact:</b> Tracey Sigstad	
<b>Type of initiative:</b> <div style="margin-top: 10px;"> <input type="checkbox"/> IT project  <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> Legislation passed in 2024 making Minnesota a member of the Occupational Therapy Interstate Licensure Compact (OTILC). This allows occupational therapy practitioners to practice in compact member states through a privilege to practice. There is a need to ensure that development of the OTILC database can communicate with the Boards database to issue licenses.	
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) Revisions and enhancements to the Automated Licensing Information Management System (ALIMS) are required to implement the statute. The ALIMS development is expected to commence in FY 25 but will not be completed before the end of the fiscal year. The Board seeks to ensure funds are available to continue and complete the work. It is planned that the work will need to continue into FY26	
<b>High-level Objective:</b> (ex. To more efficiently store and retrieve data while adding process automation.) Fully implement the statutorily mandated OT Interstate Licensure Compact	
<b>Initiative Deliverable Categories:</b> <div style="margin-top: 10px;"> <input checked="" type="checkbox"/> New application or system- connection of Boards existing system to a new system  <input type="checkbox"/> Replacement for existing application or system         </div>	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<input checked="" type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system <input type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input type="checkbox"/> Project-to-product transformation <input type="checkbox"/> Support for a product or service <input type="checkbox"/> Customer Experience <input type="checkbox"/> Cybersecurity <input type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b> <input type="checkbox"/> Select <input checked="" type="checkbox"/> Plan <input type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If not, has ongoing funding been identified?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input type="checkbox"/> If checked, initiative name? Click here to enter text.	For an existing ITA initiative? Yes: <input type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? Click here to enter text.

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.  <input type="checkbox"/> <b>Children and Families.</b> Click here to enter text. <input type="checkbox"/> <b>Safe and Thriving Communities, Housing, and Workforce.</b> Click here to enter text. <input checked="" type="checkbox"/> <b>Healthy Minnesotans.</b> Increased access to occupational therapy services in all parts of MN

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Allows for streamlining and simplification of the licensure process for practitioners coming from another jurisdiction

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
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### Run, Grow and Transform (RGT)

(Check all that apply)

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- ☐ **Run** – Initiative is to operate and maintain (Keep the lights on)
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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

☒ Transform – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

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Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1201	H7Y3000	H7Y1112	Board of Occupational Therapy Practice	\$95,400

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** \$95,400

**Hardware:** \$3,000

**Software:** [Click here to enter text.](#)

**Training:** [Click here to enter text.](#)

**State Staff:** \$8,400

**Professional/Technical:** \$84,000

**Estimated Start Date:** July 1, 2025

**Requested Finish Date:** September, 2025

**Reason for End Date:** OTILC will become active



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) This will facilitate full integration into the OTILC and support licensees in securing privilege to practice in an efficient manner.	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
Issuance of OTILC privilege to practice successfully	Are privileges being issues and is data returning to the Boards database successfully.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
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<b>Name of person with delegated authority to sign the interagency agreement:</b> Click here to enter text.

COMMENTS
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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  Office of Ombudsman for Mental Health and Developmental Disabilities (OMHDD) Tim Ogg, CBTO	<b>Name of initiative:</b>  Case Management System Improvements
<b>Initiative Sponsor:</b> <a href="mailto:lisa.antony-thomas@state.mn.us">lisa.antony-thomas@state.mn.us</a> and/or <a href="mailto:lisa.harrison-hadler@state.mn.us">lisa.harrison-hadler@state.mn.us</a>	
<b>Budget Contact:</b> <a href="mailto:lisa.antony-thomas@state.mn.us">lisa.antony-thomas@state.mn.us</a> 651-757-1809	
<b>Type of initiative:</b>  <input checked="" type="checkbox"/> IT project <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input type="checkbox"/> Costs associated with cybersecurity projects/products <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input checked="" type="checkbox"/> Costs associated with participation in newly established enterprise services <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a>	
<b>Problem or Opportunity:</b> OMHDD's current case management system possesses numerous data entry inefficiencies and duplication. Moreover, the current system has limited data reporting capacity, difficult customer service, and poor peer reviews based on other state agency use and experience. OMHDD is currently working with a MNIT Business Analyst to help us gather requirements in order to explore a new vendor that would meet the accessibility needs, user experience, and data reporting capability necessary to increase accuracy and efficiency, as well as meet current and emerging reporting trends. Given the critical nature of our work and its impact to the health, safety, and well-being of our clients, OMHDD needs improved data reporting and customization capacity to support timely recommendations for service system improvements. <a href="#">Click here to enter text.</a>	
<b>Brief Initiative Description:</b> OMHDD has recognized the constraints and limitations of the current system and has been considering/exploring an upgraded case management system for years. Staffing and resource challenges prevented the work from being done until now. OMHDD department supervisors, along with a MNIT BA will participate in the planning, development, and deployment phases of the project to ensure the improvements meet all agency needs as envisioned. Funds are available largely due to position vacancies over the course of the biennium. This 2025 request will augment the approved 2023 Odyssey funds as we are seeking a new vendor rather than updating the current version with our existing vendor and anticipate additional data migration costs as we move to a new platform.	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

**High-level Objective:** Improve case management system functionality to better meet the needs of OMHDD staff, clients, and stakeholders. Increased system improvements will result in reduced administrative workload allowing for more direct client interaction and measurable results and transparency for our agency.

**Initiative Deliverable Categories:**

- ☐ New application or system
- ☒ Replacement for existing application or system
- ☐ Enhancement to existing application or system
- ☐ Upgrade of an existing application or system
- ☐ Operations ongoing funding, improvement, or efficiency
- ☐ Project-to-product transformation
- ☐ Support for a product or service
- ☒ Customer Experience
- ☐ Cybersecurity
- ☐ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

☐ Select   ☐ Plan   ☐ Do   ☐ Run   ☒ Not applicable

**Has a detailed business case been developed?**   ☐ Yes   ☐ No   ☒ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?**   ☒ Yes   ☐ No

**If not, has ongoing funding been identified?**   ☐ Yes   ☐ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☐ If checked, initiative name?  
Click here to enter text.

For an existing ITA initiative? Yes: ☐ If checked, what is the ITA ID number (ex. ITA24.014)?  
Click here to enter text.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- ☐ **Children and Families.** Click here to enter text.
- ☐ **Safe and Thriving Communities, Housing, and Workforce.** Click here to enter text.
- ☒ **Healthy Minnesotans.** Improving or changing our case management system will better equip OMHDD staff to provide better customer service and reduce administrative overload to allow staff to focus on assisting callers in protecting the rights, health, and safety of vulnerable Minnesotans with disabilities.
- ☒ **Equity and Inclusion.** Improvements will maximize accessibility for users with disabilities and help staff identify trends or issues related to accessibility of services for our clients.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Improved data reporting capacity will allow OMHDD to better report on and represent measurable results, identify and monitor trends, and inform agency recommendations for service system improvements.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
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Run, Grow and Transform (RGT) (Check all that apply)
<p>The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.</p> <p><input checked="" type="checkbox"/> Run – Initiative is to operate and maintain (Keep the lights on)</p> <p><input checked="" type="checkbox"/> Grow – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)</p> <p><input type="checkbox"/> Transform – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)</p>

FY2025 Requested Transfer Amount				
The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	H9G30000	H9G0000	Operations	\$200,000

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount	
<p><b>Estimated Budget (total expected project or initiative costs):</b> \$200,000</p> <p><b>Hardware:</b> <a href="#">Click here to enter text.</a></p> <p><b>Software:</b> \$200,000</p> <p><b>Training:</b> <a href="#">Click here to enter text.</a></p> <p><b>State Staff:</b> <a href="#">Click here to enter text.</a></p> <p><b>Professional/Technical:</b> <a href="#">Click here to enter text.</a></p>	
<p><b>Estimated Start Date:</b> 7/1/25</p>	<p><b>Requested Finish Date:</b> 06/30/2028</p> <p><b>Reason for End Date:</b> Project will have phases of design, implementation, and post-implementation modifications by the vendor as needed.</p>

Success Criteria	
<p><b>How will this initiative benefit the business or the public?</b></p> <p>Improve customer experience and increase community outreach, enhance user capability and efficiency, allow for more transparency and reporting of agency results, increase data reporting capability to inform agency work and resource allocation.</p>	
<p><b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)</p>	<p><b>How Measured?</b> (Compare post-implementation uptime to baseline)</p>
<p>Improve/Build data reporting capacity</p>	<p>Increased ability to pull, aggregate, and report on data collected. Ability to inform agency resource allocation and/or growth.</p>
<p>Reduce data entry inefficiencies and duplication</p>	<p>Administrative data entry time and errors will be reduced. Staff will streamline processes resulting in more time spent on client interaction which is the primary responsibility of this agency.</p>
<p>Maximize accessibility</p>	<p>System will meet minimum accessibility requirements and maximize accessibility and ease for all users.</p>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO

By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.

- This request shows the correct source of funds to be transferred.
- The sponsoring agency is committed to champion the project or initiative and secure the needed resources.

**Name of person with delegated authority to sign the interagency agreement:** Lisa Antony-Thomas

### COMMENTS

Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.

[Click here to enter text.](#)

- end of document -



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Instructions for This Document

1. Requests are due April 18, 2025. Please be sure to complete all fields. Empty fields may delay the review process.
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3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  Minnesota Board of Peace Officer Standards and Training – Tim Ogg	<b>Name of initiative:</b>  Support upgrade to POST Salesforce Org
<b>Initiative Sponsor: Executive Director Erik Misselt</b>	
<b>Budget Contact: CBO Nick Lardinois</b>	
<b>Type of initiative:</b>  <div style="list-style-type: none; padding-left: 0;"> <input type="checkbox"/> IT project  <input checked="" type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b>  <p>The Minnesota Board of Peace Officer Standards and Training (POST) will use these funds for enhanced support of POST's instance of Salesforce that has been in place since 2015.</p> <p><u>Service and maintenance issues</u> –Despite POST paying nearly \$100,000.00 to the CoE annually for support, licenses and maintenance, POST has experienced several instances where Salesforce tickets submitted by POST (and presumably other agencies within the Org) are not addressed or resolved for months and in some cases, over a year.</p> <p>POST was recently advised that in order to get more efficient and quicker service, POST would have to pay additional costs to either partially fund another position at the CoE in partnership with another willing agency or pay higher costs to a private contracted vendor approved by the state.</p> <p><u>System and data security vulnerabilities</u> –The age and configuration of the original Salesforce Org used by POST leads to potential security vulnerabilities.</p> <p>As an example, during recent work on the current POST Salesforce CE project, the private contracted vendor discovered a potential security vulnerability because of the way the Org was configured 10 years ago. This required a short term programming fix by the CoE to minimize the system's exposure to a breach. Discussions with MNIT revealed that the long term fix is likely a rebuild of the current Salesforce configuration with an unknown cost and level of effort although it is believed to be substantial. Recognizing that the long term fix will</p>	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

involve numerous agencies and applications, MNIT has not been able to determine a timeline for the final solution at this time.

Inefficiency and poor or diminished customer experience – POST receives ongoing complaints from stakeholders about failed functionality in the e-licensing portal. POST dedicates significant staff time to manually correcting errors in areas such as online payments, issuance of licenses, license renewal, inability to register to take a licensing exam after payment of fees, etc. Additionally, there is extensive POST staff time dedicated to devising alternate, typically manual ways to facilitate the work that CLEO's, education providers and training vendors are trying to accomplish online in their licensing portal that is connected to the Salesforce database. It is important to note that Salesforce is an effective and well-supported software.

In terms of making improvements to enhance the customer experience, POST has worked hard the last few years to leverage Salesforce by implementing significant but piecemeal changes within the software. This includes, but is not limited to:

- allowing CLEOs to view and print the credits and renewal status of their officers vis-à-vis statutory training mandates;
- a public peace officer license lookup portal;
- an updated misconduct reporting system for CLEOs to meet their responsibilities under Minn. Stat. 626.8457; and
- most recently, the pending conversion of the CE course submission, approval and documentation of awarded POST credits system from a paper/email process to fully online.

**Brief Initiative Description:** Salesforce is the database/records management system that is used for all of POST's business processes related to its peace officer licensing and regulatory role. Salesforce provides the main point of interaction with licensees, Chief Law Enforcement Officers (CLEOs), law enforcement agencies and training providers, both pre-service and continuing education (CE) through the E-Licensing system. This software enables POST to meet statutory requirements related to public outreach, CLEO reporting of officer misconduct, as well as submission, vetting and approval of mandatory CE courses in a user-friendly way. Public data on all licensees in Salesforce, whether current or inactive, is easily available to the public online on POST's website.

Estimate breakdown is as follows:

Phase	Length	Estimate	Notes
1	3-4 months	\$100,000.00	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### High-level Objective:

- Minimize data security risks
  - The portal worked as intended for over a year until unrelated enhancements, including to the payment system, were made.
  - This is beyond a simple disruption in POST business processes in that it continually exposes POST to potential litigation.
- Reduced costs for support long term due to fewer bugs and fixes required.
  - The MNIT Salesforce COE has only one staff member with requisite knowledge about the payment system that is integrated with US bank within the Salesforce Org. When that system fails or requires enhancements and the staff member is unavailable, POST business processes related to licensing are inoperable or compromised. Even when staff is available, resolution of issues is significantly delayed.
- Modern, current software and configuration.
  - Enhanced security due to current software enhancements and threat tracking (MNIT does not currently include threat tracking in the Org.)
  - Increased functionality for all of POST business processes.
  - End user experience improvements.
    - One-stop shop for all POST business in a secure portal.
      - CLEO submission of misconduct data.
      - CLEO ability to manage agency rosters (seamless bulk license renewal, employment status changes).
      - Licensee ability to review training records, renew single license.
      - Training provider electronic submission of courses and training attendance records.
    - Clear, easy online forms with internal validation.
    - Bugs and errors virtually eliminated.
    - Reductions in call-backs, exchanging messages and emails, etc.
    - Full access to public data while still maintaining strong security for non-public and private data.

### Initiative Deliverable Categories:

- ☐ New application or system
- ☐ Replacement for existing application or system
- ☒ Enhancement to existing application or system
- ☒ Upgrade of an existing application or system
- ☒ Operations ongoing funding, improvement, or efficiency
- ☐ Project-to-product transformation
- ☒ Support for a product or service
- ☒ Customer Experience
- ☒ Cybersecurity
- ☐ Accessibility

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

In which phase of the Modernization Playbook is this initiative?

☐ Select ☐ Plan ☐ Do ☐ Run ☒ Not applicable

Has a detailed business case been developed? ☐ Yes ☐ No ☒ Not applicable

Is this initiative fully funded by the Odyssey funds requested? ☒ Yes ☐ No

If not, has ongoing funding been identified? ☐ Yes ☐ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☐ If checked,  
initiative name?  
[Click here to enter text.](#)

For an existing ITA initiative? Yes: ☐ If checked,  
what is the ITA ID number (ex. ITA24.014)?  
[Click here to enter text.](#)

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- ☐ **Children and Families.** [Click here to enter text.](#)
- ☐ **Safe and Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- ☐ **Healthy Minnesotans.** [Click here to enter text.](#)
- ☐ **Equity and Inclusion.** [Click here to enter text.](#)
- ☐ **Minnesota's Environment.** [Click here to enter text.](#)
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** [Click here to enter text.](#)

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☒ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ **Run** – Initiative is to operate and maintain (Keep the lights on)
- ☐ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☐ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	P7T31100	P7T1100	POST Operations	\$100,000.00

Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount	
<b>Estimated Budget (total expected project or initiative costs): \$100,000.00</b>  <b>Hardware:</b> N/A <b>Software:</b> \$50,000 <b>Training:</b> N/A <b>State Staff:</b> \$50,000.00 <b>Professional/Technical:</b> N/A	
<b>Estimated Start Date: August 1, 2025</b>	<b>Requested Finish Date: 12/1/25</b>  <b>Reason for End Date:</b> Approximate transition time implement enhancements

Success Criteria
<b>How will this initiative benefit the business or the public?</b> <ul style="list-style-type: none"> <li>• End user experience improvements.             <ul style="list-style-type: none"> <li>▪ One-stop shop for all POST business in a secure portal.                 <ul style="list-style-type: none"> <li>• CLEO submission of misconduct data.</li> <li>• CLEO ability to manage agency rosters (seamless bulk license renewal, employment status changes).</li> <li>• Licensee ability to review training records, renew single license.</li> </ul> </li> </ul> </li> </ul>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<ul style="list-style-type: none"> <li>• Training provider electronic submission of courses and training attendance records.</li> <li>▪ Clear, easy online forms with internal validation.</li> <li>▪ Bugs and errors virtually eliminated.</li> <li>▪ Reductions in call-backs, exchanging messages and emails, etc.</li> <li>▪ Full access to public data while still maintaining strong security for non-public and private data.</li> </ul>	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
Future enhancement savings	Enhancements will be done by in-house data manager, MNIT CoE. Depending on type and complexity, this can save POST \$30,000 to \$80,000 each year.
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
<p>By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.</p> <ul style="list-style-type: none"> <li>• This request shows the correct source of funds to be transferred.</li> <li>• The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> Erik Misselt – Executive Director

COMMENTS
<p>Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.</p>
Click here to enter text.



## **Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request**

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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
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  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b> MN Board of Pharmacy – Tim Ogg	<b>Name of initiative:</b> ALIMS-Pharmacy Enhancements
<b>Initiative Sponsor: Aaron Patterson, Executive Director, Interim</b>	
<b>Budget Contact: Katrina Howard, Deputy Director</b>	
<b>Type of initiative:</b> <div style="margin-left: 20px;"> <input type="checkbox"/> IT project  <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) To continue migrating away from paper processes to secure, online processes and to improve operational efficiency and success	
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) The Board migrated to a new licensing system, ALIMS, in the fall of 2023. In doing so, the Board began the important initiative to transition from paper applications, renewals, inspections, and other processes, to secure online processes. This request is a part of an upgrade plan to address technology obsolescence within the agency's operations. In it, the Board seeks continued enhancements to the inspection module, continued efforts for API connections, transitioning the Board's variance submission process online, and addressing outstanding paper applications or renewals. The Board has the spending authority for Odyssey Funding due to appropriation that was not spent in FY24, and was consequently, shifted to FY25.	
<b>High-level Objective:</b> (ex. To more efficiently store and retrieve data while adding process automation.) To continue transitioning the Board's paper and/or manual processes to secure, online processes that transform and improve both the Board's clientele and staff experience	
<b>Initiative Deliverable Categories:</b> <input type="checkbox"/> New application or system	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system <input checked="" type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input type="checkbox"/> Project-to-product transformation <input type="checkbox"/> Support for a product or service <input checked="" type="checkbox"/> Customer Experience <input type="checkbox"/> Cybersecurity <input type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b> <input type="checkbox"/> Select <input type="checkbox"/> Plan <input checked="" type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If not, has ongoing funding been identified?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input checked="" type="checkbox"/> If checked, initiative name? Updates to ALIMS e-license system	For an existing ITA initiative? Yes: <input checked="" type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? ITA24.009

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.  <input type="checkbox"/> <b>Children and Families.</b> Click here to enter text. <input type="checkbox"/> <b>Safe and Thriving Communities, Housing, and Workforce.</b> Click here to enter text.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Enhancing the customer experience by modernizing the Board's existing paper processes with planned milestones and sufficient support is vital to the agency. Enhancing Board staff's experience and retaining newly hired employees for at least two years is also imperative.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
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### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☒ **Run** – Initiative is to operate and maintain (Keep the lights on)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☒ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1201	H7D30000	H7D1111		\$304,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** 304,000

**Hardware:** [Click here to enter text.](#)

**Software:** [Click here to enter text.](#)

**Training:** [Click here to enter text.](#)

**State Staff:** [Click here to enter text.](#)

**Professional/Technical:** 304,000

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Estimated Start Date: 7/1/2025</b>	<b>Requested Finish Date: 6/30/27</b>  <b>Reason for End Date:</b> The funding is intended to support Lynmark's developmental work to transition Pharmacy's paper or manual processes to electronic ones.
---------------------------------------	---

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) Improve customer experience, improve staff experience, reduce processing time, transition paper, manual process to secure, online processes	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
Eliminate paper variance requests by 75%	Compare post-implementation uptime to baseline
Reduce staff time preparing variance committee material by 25%	Compare post-implementation uptime to baseline
To increase the number of pharmacy inspections by 10%	Compare post-implementation uptime to baseline

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount. <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> <a href="#">Click here to enter text.</a>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.
Use of Odyssey funds to continue the Board's transition to online processes is imperative to the Board's operational efficiency and success.

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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
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  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  MN Board of Physical Therapy and Tim Ogg	<b>Name of initiative:</b>  ALIMS Technical/Security and System Infrastructure Enhancement
<b>Initiative Sponsor:</b> Erin DeTomaso, <a href="mailto:erin.detomaso@state.mn.us">erin.detomaso@state.mn.us</a>	
<b>Budget Contact:</b> Tracey Sigstad, <a href="mailto:tracey.sigstad@state.mn.us">tracey.sigstad@state.mn.us</a>	
<b>Type of initiative:</b>  <input checked="" type="checkbox"/> IT project <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input type="checkbox"/> Costs associated with cybersecurity projects/products <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input type="checkbox"/> Costs associated with participation in newly established enterprise services <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) This project is an opportunity for the Health Licensing Regulatory Boards (HLRBs) to provide greater online government efficiencies through implementing up-to-date security systems and remaining current with technology.	
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) The project is intended to continue embracing the future advances of technology and security. This continued investment will allow for collaboration and shared usability among 15 Health Licensing Boards creating government efficiency, modernization by keeping current with technology and security, underlying frameworks and practices that enhance usability, security, maintenance, longevity and collecting sufficient data to support the Boards' policies and statutory requirements reporting to the legislature.	
<b>High-level Objective:</b> (ex. To more efficiently store and retrieve data while adding process automation.) To increase security and remain current with emerging technology.	
<b>Initiative Deliverable Categories:</b>  <input type="checkbox"/> New application or system	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ Replacement for existing application or system
- ☒ Enhancement to existing application or system
- ☒ Upgrade of an existing application or system
- ☐ Operations ongoing funding, improvement, or efficiency
- ☐ Project-to-product transformation
- ☐ Support for a product or service
- ☐ Customer Experience
- ☐ Cybersecurity
- ☐ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

☒ Select   ☐ Plan   ☐ Do   ☐ Run   ☐ Not applicable

**Has a detailed business case been developed?**   ☐ Yes   ☒ No   ☐ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?**   ☒ Yes   ☐ No

**If not, has ongoing funding been identified?**   ☐ Yes   ☐ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☐ If checked,  
initiative name?  
[Click here to enter text.](#)

For an existing ITA initiative? Yes: ☐ If checked,  
what is the ITA ID number (ex. ITA24.014)?  
[Click here to enter text.](#)

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- ☐ **Children and Families.** [Click here to enter text.](#)
- ☒ **Safe and Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☒ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☒ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☒ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☒ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☒ **Run** – Initiative is to operate and maintain (Keep the lights on)
- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

☐ Transform – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1201	H7B3000	H7B1111	Medical Board Operations	\$75,000.00
1201	H7C3000	H7C1111	Nursing Board Operations	\$75,000.00
1201	H7K3000	H7K1111	BELTSS Board Operations	\$20,000.00
1201	H7W3000	H7W1111	Physical Therapy Board Operations	\$225,000.00
1201	H7L1000	H7L1111	Social Work Board Operations	\$10,000.00
1201	H7D1000	H7D1111	Pharmacy Board Operations	\$5,000.00
1201	H7U1000	H7U1111	Dietetics and Nutrition Practice Board Operations	\$5,000.00
1201	H7J1000	H7J1111	Optometry Board Operations	\$2,500.00

**Estimated Project Financials for the Entire Project or Initiative (including IT) vs.  
Odyssey Transfer Amount**

**Estimated Budget (total expected project or initiative costs):** \$417,500

**Hardware:** [Click here to enter text.](#)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Software: \$5,000</b> <b>Training: \$5,000</b> <b>State Staff: \$48,242.50 (includes MNIT 1.5% admin fee)</b> <b>Professional/Technical: \$359,257.50</b>	
<b>Estimated Start Date: August 2025</b>	<b>Requested Finish Date: June 2029</b>  <b>Reason for End Date:</b> The technology and security improvements are the continuous tasks. The end data is set up to the odyssey funding expiration data, to ensure adequate funding is available through the years.

Success Criteria	
<p><b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.)</p> <p>The technology/security enhancements will better protect providers' public/private information/documents that the Boards collect for licensing (approx. 250,000 licensees). Integrating Identity Provider (IdP), keeping current with framework updates for "cloud readiness" which reduces technical debt, ensure compliance with best practices and to keep the ALIMS framework and components up to date with the most recent operating systems. ALIMS is utilized by 15 Boards and the enhancements are critical to conduct business and fulfill Statutory requirements. The required security and technology upgrades will allow for monitoring and tracking to detect and respond to any incidents, explore development for AI-driven productivity enhancements such as generation and real-time monitoring. Retain features and stay current with technological advances enabling the business to better serve its clients.</p>	
What are the initiative's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Increase secure transfer of information due to software security	Transition away from a more paper based process like faxing or mailing in forms. Ability to enter confidential information directly into database
Migrate the licensing system to the Cloud, to comply with MNIT Cloud computing policy.	All ALIMS features, automated jobs and data exchanges tasks should be running in Cloud servers.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Improve and streamline licensees/applicants' online login security and authentication	Implement multi-factor authentication and/or Identity Provider technique.
Elevate the whole system to Enterprise architect and version.	Upgrade the ALIMS version controls, instances, bugs, requirements tracking system, to improve the development, QA, deployments processes for all ALIMS Boards.
Reduce technology debt.	ALIMS should have its programming components, online features and database upgraded and compatible with most recent Microsoft server/operating system/framework and eliminate all the obsolete technology.

### REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO

By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.

- This request shows the correct source of funds to be transferred.
- The sponsoring agency is committed to champion the project or initiative and secure the needed resources.

**Name of person with delegated authority to sign the interagency agreement:** [Click here to enter text.](#)

### COMMENTS

Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.

[Click here to enter text.](#)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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2. Each initiative request must be reviewed by the agency Executive Budget Officer (EBO), agency CFO and CBTO before being sent to the MNIT EEPMO.
3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

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- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
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  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  Minnesota Board of Physical Therapy and Tim Ogg	<b>Name of initiative:</b>  Physical Therapy Compact Database Development
<b>Initiative Sponsor:</b> Erin DeTomaso, <a href="mailto:erin.detomaso@state.mn.us">erin.detomaso@state.mn.us</a>	
<b>Budget Contact:</b> Tracey Sigstad, <a href="mailto:tracey.sigstad@state.mn.us">tracey.sigstad@state.mn.us</a>	
<b>Type of initiative:</b>  <div style="list-style-type: none; padding-left: 0;"> <input type="checkbox"/> IT project  <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> In 2024, legislation passed that allowed Minnesota to become a member of the Physical Therapy Compact. The Physical Therapy Compact allows licensed Physical Therapists and Physical Therapist Assistants to practice in other compact member states through a privilege to practice. As part of the Physical Therapy Compact, we are required to enhance our current database to communicate and exchange information with the Compact's database. Compact privileges to practice in Minnesota cannot be issued until this is complete.	
<b>Brief Initiative Description:</b> The Board of Physical Therapy (BPT) has identified the enhancements that need to be made to our current licensing application, ALIMS (Automated Licensure Information Management System), that will allow BPT to exchange data with the Physical Therapy Compact. The ALIMS development is expected to commence in FY 25 but will not be completed before the end of the fiscal year. The Board seeks to ensure funds are available to continue and complete the work. It is planned that the work will need to continue into FY26.	
<b>High-level Objective:</b> Enhancements to our database will allow BPT to exchange data with the Physical Therapy Compact as required by statute.	
<b>Initiative Deliverable Categories:</b>  <div style="list-style-type: none; padding-left: 0;"> <input type="checkbox"/> New application or system  <input type="checkbox"/> Replacement for existing application or system         </div>	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<input checked="" type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system <input type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input type="checkbox"/> Project-to-product transformation <input type="checkbox"/> Support for a product or service <input type="checkbox"/> Customer Experience <input type="checkbox"/> Cybersecurity <input type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b> <input type="checkbox"/> Select <input checked="" type="checkbox"/> Plan <input type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If not, has ongoing funding been identified?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input type="checkbox"/> If checked, initiative name? Click here to enter text.	For an existing ITA initiative? Yes: <input type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? Click here to enter text.

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.  <input type="checkbox"/> <b>Children and Families.</b> Click here to enter text. <input type="checkbox"/> <b>Safe and Thriving Communities, Housing, and Workforce.</b> Click here to enter text. <input checked="" type="checkbox"/> <b>Healthy Minnesotans.</b> Click here to enter text.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Allows for streamlining and simplification of the licensure process for practitioners coming from another jurisdiction

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
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### Run, Grow and Transform (RGT)

(Check all that apply)

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- ☐ **Run** – Initiative is to operate and maintain (Keep the lights on)
- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

☒ Transform – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

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Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1201	H7W3000	H7W1112	Board of Physical Therapy	\$94,600

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** \$94,600

**Hardware:** [Click here to enter text.](#)

**Software:** [Click here to enter text.](#)

**Training:** [Click here to enter text.](#)

**State Staff:** \$8,600

**Professional/Technical:** \$86,000

**Estimated Start Date:** July 1, 2025

**Requested Finish Date:** June 30, 2027

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

	<b>Reason for End Date:</b> Minnesota should be live and interacting with the Counseling Compact by this date.
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Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.)  This will facilitate full integration into the Compact and support licensees in securing privilege to practice in an efficient manner.	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
Issuance of Compact privilege to practice successfully.	Are privileges being issued and is data returning to the Boards database successfully.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount. <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> Erin DeTomaso

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.
<a href="#">Click here to enter text.</a>

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
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4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

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- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
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  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  DPS – Pancho Henderson	<b>Name of initiative:</b>  Road Safety Information Center (RSIC) Enhancements
<b>Initiative Sponsor: Office of Traffic Safety</b>	
<b>Budget Contact: Shawn Kremer, CFO</b>	
<b>Type of initiative:</b>  <div style="list-style-type: none; padding-left: 0;"> <input checked="" type="checkbox"/> IT project  <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input checked="" type="checkbox"/> Other (please describe) Enhancements for data system interoperability </div>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) Office of Traffic Safety crash data and analysis systems have end-of-life risks. Crash data is the backbone for traffic safety improvement initiatives and there is a timely need to modernize and improve crash data and analysis systems.	
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) The Road Safety Information Center (RSIC) is a publicly accessible platform that integrates traffic safety data sources—such as crash reports, court records, GPS navigation, and ambulance dispatches—to provide trends and real-time insights into crash patterns. State and local officials use the RSIC dashboard to guide traffic safety interventions to proactively address risks for impacted populations. The RSIC improvement project is funded by a mix of federal and state money over five years.	
<b>High-level Objective:</b> (ex. To more efficiently store and retrieve data while adding process automation.) The ITA request will increase the timeframe for making key improvements to the system, such as creating additional filters for more robust queries, improving the linkages with other systems (e.g., MNROAR, MNDRIIVE and MNCrash), adding data layering and visualization, expanding machine learning modelling tools, and adding additional data sets for more robust analysis, such as construction zone data.	



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

**Initiative Deliverable Categories:**

- ☐ New application or system
- ☐ Replacement for existing application or system
- ☒ Enhancement to existing application or system
- ☒ Upgrade of an existing application or system
- ☐ Operations ongoing funding, improvement, or efficiency
- ☐ Project-to-product transformation
- ☒ Support for a product or service
- ☐ Customer Experience
- ☐ Cybersecurity
- ☐ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

☐ Select   ☐ Plan   ☐ Do   ☒ Run   ☐ Not applicable

**Has a detailed business case been developed?**   ☒ Yes   ☐ No   ☐ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?**   ☐ Yes   ☒ No

**If not, has ongoing funding been identified?**   ☒ Yes   ☐ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☐ If checked,  
initiative name?  
N/A

For an existing ITA initiative? Yes: ☐ If checked,  
what is the ITA ID number (ex. ITA24.014)?  
N/A

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Children and Families.** [Click here to enter text.](#)
- ☒ **Safe and Thriving Communities, Housing, and Workforce.** This project's goal is to improve traffic safety and to prevent fatal and serious injury crashes on Minnesota roads, which will make our communities and workforce safer.
- ☒ **Healthy Minnesotans.** This project's goal is to improve traffic safety and to prevent fatal and serious injury crashes on Minnesota roads.
- ☒ **Equity and Inclusion.** This project will support current and future research initiatives that identify overrepresented populations in traffic crashes and to address issues in historically underserved populations.
- ☐ **Minnesota's Environment.** [Click here to enter text.](#)
- ☐ **Fiscal Accountability, Customer Experience, and Measurable Results.** [Click here to enter text.](#)

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☒ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
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### Run, Grow and Transform (RGT)

(Check all that apply)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ Run – Initiative is to operate and maintain (Keep the lights on)
- ☒ Grow – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☒ Transform – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	P079211	P073920B	Statewide TS - Operating	\$15,000
1000	P0792J1	P073920B	TS Data Analytics Center - Operating	\$325,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** \$340,000.00

**Hardware:** \$0.00

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Software: \$0.00</b>  <b>Training: \$0.00</b>  <b>State Staff: \$0.00</b>  <b>Professional/Technical: \$340,000</b>	
<b>Estimated Start Date: 7/1/2025</b>	<b>Requested Finish Date: 6/30/2028</b>  <b>Reason for End Date:</b> RSIC enhancements are being made over a five-year period, from FY 2024 to FY 2028. ITA funds would be spent within 4 years.

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) This request will improve the tools available to the public and external stakeholders to examine crash data in a more insightful way. The enhancements will improve the efficiency of the Office of Traffic Safety in responding to data requests and ensure the public can obtain desired data.	
What are the initiative's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Automate data requests by 50% or more.	Measure use of platform and how many data requests can be accessed from the platform instead of analyst time.
Improve access of traffic safety data by local law enforcement.	Measure use of platform enhancements for resource deployment and track results.
Improve customer data request experience and process.	Platform improvements allow for customers to get real-time access to satisfy their data requests.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO

By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.

- This request shows the correct source of funds to be transferred.
- The sponsoring agency is committed to champion the project or initiative and secure the needed resources.

**Name of person with delegated authority to sign the interagency agreement:** Michael Hanson

### COMMENTS

Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.

Technology costs continue to increase. State and federal money for traffic safety data systems are often limited and have restrictions. The ITA proposal will supplement available funds to enable the Office of Traffic Safety to more rapidly meet its highway safety plans to modernize traffic safety systems and leverage real-time data for traffic safety decision making and analysis.

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Instructions for This Document

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3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  MN Public Utilities Commission	<b>Name of initiative:</b>  Technology Modernization for Ongoing and Pending Organizational Changes
<b>Initiative Sponsor: Will Seuffert (PUC)</b>	
<b>Budget Contact: Barb Hearley (MN.IT Comm), Karen Kranz (PUC)</b>	
<b>Type of initiative:</b>  <input type="checkbox"/> IT project <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input type="checkbox"/> Costs associated with cybersecurity projects/products <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input type="checkbox"/> Costs associated with participation in newly established enterprise services <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) The 2024 Energy Infrastructure Permitting Act mandates the transfer of staff of the Energy Environmental Review & Analysis (EERA) unit at the Department of Commerce to the PUC (effective 7/1/2025), and the Governor's change in telework policy also mandates additional in-person work for PUC employees. These changes require investments in software and technology updates.	
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) In response to 2024 Energy Infrastructure Permitting Act which relocates the staff of the Energy Environmental Review & Analysis (EERA) unit at the Department of Commerce to the PUC, and the Governor's change in telework policy that mandates in-person work for at least 50% of scheduled workdays, this project aims to allocate funding for essential software and technology upgrades. These upgrades are necessary to support hybrid work models, enhance productivity, and ensure seamless integration of remote and in-office employees, and support new staff workflows related to permitting. The upgrades will include software tools and hardware improvements. Potential upgrades include, but are not limited to, collaboration tools, project management software, networking equipment, and monitors and peripherals.	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

**High-level Objective:** (ex. To more efficiently store and retrieve data while adding process automation.) To support hybrid work models and seamlessly integrate a new staff unit to the PUC; to enhance productivity; and support new staff workflows related to implementing the new permitting law.

**Initiative Deliverable Categories:**

- ☐ New application or system
- ☐ Replacement for existing application or system
- ☒ Enhancement to existing application or system
- ☐ Upgrade of an existing application or system
- ☒ Operations ongoing funding, improvement, or efficiency
- ☐ Project-to-product transformation
- ☐ Support for a product or service
- ☐ Customer Experience
- ☐ Cybersecurity
- ☐ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

☐ Select ☐ Plan ☐ Do ☒ Run ☐ Not applicable

**Has a detailed business case been developed?** ☐ Yes ☐ No ☒ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?** ☐ Yes ☒ No

**If not, has ongoing funding been identified?** ☒ Yes ☐ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☐ If checked, initiative name?  
Click here to enter text.

For an existing ITA initiative? Yes: ☐ If checked, what is the ITA ID number (ex. ITA24.014)?  
Click here to enter text.

**Support of One Minnesota Plan Priorities**



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- ☐ **Children and Families.** Click here to enter text.
- ☐ **Safe and Thriving Communities, Housing, and Workforce.** Click here to enter text.
- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☐ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

those IT investments.

- ☒ Run – Initiative is to operate and maintain (Keep the lights on)
- ☒ Grow – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☐ Transform – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	B8230009	B82PUC0	Other Ops-PUC	250,000.00

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs): \$250,000**

**Hardware: 62,500**

**Software: 62,500**

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Training:</b> <a href="#">Click here to enter text.</a> <b>State Staff:</b> 62,500 <b>Professional/Technical:</b> 62,500	
<b>Estimated Start Date:</b> 7/1/2025	<b>Requested Finish Date:</b> 7/1/2026  <b>Reason for End Date:</b> Investments are a continuation of current work and should be completed within one year.

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) Enhance productivity, and seamless integration of new and returning employees.	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
Compliance with permitting timelines (proxy)	Compare post-implementation of permitting timelines to baseline.
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
<p>By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.</p> <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> William Seuffert

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.
<a href="#">Click here to enter text.</a>

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b> MDOR; Cory Stubbendick	<b>Name of initiative:</b> AI Identification and Integration Team POC
<b>Initiative Sponsor: Lee Ho</b>	
<b>Budget Contact: Mike R. Anderson</b>	
<b>Type of initiative:</b> <input checked="" type="checkbox"/> IT project <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input type="checkbox"/> Costs associated with cybersecurity projects/products <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input type="checkbox"/> Costs associated with participation in newly established enterprise services <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a>	
<b>Problem or Opportunity:</b> There is an opportunity to enhance efficiency within the agency by identifying and automating time-consuming processes and tasks. Implementing scalable customer service processes will further reduce the human effort required to meet the growing work demands, ultimately improving overall productivity and customer satisfaction.	
<b>Brief Initiative Description:</b> This project aims to identify opportunities to leverage artificial intelligence (AI) and emerging technologies within the agency. We will establish and fund a dedicated team of AI experts who will focus on pinpointing areas where AI can be utilized and accelerating the implementation of AI-driven solutions. By doing so, we aim to enhance efficiency, reduce manual effort, and improve overall productivity of the tax administration cycle.	
<b>High-level Objective:</b> Accelerate the use of AI within Revenue to enhance efficiency, reduce human effort in repetitive tasks, and improve the scalability of growing customer service demands related to the tax administration cycle.	
<b>Initiative Deliverable Categories:</b> <input checked="" type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<input type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input type="checkbox"/> Project-to-product transformation <input type="checkbox"/> Support for a product or service <input type="checkbox"/> Customer Experience <input type="checkbox"/> Cybersecurity <input type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b> <input type="checkbox"/> Select <input type="checkbox"/> Plan <input type="checkbox"/> Do <input checked="" type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>If not, has ongoing funding been identified?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input type="checkbox"/> If checked, initiative name? <a href="#">Click here to enter text.</a>	For an existing ITA initiative? Yes: <input type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? <a href="#">Click here to enter text.</a>

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.
<input type="checkbox"/> <b>Children and Families.</b> <a href="#">Click here to enter text.</a> <input type="checkbox"/> <b>Safe and Thriving Communities, Housing, and Workforce.</b> <a href="#">Click here to enter text.</a> <input type="checkbox"/> <b>Healthy Minnesotans.</b> <a href="#">Click here to enter text.</a> <input type="checkbox"/> <b>Equity and Inclusion.</b> <a href="#">Click here to enter text.</a> <input type="checkbox"/> <b>Minnesota's Environment.</b> <a href="#">Click here to enter text.</a>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Meeting the objectives of this project are expected to improve efficiencies and customer service to taxpayers

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☒ **Run** – Initiative is to operate and maintain (Keep the lights on)
- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☒ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>FY2025 Requested Transfer Amount</b>				
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Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G6731100	G676100	Payment and Return Process	1,849,847
1000	G6731100	G676200	Administration of State Taxes	650,153

Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount	
<p><b>Estimated Budget (total expected project or initiative costs): 2,500,000</b></p> <p><b>Hardware:</b> <a href="#">Click here to enter text.</a></p> <p><b>Software: 450,000</b></p> <p><b>Training: 50,000</b></p> <p><b>State Staff: 1,000,000</b></p> <p><b>Professional/Technical: 1,000,000</b></p>	
<p><b>Estimated Start Date: 8/1/2025</b></p>	<p><b>Requested Finish Date: 6/31/2029</b></p> <p><b>Reason for End Date:</b> End Date will be defined after project planning</p>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) <a href="#">Click here to enter text.</a>	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
Create a backlog of AI driven opportunities to prioritize efforts	Confirm existence of the backlog via a report or dashboard
Create a metric to summarize and track efficiencies gained by project work	Confirm existence of efficiency tracking metrics
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
<p>By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.</p> <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> Maggie Rittenhouse

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.
<a href="#">Click here to enter text.</a>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b> Revenue- Cory Stubbendick	<b>Name of initiative:</b> Application and Data Modernization
<b>Initiative Sponsor: Cory Stubbendick</b>	
<b>Budget Contact: Mike Anderson</b>	
<b>Type of initiative:</b> <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> IT project  <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) The Department of Revenue has the opportunity to modernize, secure and improve the customer experience for internal and external revenue users through application and data modernization efforts.	
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) This initiative aims to modernize applications and data systems to ensure secure, stable, and contemporary customer service experiences for both internal and external customers. It includes funding for Revenue's transition to the State's standard Identity and Access Management solution, and the modernization and upgrade of Revenue's custom applications to Cloud Hosting environments, such as Azure, or M365 platforms. Additionally, it involves engaging industry experts to plan and implement a comprehensive data management and data governance transformation. The data focused deliverables will include document management solutions and development of reports, or dashboards to visualize data.	
<b>High-level Objective:</b> (ex. To more efficiently store and retrieve data while adding process automation.) Modernize application and data systems to ensure they are modern, secure and provide for an improved customer experience for both internal and external users.	
<b>Initiative Deliverable Categories:</b>	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☒ New application or system
- ☐ Replacement for existing application or system
- ☒ Enhancement to existing application or system
- ☒ Upgrade of an existing application or system
- ☐ Operations ongoing funding, improvement, or efficiency
- ☐ Project-to-product transformation
- ☒ Support for a product or service
- ☒ Customer Experience
- ☐ Cybersecurity
- ☐ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

☐ Select   ☒ Plan   ☐ Do   ☐ Run   ☐ Not applicable

**Has a detailed business case been developed?**   ☐ Yes   ☒ No   ☐ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?**   ☒ Yes   ☐ No

**If not, has ongoing funding been identified?**   ☐ Yes   ☐ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☒ If checked, initiative name?

Partially, LoginMN Implementation

For an existing ITA initiative? Yes: ☐ If checked, what is the ITA ID number (ex. ITA24.014)?

[Click here to enter text.](#)

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

☐ **Children and Families.** [Click here to enter text.](#)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Safe and Thriving Communities, Housing, and Workforce.** Click here to enter text.
- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☒ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☒ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☒ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ **Run** – Initiative is to operate and maintain (Keep the lights on)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☐ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G6731100	G676600	Operations Support	\$841,888
1000	G6731100	G676400	Appeals, Legal and Tax Res	\$1,000,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** \$1,841,888

**Hardware:** [Click here to enter text.](#)

**Software:** \$250,000

**Training:** [Click here to enter text.](#)

**State Staff:** \$575,000

**Professional/Technical:** \$1,016,888

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Estimated Start Date:</b> 8/1/2025	<b>Requested Finish Date:</b> 6/30/2029  <b>Reason for End Date:</b> unknown timeline at this time
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Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) Click here to enter text.	
What are the initiative's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Implement LoginMN	LoginMN will be implemented as required
Applications will be modernized and secure	Number of applications that are moved to native Azure, Web Apps or PowerApps and if Entra ID is implemented
Data management and governance will be modernized	Number of reports moved to PowerBI, implementation of data management and governance best practices

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount. <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> Maggie Rittenhouse



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.
<a href="#">Click here to enter text.</a>

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Instructions for This Document

1. Requests are due April 18, 2025. Please be sure to complete all fields. Empty fields may delay the review process.
2. Each initiative request must be reviewed by the agency Executive Budget Officer (EBO), agency CFO and CBTO before being sent to the MNIT EEPMO.
3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b> Revenue- Cory Stubbendick	<b>Name of initiative:</b> Contact Center Phase 2
<b>Initiative Sponsor: Lee Ho</b>	
<b>Budget Contact: Mike R. Anderson</b>	
<b>Type of initiative:</b> <input checked="" type="checkbox"/> IT project <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input type="checkbox"/> Costs associated with cybersecurity projects/products <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input type="checkbox"/> Costs associated with participation in newly established enterprise services <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a>	
<b>Problem or Opportunity:</b> Revenue is currently migrating their customer contact centers to Amazon Connect. Once migrated, there is an opportunity to optimize the contact centers on the new platform.	
<b>Brief Initiative Description:</b> Contact Center optimization in Amazon Connect or adjacent IT systems. This will include increasing data connections, advanced analytics and reporting, use of artificial intelligence tools and/or introducing new functionality not part of the original migration project.	
<b>High-level Objective:</b> To optimize Revenue's contact centers using Amazon Connect and adjacent technologies, objectives include increasing decision-making data integrations, leveraging artificial intelligence tools, and implementing general improvements to enhance customer service for taxpayers.	
<b>Initiative Deliverable Categories:</b> <input type="checkbox"/> New application or system <input type="checkbox"/> Replacement for existing application or system <input checked="" type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system <input type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input type="checkbox"/> Project-to-product transformation	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<input type="checkbox"/> Support for a product or service <input checked="" type="checkbox"/> Customer Experience <input type="checkbox"/> Cybersecurity <input type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b> <input type="checkbox"/> Select <input checked="" type="checkbox"/> Plan <input type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>If not, has ongoing funding been identified?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input type="checkbox"/> If checked, initiative name? Click here to enter text.	For an existing ITA initiative? Yes: <input type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? Click here to enter text.

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.
<input type="checkbox"/> <b>Children and Families.</b> Click here to enter text. <input type="checkbox"/> <b>Safe and Thriving Communities, Housing, and Workforce.</b> Click here to enter text. <input type="checkbox"/> <b>Healthy Minnesotans.</b> Click here to enter text. <input type="checkbox"/> <b>Equity and Inclusion.</b> Click here to enter text. <input type="checkbox"/> <b>Minnesota's Environment.</b> Click here to enter text. <input checked="" type="checkbox"/> <b>Fiscal Accountability, Customer Experience, and Measurable Results.</b> Click here to enter text.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ **Run** – Initiative is to operate and maintain (Keep the lights on)
- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☐ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>FY2025 Requested Transfer Amount</b>				
The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.				
Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G6731100	G676200	Administration of State Taxes	420,000

Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount	
<b>Estimated Budget (total expected project or initiative costs):</b> 420,000  <b>Hardware:</b> <a href="#">Click here to enter text.</a>  <b>Software:</b>  <b>Training:</b> <a href="#">Click here to enter text.</a>  <b>State Staff:</b> 420,000  <b>Professional/Technical:</b>	
<b>Estimated Start Date:</b> 12/1/2025	<b>Requested Finish Date:</b> 06/31/2029  <b>Reason for End Date:</b> estimated for purposes of planning

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) Click here to enter text.	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
Increased customer service	Less wait time for customers.
	Click here to enter text.
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount. <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> Maggie Rittenhouse

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.
Click here to enter text.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Instructions for This Document

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3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b> Revenue- Cory Stubbendick	<b>Name of initiative:</b> Integrated Tax System Modernization
<b>Initiative Sponsor: Mark Hird</b>	
<b>Budget Contact: Mike Anderson</b>	
<b>Type of initiative:</b> <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> IT project  <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input checked="" type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> The Department of Revenue's Integrated Tax system processes nearly \$30B in annual business and individual tax payments. There are multiple modernization efforts needed to maintain and update the system for taxpayer and agency administrative benefit	
<b>Brief Initiative Description:</b> This initiative will fund the upgrade of the Integrated Tax system to the vendor's latest practical version. In addition to this upgrade, the project will implement several modernization efforts to enhance the system's overall functionality and efficiency. One of the key improvements will be the conversion of custom code to the newest system standard, which will ensure that the software remains up-to-date and easier to maintain. Furthermore, the project will introduce new decision-making functionality and advanced analytics, which are expected to significantly improve the effectiveness of revenue collection. Lastly, the initiative will focus on reducing the amount of customized code within the system. This reduction will streamline operations, making the system more efficient and easier to manage, while also enhancing its maintainability and reducing the potential for errors	
<b>High-level Objective:</b> The primary objective of modernizing the Integrated Tax System is to ensure the system's security, technological advancement, and functional capabilities. Also, by including the previously mentioned advanced features, the upgraded system will enhance its ability to manage complex decision-making processes and deliver valuable insights for optimizing revenue strategies.	
<b>Initiative Deliverable Categories:</b> <input type="checkbox"/> New application or system	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ Replacement for existing application or system
- ☒ Enhancement to existing application or system
- ☒ Upgrade of an existing application or system
- ☐ Operations ongoing funding, improvement, or efficiency
- ☐ Project-to-product transformation
- ☐ Support for a product or service
- ☐ Customer Experience
- ☐ Cybersecurity
- ☐ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

☐ Select   ☒ Plan   ☐ Do   ☐ Run   ☐ Not applicable

**Has a detailed business case been developed?**   ☐ Yes   ☒ No   ☐ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?**   ☒ Yes   ☐ No

**If not, has ongoing funding been identified?**   ☐ Yes   ☐ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☒ If checked, initiative name?  
Partially. It supplements the Core21 Upgrade Project.

For an existing ITA initiative? Yes: ☒ If checked, what is the ITA ID number (ex. ITA24.014)?  
Partially. It supplements ITA24.042

### Support of One Minnesota Plan Priorities (check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

☐ **Children and Families.** Click here to enter text.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Safe and Thriving Communities, Housing, and Workforce.** Click here to enter text.
- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☒ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☒ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ **Run** – Initiative is to operate and maintain (Keep the lights on)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☐ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

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Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	N/A	G67CNBS	Cannabis	\$3,251,815
1000	G6731100	G677700	AR Mgmt	\$1,289,550
1000	G6731100	G676600	Operations Support	\$258,635

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** \$4,800,000

**Hardware:** [Click here to enter text.](#)

**Software:** [Click here to enter text.](#)

**Training:** [Click here to enter text.](#)

**State Staff:** \$2,800,000

**Professional/Technical:** \$2,000,000

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Estimated Start Date:</b> August 1, 2025	<b>Requested Finish Date:</b> June 30, 2029
	<b>Reason for End Date:</b> unknown timeline at this time

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) Click here to enter text.	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
GenTax will be upgraded to current version	GenTax is upgraded
Site specific code is upgraded to current language	Site specific code is in C#
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount. <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> Maggie Rittenhouse

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
<a href="#">Click here to enter text.</a>

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

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- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b> Revenue- Cory Stubbendick	<b>Name of initiative:</b> Service Delivery Transformation
<b>Initiative Sponsor:</b> Cory Stubbendick	
<b>Budget Contact:</b> Mike Anderson	
<b>Type of initiative:</b> <div style="margin-top: 10px;"> <input type="checkbox"/> IT project  <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) Revenue has an opportunity to modernize service delivery to stakeholders. The Technology Advisory Committee has recommended a number of service delivery transformations that Revenue would like to follow. Additionally, there are other best practices and opportunities in the service delivery area Revenue would like to explore further.	
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) This would modernize Revenue's service delivery for stakeholders. This will likely include a Customer Experience (CX) initiative, continuing with the current Agile and Product initiative and pilots, and analyzing testing and quality assurance practices to determine a path to align with best practices.	
<b>High-level Objective:</b> (ex. To more efficiently store and retrieve data while adding process automation.) To align with the Technology Advisory Committee's recommendations in the areas of Customer Experience (CX) and Product and Agile and to analyze testing and quality assurance practices to better align with industry best practices.	
<b>Initiative Deliverable Categories:</b> <div style="margin-top: 10px;"> <input type="checkbox"/> New application or system </div>	



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ Replacement for existing application or system
- ☐ Enhancement to existing application or system
- ☐ Upgrade of an existing application or system
- ☒ Operations ongoing funding, improvement, or efficiency
- ☒ Project-to-product transformation
- ☒ Support for a product or service
- ☒ Customer Experience
- ☐ Cybersecurity
- ☐ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

☐ Select   ☒ Plan   ☒ Do   ☒ Run   ☐ Not applicable

**Has a detailed business case been developed?**   ☐ Yes   ☒ No   ☐ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?**   ☒ Yes   ☐ No

**If not, has ongoing funding been identified?**   ☐ Yes   ☐ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☒ If checked, initiative name?  
Partially. This expands the current Project to Product Transformation initiative, but has other unique aspects.

For an existing ITA initiative? Yes: ☒ If checked, what is the ITA ID number (ex. ITA24.014)?  
Partially. ITA24.043

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

☐ **Children and Families.** Click here to enter text.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Safe and Thriving Communities, Housing, and Workforce.** Click here to enter text.
- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☒ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ **Run** – Initiative is to operate and maintain (Keep the lights on)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☒ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	G6731100	G677700	AR Mgmt	335,375
1000	G6731100	G676600	Operations Support	164,625

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** \$500,000

**Hardware:** [Click here to enter text.](#)

**Software:** [Click here to enter text.](#)

**Training:** [Click here to enter text.](#)

**State Staff:** [Click here to enter text.](#)

**Professional/Technical:** \$500,000

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Estimated Start Date: August 1, 2025</b>	<b>Requested Finish Date: June 30, 2029</b>  <b>Reason for End Date:</b> Unknown on timeline at this time
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Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) This will benefit Minnesotans by transforming service delivery. Services will be delivered to Minnesotans with customer experience prioritized, more quickly and with better quality.	
What are the initiative's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
More projects/products will use customer experience in designing and testing	Comparing current CX initiatives to CX initiatives after project completion
Additional products using agile methodology will be created	Currently there are 5 product pilots to compare against once project is complete
Roadmap for QA created	There will be a roadmap or other plan for modernizing QA and testing

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount. <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> Maggie Rittenhouse

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.
<a href="#">Click here to enter text.</a>

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Instructions for This Document

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3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  MNIT DOT Bob Bennett	<b>Name of initiative:</b>  Application Modernization
<b>Initiative Sponsor: Bob Bennett</b>	
<b>Budget Contact: Kerri Lewis</b>	
<b>Type of initiative:</b>  <div style="margin-left: 20px;"> <input type="checkbox"/> IT project  <input checked="" type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> Create a common set of technologies to ensure common security, accessibility, navigation, branding, and user experience.	
<b>Brief Initiative Description:</b> MnDOT has applications that were built over the last year or up to 20 years ago. The application portfolio consists of many platforms requiring separate tools, skillsets, and support models. To ensure MNIT DOT can maintain and modernize the application portfolio MNIT is proposing an initiative to bring in a technical business analyst to work with support staff to assess the current portfolio of applications and the technologies used. That information will then help guide various applications to a common set of technologies that work within the State of Minnesota's delivery services for common platforms for coding, release, support, and integration. Essentially, all apps will be built in a well-defined and common method. This will ensure MNIT can develop a common set of skills for applications. This will then ensure common security, accessibility, navigation, branding, and user experience. All supported in common methods to ensure a sustainable support and delivery model.	
<b>High-level Objective:</b> (ex. To more efficiently store and retrieve data while adding process automation.) To modernize applications to ensure they are supported, secure, and migrate well into the MNIT Azure services and out of the State Data Center.	
<b>Initiative Deliverable Categories:</b>	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ New application or system
- ☒ Replacement for existing application or system
- ☒ Enhancement to existing application or system
- ☒ Upgrade of an existing application or system
- ☐ Operations ongoing funding, improvement, or efficiency
- ☐ Project-to-product transformation
- ☐ Support for a product or service
- ☐ Customer Experience
- ☐ Cybersecurity
- ☐ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

☐ Select   ☒ Plan   ☐ Do   ☐ Run   ☐ Not applicable

**Has a detailed business case been developed?**   ☒ Yes   ☐ No   ☐ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?**   ☒ Yes   ☐ No

**If not, has ongoing funding been identified?**   ☐ Yes   ☐ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☐ If checked,  
initiative name?  
[Click here to enter text.](#)

For an existing ITA initiative? Yes: ☐ If checked,  
what is the ITA ID number (ex. ITA24.014)?  
[Click here to enter text.](#)

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

☐ **Children and Families.** [Click here to enter text.](#)



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Safe and Thriving Communities, Housing, and Workforce.** Click here to enter text.
- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☒ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☐ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☒ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☒ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☒ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ **Run** – Initiative is to operate and maintain (Keep the lights on)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☐ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	T7932335	T790419	Strategic IT Investments GF	\$1,040,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** 1,040,000

**Hardware:** [Click here to enter text.](#)

**Software:** [Click here to enter text.](#)

**Training:** [Click here to enter text.](#)

**State Staff:** [Click here to enter text.](#)

**Professional/Technical:** 1,040,000

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Estimated Start Date:</b> 7/1/25	<b>Requested Finish Date:</b> 6/30/29  <b>Reason for End Date:</b> 4 year timeframe for complete modernization scope
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Success Criteria	
<p><b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.)</p> <p>Modern Applications ensure the best security, accessibility, and available performance. Application's not maintaining good health put the State at risk related to supportability, security, accessibility, and ability to respond to a disaster recovery effort.</p>	
What are the initiative's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Complete Application Technology Assessment	% of applications fully assessed, validated and documented
Implement New Technology Capabilities for MnDOT applications, including LogIn.org, AI/Co-Pilot, Azure App Services, Modern APIs, Serverless functions.	% of custom APIs replaced with Standard new service, % of applications with external user credentials migrated to MNlogin.gov and Enterprise Auth Services, # of applications migrated or modernized, Co-Pilot in operation for MS products
Engineering Services Application Replacement/Modernization	% of ETL migrated from legacy to C#/Informatica, % of applications using legacy hosts and development patterns migrated to standard platforms (Azure hosted, .net core)

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
<p>By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.</p> <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> </ul>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
<ul style="list-style-type: none"><li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li></ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> Suzanne Sievers

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.
<a href="#">Click here to enter text.</a>

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Instructions for This Document

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1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b> MnIT @ DOT    Bob Bennett	<b>Name of initiative:</b> P1919 ARTS Replacement
<b>Initiative Sponsor:</b> Katie Walker <a href="mailto:katie.walker@state.mn.us">katie.walker@state.mn.us</a>	
<b>Budget Contact:</b> Dawn Thompson <a href="mailto:dawn.thompson@state.mn.us">dawn.thompson@state.mn.us</a>	
<b>Type of initiative:</b> <div style="margin-top: 5px;"> <input checked="" type="checkbox"/> IT project  <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe)    <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) The current research database is outdated, built on an old framework, requiring high levels of maintenance, and has limited functionality.	
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) Office of Research and Innovation has had the replacement of the current research database to modernize and improve functionality in its business plan for quite some time. The funds were allocated for this project in FY24. Project scoping ran into some technical issues and had to be re-evaluated. Since scoping took longer than anticipated, the funds are still available.	
<b>High-level Objective:</b> (ex. To more efficiently store and retrieve data while adding process automation.) ARTS supports all research project contracting, invoicing and tracking which are of agency priority. A tracking system is part of our federal program review criteria. We need this to meet the expectations for managing the funds. Modernizing our research tracking system is listed as a top priority in our office business plan.	
<b>Initiative Deliverable Categories:</b> <div style="margin-top: 5px;"> <input type="checkbox"/> New application or system </div>	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<input checked="" type="checkbox"/> Replacement for existing application or system <input type="checkbox"/> Enhancement to existing application or system <input type="checkbox"/> Upgrade of an existing application or system <input type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input type="checkbox"/> Project-to-product transformation <input type="checkbox"/> Support for a product or service <input type="checkbox"/> Customer Experience <input type="checkbox"/> Cybersecurity <input type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b> <input type="checkbox"/> Select <input type="checkbox"/> Plan <input checked="" type="checkbox"/> Do <input type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If not, has ongoing funding been identified?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input checked="" type="checkbox"/> If checked, initiative name? P1919 ARTS Replacement	For an existing ITA initiative? Yes: <input type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? Click here to enter text.

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.  <input type="checkbox"/> <b>Children and Families.</b> Click here to enter text. <input type="checkbox"/> <b>Safe and Thriving Communities, Housing, and Workforce.</b> Click here to enter text.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
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### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ **Run** – Initiative is to operate and maintain (Keep the lights on)
- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

☒ Transform – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

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Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	T7932335	T790419	Strategic IT Investments (GF)	\$400,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** \$1,054,568, but only \$400,000 from Odyssey requests

**Hardware:** \$63,148

**Software:** \$7,680

**Training:** \$0

**State Staff:** \$730,300

**Professional/Technical:** \$253,440

**Estimated Start Date:** March 2025

**Requested Finish Date:** June 2029

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

	<b>Reason for End Date:</b> Project will take approximately 1 year to implement plus three additional years of ongoing maintenance and support through the Odyssey fund.
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Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.)  It will impact the Local Road Research Board, including city and county agencies. It will be used to monitor research projects internally and with other MnDOT offices, and externally with government agency partners, university partners, and consultants. This will improve customer experience and efficiencies.	
What are the initiative's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Reduce administrative time managing Office of Research and Innovation projects by 10%	Compare post-implementation administrative time to baseline
Reduce ballot submission time by 10% per project	Compare ballot submission time requirements pre and post implementation
Improve project status reporting/communication and customer service via a self-serve dashboard.	Implementation of a dashboard is 100% improvement over baseline.
Reduce financial administrative time managing budgets by 30%	Compare post-implementation financial administration time to baseline

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount. <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO

Name of person with delegated authority to sign the interagency agreement: Suzanne Sievers

### COMMENTS

Please add any notes here that you would like to impart to the ITA team reviewing this request form.  
Typing will expand the text box to the bottom of the page, if needed.

[Click here to enter text.](#)

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  MnIT @ DOT    Bob Bennett	<b>Name of initiative:</b>  P1947 Carbon Emissions Tool
<b>Initiative Sponsor: Amber Dallman    <a href="mailto:amber.dallman@state.mn.us">amber.dallman@state.mn.us</a></b>	
<b>Budget Contact: Dawn Thompson    <a href="mailto:dawn.thompson@state.mn.us">dawn.thompson@state.mn.us</a></b>	
<b>Type of initiative:</b>  <input checked="" type="checkbox"/> IT project <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input type="checkbox"/> Costs associated with cybersecurity projects/products <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input type="checkbox"/> Costs associated with participation in newly established enterprise services <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) The Office of Sustainability and Public Health administers the Carbon Reduction Program, which collects carbon emissions data for transportation projects. Currently, the data is collected in excel spreadsheets submitted by district and local partners. MnDOT needs a database developed to manage and track the data overtime. This database supports implementation of the Transportation Greenhouse Gas Emissions Impact Assessment, MnDOT has until August 1, 2027 to transition from project-level assessments to program-level assessments.	
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency’s operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) The Office of Sustainability and Public Health (OSPH) is seeking this database to manage trends and effectiveness of the program and work overtime. MnDOT is seeking to tell the story of how the transportation sector is making progress on statutory greenhouse gas reduction goals. The OSPH set aside funds in FY24 to accomplish this task. MnDOT had a backlog of IT Projects in its scoping queue and was unable to execute the project in the timeline of funding. MnDOT OSPH would like to extend the life of the funds that were designated for this project.	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

**High-level Objective:** (ex. To more efficiently store and retrieve data while adding process automation.) To more efficiently collect and managing data associated with carbon emissions. This will increase the accuracy of identifying projects that will decrease carbon emissions. The Tool will hep manage trends and effectiveness of the program overtime.

**Initiative Deliverable Categories:**

- ☒ New application or system
- ☐ Replacement for existing application or system
- ☐ Enhancement to existing application or system
- ☐ Upgrade of an existing application or system
- ☐ Operations ongoing funding, improvement, or efficiency
- ☐ Project-to-product transformation
- ☐ Support for a product or service
- ☒ Customer Experience
- ☐ Cybersecurity
- ☐ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

☐ Select   ☒ Plan   ☐ Do   ☐ Run   ☐ Not applicable

**Has a detailed business case been developed?**   ☐ Yes   ☒ No   ☐ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?**   ☐ Yes   ☒ No

**If not, has ongoing funding been identified?**   ☒ Yes   ☐ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☒ If checked,  
initiative name?  
P1947 Carbon Emissions Tool

For an existing ITA initiative? Yes: ☐ If checked,  
what is the ITA ID number (ex. ITA24.014)?  
[Click here to enter text.](#)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- ☐ **Children and Families.** Click here to enter text.
- ☐ **Safe and Thriving Communities, Housing, and Workforce.** Click here to enter text.
- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☒ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ Run – Initiative is to operate and maintain (Keep the lights on)
- ☒ Grow – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☐ Transform – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	T7931800	T790279	Transport Climate Funding	\$675,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** \$809,000 but only \$675,000 from Odyssey requests.



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Hardware:</b> \$3,000 <b>Software:</b> <a href="#">Click here to enter text.</a> <b>Training:</b> <a href="#">Click here to enter text.</a> <b>State Staff:</b> \$306,000 <b>Professional/Technical:</b> \$500,000	
<b>Estimated Start Date:</b> 07/01//2025	<b>Requested Finish Date:</b> 12/31/2025  <b>Reason for End Date:</b> Business needs it complete by 1/1/2026

Success Criteria	
<p><b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.)</p> <p>It will impact the Local Road Research Board, including city and county agencies. It will be used to monitor research projects internally and with other MnDOT offices, and externally with government agency partners, university partners, and consultants. This will improve customer experience and efficiencies.</p>	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
Data Gathering	<p><b>Completeness:</b> Complete and relevant data from participating local partners is collected via web accessible forms.</p> <p><b>Accuracy:</b> Data collected is accurate, verified, and validated with minimal errors.</p> <p><b>Timeliness:</b> Data is gathered within agreed-upon timeframes to ensure up-to-date reporting</p> <p><b>Compliance:</b> Data collection methods comply with state and federal regulations and standards</p>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Data Consolidation	<p><b>Uniformity:</b> Data from multiple sources is standardized to a common format for ease of consolidation.</p> <p><b>Consistency:</b> Consolidated data maintains consistency, with no duplication or conflicting information.</p> <p><b>Integration:</b> Efficient integration of data from different sources using compatible software and tools.</p> <p><b>Scalability:</b> The system supports the addition of new agencies and increased data volumes without performance degradation.</p>
Data Reporting	<p><b>Clarity:</b> Reports are clear, concise, and easily understood by stakeholders, including policymakers and the public and provide the ability to tell the story of carbon emissions trends in the state.</p> <p><b>Accessibility:</b> Reports are readily accessible to authorized users through user-friendly platforms.</p> <p><b>Frequency:</b> Regular reporting intervals are maintained (e.g., quarterly, annually) to provide timely insights.</p> <p><b>Compliance:</b> Reporting meets all regulatory requirements and follows industry best practices.</p>
Data Management	<p><b>Security:</b> Data is securely stored and protected against unauthorized access and breaches.</p> <p><b>Data Integrity:</b> Data integrity is maintained, ensuring information is accurate, complete, and reliable.</p> <p><b>Accountability:</b> Clear roles and responsibilities are defined for data management processes.</p> <p><b>Continuous Improvement:</b> Regular reviews and updates to data management practices to enhance efficiency and effectiveness.</p>

**REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO**

By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
<ul style="list-style-type: none"><li>• This request shows the correct source of funds to be transferred.</li><li>• The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li></ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> Suzanne Sievers

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.
Click here to enter text.

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Instructions for This Document

1. Requests are due April 18, 2025. Please be sure to complete all fields. Empty fields may delay the review process.
2. Each initiative request must be reviewed by the agency Executive Budget Officer (EBO), agency CFO and CBTO before being sent to the MNIT EEPMO.
3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  MnIT @ DOT    Bob Bennett	<b>Name of initiative:</b>  P1936 Customer Management Tool
<b>Initiative Sponsor: Amber Dallman    <a href="mailto:amber.dallman@state.mn.us">amber.dallman@state.mn.us</a></b>	
<b>Budget Contact: Dawn Thompson    <a href="mailto:dawn.thompson@state.mn.us">dawn.thompson@state.mn.us</a></b>	
<b>Type of initiative:</b>  <input checked="" type="checkbox"/> IT project <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes <input type="checkbox"/> Costs associated with cybersecurity projects/products <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product <input type="checkbox"/> Costs associated with participation in newly established enterprise services <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to take action because of these adverse impacts resulting from the current state) The Office of Sustainability and Public Health convenes over twenty working groups/committees and is responsible for project management of contracts/grants that advance sustainability and public health. OSPH would like a customer relationship management tool to help manage and track communications (emails, documents, status) with customers and grantees. Often communications with customers and grantees occurs with one staff person. If that person is out-of-the-office or if another staff person contacts a customer or grantee for a different project there can be confusion on status of a project or deliverable.	
<b>Brief Initiative Description:</b> (ex. This is part of an upgrade plan to address technology obsolescence within the agency's operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) The MnDOT Office of Sustainability and Public Health (OSPH) is looking to enhance the relationship, management, and communications with customers and grantees. The OSPH set aside funds in FY24 for a Customer Management Tool. MnDOT had a backlog of IT Projects in its scoping queue and was unable to execute the project in the timeline of funding. MnDOT OSPH would like to extend the life of the funds that were designated for this project.	
<b>High-level Objective:</b> (ex. To more efficiently store and retrieve data while adding process automation.) To more efficiently manage communications with customers and grantees on projects.	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

**Initiative Deliverable Categories:**

- ☒ New application or system
- ☐ Replacement for existing application or system
- ☐ Enhancement to existing application or system
- ☐ Upgrade of an existing application or system
- ☐ Operations ongoing funding, improvement, or efficiency
- ☐ Project-to-product transformation
- ☐ Support for a product or service
- ☒ Customer Experience
- ☐ Cybersecurity
- ☐ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

☐ Select   ☒ Plan   ☐ Do   ☐ Run   ☐ Not applicable

**Has a detailed business case been developed?**   ☒ Yes   ☐ No   ☐ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?**   ☐ Yes   ☒ No

**If not, has ongoing funding been identified?**   ☒ Yes   ☐ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☒ If checked,  
initiative name?  
P1936 Customer Management Tool

For an existing ITA initiative? Yes: ☐ If checked,  
what is the ITA ID number (ex. ITA24.014)?  
[Click here to enter text.](#)

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Children and Families.** Click here to enter text.
- ☐ **Safe and Thriving Communities, Housing, and Workforce.** Click here to enter text.
- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☐ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ **Run** – Initiative is to operate and maintain (Keep the lights on)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☐ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	T7931800	T790279	Transport Climate Funding	\$675,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** \$800,000 but only 675,000 from Odyssey requests.

**Hardware:** [Click here to enter text.](#)

**Software:** \$100,000

**Training:** [Click here to enter text.](#)

**State Staff:** \$300,000



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Professional/Technical: \$400,000</b>	
<b>Estimated Start Date:</b> 7/1/2025	<b>Requested Finish Date</b> 6/30/2026  <b>Reason for End Date:</b> .project will take that long to complete. Estimates based on similar project for Office of Cannabis Management

Success Criteria	
<p><b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.)</p> <p>It will impact the Local Road Research Board, including city and county agencies. It will be used to monitor research projects internally and with other MnDOT offices, and externally with government agency partners, university partners, and consultants. This will improve customer experience and efficiencies.</p>	
What are the initiative's success metrics? (ex. Reduce downtime by 12%)	How Measured? (Compare post-implementation uptime to baseline)
Streamlined Grant and Communication Tracking	Implement a robust system to log and track grants and communications seamlessly thereby providing a clear and organized view of communication and grant history for each user
Enhanced Communication with grantees and partners	Develop a centralized platform for effective and efficient communication with grantees and partners and facilitating real-time interactions, ensuring timely responses and updates.
Centralized Information Hub for Grant and Constituent Management	Consolidate grant and project information into a centralized database for easy access and ensuring accuracy and consistency by being able to update and manage information. In helping to manage grants, this includes contracts, supplemental documentation and communication tracking.
Improved Accessibility	Ensure that all team members have secure and convenient access to communication logs thereby

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

	enhancing collaboration by making relevant information readily available.
Improve Grant Processes	Create grant management and communication workflows, establish timelines, assign tasks, upload and download documents and record milestones.
Improve partner experience	Create a two-way portal for status updates, reporting and project milestones to enhance process transparency and partner performance.

### REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO

By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.

- This request shows the correct source of funds to be transferred.
- The sponsoring agency is committed to champion the project or initiative and secure the needed resources.

**Name of person with delegated authority to sign the interagency agreement:** Suzanne Sievers

### COMMENTS

Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.

Click here to enter text.

- end of document -

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Instructions for This Document

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3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b> MNIT DOT Bob Bennett	<b>Name of initiative:</b> Data Management Modernization
<b>Initiative Sponsor: Joshua Root</b>	
<b>Budget Contact: Kerri Lewis</b>	
<b>Type of initiative:</b> <div style="margin-left: 20px;"> <input type="checkbox"/> IT project  <input type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> Enhance the quality of data	
<b>Brief Initiative Description:</b> The current Business Data Catalog is a MNIT developed application that manages inventory of business assets, technical assets and system information for MnDOT. It is a manual catalog that must be maintained by admins and does not link or trace with systems and technical assets. MnDOT faces questions of how good and trustworthy the quality of their data is. There is an opportunity to migrate MnDOT's Business Data Catalog to a new wholistic data management solution allowing the business to perform data governance; create lineage between applications; create workflows and approvals for business names and definitions; and provide a way to monitor data quality of their data. This program is part of the plan to improve MnDOT's data management and includes migrating Business Data Catalog functions to Informatica's Cloud Data Governance and Catalog capability. This program also includes migrating our on-prem servers to cloud servers in our efforts to start utilizing Azure Cloud technologies. This project is currently in the MNSITE process to seek out vendors and is expected to be finalized in January 2026.	
<b>High-level Objective:)</b> To modernize the Business Data Catalog application and improve MnDOT's data management capabilities in a secure, accessible and cloud-based solution	
<b>Initiative Deliverable Categories:</b> <div style="margin-left: 20px;"> <input type="checkbox"/> New application or system  <input checked="" type="checkbox"/> Replacement for existing application or system         </div>	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ Enhancement to existing application or system
- ☐ Upgrade of an existing application or system
- ☐ Operations ongoing funding, improvement, or efficiency
- ☐ Project-to-product transformation
- ☐ Support for a product or service
- ☐ Customer Experience
- ☐ Cybersecurity
- ☐ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

☐ Select   ☒ Plan   ☐ Do   ☐ Run   ☐ Not applicable

**Has a detailed business case been developed?**   ☒ Yes   ☐ No   ☐ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?**   ☒ Yes   ☐ No

**If not, has ongoing funding been identified?**   ☐ Yes   ☐ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☐ If checked,  
initiative name?  
[Click here to enter text.](#)

For an existing ITA initiative? Yes: ☐ If checked,  
what is the ITA ID number (ex. ITA24.014)?  
[Click here to enter text.](#)

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

- ☐ **Children and Families.** [Click here to enter text.](#)
- ☐ **Safe and Thriving Communities, Housing, and Workforce.** [Click here to enter text.](#)
- ☐ **Healthy Minnesotans.** [Click here to enter text.](#)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Modernizing the business data catalog into the Informatica tool will provide a centralized inventory and make it easier to organize, discover, and manage data assets across MnDOT. With data governance at the center, MnDOT will be able to maintain data consistency, ensuring compliance and security across datasets. MnDOT and MNIT will be able to quickly find relevant data, reducing duplication and inefficiencies when developing new applications. Teams will be able to share insights and work more effectively.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☒ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☐ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☐ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☐ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☐ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ Run – Initiative is to operate and maintain (Keep the lights on)
- ☐ Grow – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☒ Transform – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	T7932335	T790419	Strategic IT Investments GF	460,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** 460,000

**Hardware:** [Click here to enter text.](#)

**Software:** [Click here to enter text.](#)

**Training:** 20,000

**State Staff:** [Click here to enter text.](#)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Professional/Technical: 440,000</b>	
<b>Estimated Start Date: 5/1/2025</b>	<b>Requested Finish Date: 1/1/2026</b>  <b>Reason for End Date:</b> vendor estimated timeline

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) Create linking and hierarchy between data elements and automatic metadata discovery and ingestion.	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
Retire existing Business Data Catalog	Business Data Catalog is no longer actively being used
Data elements and business terms lineage is captured for at least 10 data sets	We can see the data lineage for data elements and business terms for 10 data sets. Did not exist prior.
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
<p>By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.</p> <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> Suzanne Sievers



## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.
<a href="#">Click here to enter text.</a>

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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### Instructions for This Document

1. Requests are due April 18, 2025. Please be sure to complete all fields. Empty fields may delay the review process.
2. Each initiative request must be reviewed by the agency Executive Budget Officer (EBO), agency CFO and CBTO before being sent to the MNIT EEPMO.
3. **No signatures are needed. By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount.**
1. Please spell out acronyms on first reference.
2. When complete, please submit to the EEPMO at [karl.nilsson@state.mn.us](mailto:karl.nilsson@state.mn.us) and [joey.willette@state.mn.us](mailto:joey.willette@state.mn.us).
3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

- MNIT will be collecting an administration fee of 1.5% of the Odyssey funds transferred, with a \$4,000 cap on each project/funds transfer. The collected fees will allow MNIT to help recover the ongoing expense of administering the Odyssey program.
- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b> MNIT DOT PMO	<b>Name of initiative:</b> Financial Application Modernization
<b>Initiative Sponsor: Beth Guidarelli</b>	
<b>Budget Contact: Kerri Lewis</b>	
<b>Type of initiative:</b> <div style="margin-top: 10px;"> <input type="checkbox"/> IT project  <input checked="" type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input type="checkbox"/> Costs associated with cybersecurity projects/products  <input type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> The Finance application portfolio consists of four applications built with Oracle Forms and Weblogic technology. This technology has become very costly and time intensive to support. This contract will address modernizing the portfolio of the applications to C# technologies.	
<b>Brief Initiative Description:</b> MnDOT has applications that were built over 20 years ago. This application portfolio consists of four applications built with Oracle Forms and Weblogic technology. This technology has become very costly and time intensive to support. This contract will address modernizing the portfolio of the applications to C# technologies that work within the State of Minnesota's delivery services for common platforms for coding, release, support, and integration. An Oracle Forms consultant will assist with operational pressures and allow for the C# developer/consultants to train and skill-up current staff and assist with modernizing the applications in the C# language. These applications will be built in a well-defined and common method. This will ensure MNIT can develop a common set of skills for applications.	
<b>High-level Objective:</b> (ex. To more efficiently store and retrieve data while adding process automation.) To modernize applications to ensure common security, accessibility, navigation, branding, and user experience. All supported in common methods to ensure a sustainable support and delivery model.	
<b>Initiative Deliverable Categories:</b>	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ New application or system
- ☒ Replacement for existing application or system
- ☐ Enhancement to existing application or system
- ☐ Upgrade of an existing application or system
- ☐ Operations ongoing funding, improvement, or efficiency
- ☐ Project-to-product transformation
- ☐ Support for a product or service
- ☐ Customer Experience
- ☐ Cybersecurity
- ☐ Accessibility

**In which phase of the Modernization Playbook is this initiative?**

☐ Select   ☒ Plan   ☐ Do   ☐ Run   ☐ Not applicable

**Has a detailed business case been developed?**   ☒ Yes   ☐ No   ☐ Not applicable

**Is this initiative fully funded by the Odyssey funds requested?**   ☒ Yes   ☐ No

**If not, has ongoing funding been identified?**   ☐ Yes   ☐ No

### Requested Information Specific to ITA Projects or Initiatives

For an existing initiative? ☐ If checked,  
initiative name?  
[Click here to enter text.](#)

For an existing ITA initiative? Yes: ☐ If checked,  
what is the ITA ID number (ex. ITA24.014)?  
[Click here to enter text.](#)

### Support of One Minnesota Plan Priorities

(check all that apply)

Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed.

☐ **Children and Families.** [Click here to enter text.](#)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Safe and Thriving Communities, Housing, and Workforce.** Click here to enter text.
- ☐ **Healthy Minnesotans.** Click here to enter text.
- ☐ **Equity and Inclusion.** Click here to enter text.
- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☒ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☐ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☒ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☒ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☒ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☐ **Run** – Initiative is to operate and maintain (Keep the lights on)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☐ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

### FY2025 Requested Transfer Amount

The funding sources listed below will be used to develop the Interagency Agreement and the transfer instructions, which cannot be changed. Only State General Funds (1000 series) or some direct-appropriated special revenue (2000 series) can be contributed to the ITA account. Federal (3000) and Internal Service Funds (5500) funds are not eligible for transfer. List the FinDeptID for each amount to be transferred.

Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	T7932335	T7490419	Strategic IT Investments GF	\$1,480,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs):** 1,480,000

**Hardware:** [Click here to enter text.](#)

**Software:** [Click here to enter text.](#)

**Training:** [Click here to enter text.](#)

**State Staff:** [Click here to enter text.](#)

**Professional/Technical:** 1,480,000

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<b>Estimated Start Date:</b> 7/1/2025	<b>Requested Finish Date:</b> 6/30/2029  <b>Reason for End Date:</b> 4 year timeframe for complete modernization scope.
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Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) Transition to applications that are more cost effective, easier to maintain, and using current technology that is easier to find staff with the expertise to support.	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
Retire legacy technology	Number applications remaining in Oracle Forms
Transition application functionality to C#	% of Financial applications in a supported technology stack
Click here to enter text.	Click here to enter text.

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount. <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>
<b>Name of person with delegated authority to sign the interagency agreement:</b> Suzanne Sievers

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

COMMENTS
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<a href="#">Click here to enter text.</a>

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## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

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3. Requests may be submitted as a Word document or PDF, but Word is preferred. We cannot accept scanned documents.
4. Contact Karl Nilsson or Joey Willette with questions or to schedule a consultation.

### Carrying over for FY24-25:

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- The legislature has changed the parameters of use for Odyssey funds, thus providing additional opportunities to maximize investment in digital government. As a result of these new opportunities, this is an updated Odyssey request form for agencies to use, based on the new statutory language changes. Acceptable new uses for Odyssey funds, aside from IT projects, include these IT-related initiatives:
  - IT-related project-to-product transformation and work to address a given product backlog,
  - business process and service delivery transformation, enabled via technology changes,
  - costs associated with cybersecurity projects/products,
  - ongoing software licensing and support costs for a specific technology product, and
  - costs associated with participation in newly established enterprise services.
- Please note that Odyssey funds cannot be used for Enterprise service bills, with the exception for use on the costs associated with participating in new enterprise adoption initiatives, including one-time enterprise service costs within the initial four-year period of using a newly established service.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Type of Odyssey Initiative	
<b>Requesting Agency and CBTO:</b>  Minnesota Department of Veterans Affairs (MDVA) Kimberly Maturo-Hilt	<b>Name of initiative:</b>  MDVA Veteran Experience Optimization
<b>Initiative Sponsor: Commissioner, Brad Lindsay</b>	
<b>Budget Contact: John Powers, CFO</b>	
<b>Type of initiative:</b>  <div style="list-style-type: none; padding-left: 0;"> <input checked="" type="checkbox"/> IT project  <input checked="" type="checkbox"/> IT-related project-to-product transformation and work to address a given product backlog  <input checked="" type="checkbox"/> Business process and service delivery transformation enabled via technology changes  <input checked="" type="checkbox"/> Costs associated with cybersecurity projects/products  <input checked="" type="checkbox"/> Ongoing software licensing and support costs for a specific technology product  <input type="checkbox"/> Costs associated with participation in newly established enterprise services  <input type="checkbox"/> Other (please describe) <a href="#">Click here to enter text.</a> </div>	
<b>Problem or Opportunity:</b> (ex. There is a timely need to act because of these adverse impacts resulting from the current state) The upcoming biennium presents a pivotal opportunity to invest in modern technology and data security to enhance the experience of more than 280,000 veterans and their families across Minnesota. This initiative supports the creation of safe and thriving communities by strengthening the systems that connect veterans—many of whom are parents or caregivers—to stable housing, workforce opportunities, education, healthcare and other supportive services they have earned through their military service. Through deeper collaboration with the Minnesota Department of Veterans Affairs stakeholders and partner agencies, we will improve care coordination and communication, ensuring veterans and their families are aware of and can access the benefits they have rightfully earned. By rebuilding the veterans' website, modernizing grant application systems, and upgrading internal processing tools, we are advancing fiscal accountability, customer experience, staff engagement, and having measurable results. These enhancements are designed to be inclusive and responsive, reflecting our commitment to equity and to healthy Minnesotans by addressing the whole well-being of veterans and their loved ones. This funding will allow us to scale our environment—programs, processes, and tools—for the next generation of veteran support, ensuring a secure, efficient, and compassionate system that honors our promise to those who served and the families who stand beside them.	

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

**Brief Initiative Description:** (ex. This is part of an upgrade plan to address technology obsolescence within the agency’s operations management system. If possible, please provide a brief statement of why the funds are available for Odyssey.) This project is a strategic investment focused on the *replacement, enhancement, and upgrade* of key systems that support the Minnesota Department of Veterans Affairs (MDVA) and its mission to deliver impactful services to over 280,000 veterans and their families. The effort will modernize critical platforms including GMS) web presence, and internal, central office, P&S healthcare operations infrastructure. These improvements are essential to advancing partner relationship, customer experience, cybersecurity, staff engagement, and accessibility across all veteran touchpoints. Key components include the complete redevelopment of the MDVA website to improve usability, access to benefits, and mobile responsiveness, particularly for veterans with disabilities or limited digital access. Enhancements to the GMS will streamline the application, review, and disbursement processes, improving transparency and operational efficiency. Additionally, upgrades to healthcare-related systems will support better data sharing, care coordination, and service delivery across agencies and providers. Together, these initiatives will create a more secure, efficient, and inclusive digital environment that empowers veterans—regardless of their stage in life or service status—and better supports their families. By aligning with state priorities such as *safe and thriving communities, healthy Minnesotans, equity and inclusion, and fiscal accountability*, these projects ensure the MDVA is equipped to serve veterans now and into the future.

**High-level Objective:** (ex. To more efficiently store and retrieve data while adding process automation.) 1) Modernize veteran relationship management systems to support a seamless, personalized experience across all veteran statuses. 2) Enhance data integration and interoperability across MDVA programs and partner agencies, including key stakeholders and private partners. 3) Improve data accuracy and real-time access to ensure timely and informed decision-making at all levels of service delivery. 4) Strengthen data security and privacy protections to safeguard sensitive veteran information across all platforms. 5) Develop robust reporting capabilities to support compliance and transparency at the agency, state, and federal levels. 6) Expand public-facing data tools to improve accessibility and engagement for veterans, their families, and the community. 7) Support proactive outreach strategies by leveraging data insights to better understand and engage veterans at every stage of their journey. 8) Increase veteran awareness and utilization of programs and services through enhanced communication and information delivery. 9) Streamline and automate key business processes to reduce administrative burden and improve service efficiency. 10) Strengthen collaboration with MDVA business partners by improving shared systems and communication channels. 11) Support efforts to reduce veteran homelessness through targeted data-informed outreach and service coordination. 12) Build a scalable and future-ready technology foundation to support the ongoing evolution of the veteran experience.

**Initiative Deliverable Categories:**

- ☒ New application or system
- ☒ Replacement for existing application or system
- ☒ Enhancement to existing application or system

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

<input checked="" type="checkbox"/> Upgrade of an existing application or system <input checked="" type="checkbox"/> Operations ongoing funding, improvement, or efficiency <input checked="" type="checkbox"/> Project-to-product transformation <input checked="" type="checkbox"/> Support for a product or service <input checked="" type="checkbox"/> Customer Experience <input checked="" type="checkbox"/> Cybersecurity <input checked="" type="checkbox"/> Accessibility
<b>In which phase of the Modernization Playbook is this initiative?</b> <input checked="" type="checkbox"/> Select <input checked="" type="checkbox"/> Plan <input checked="" type="checkbox"/> Do <input checked="" type="checkbox"/> Run <input type="checkbox"/> Not applicable
<b>Has a detailed business case been developed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not applicable
<b>Is this initiative fully funded by the Odyssey funds requested?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If not, has ongoing funding been identified?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Requested Information Specific to ITA Projects or Initiatives	
For an existing initiative? <input type="checkbox"/> If checked, initiative name? Click here to enter text.	For an existing ITA initiative? Yes: <input type="checkbox"/> If checked, what is the ITA ID number (ex. ITA24.014)? Click here to enter text.

Support of One Minnesota Plan Priorities (check all that apply)
Which One Minnesota Plan priorities does this initiative support? Please check all that apply, and enter comments, if needed. <input checked="" type="checkbox"/> <b>Children and Families.</b> Click here to enter text. <input checked="" type="checkbox"/> <b>Safe and Thriving Communities, Housing, and Workforce.</b> Click here to enter text. <input checked="" type="checkbox"/> <b>Healthy Minnesotans.</b> Click here to enter text. <input checked="" type="checkbox"/> <b>Equity and Inclusion.</b> Click here to enter text.

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

- ☐ **Minnesota's Environment.** Click here to enter text.
- ☒ **Fiscal Accountability, Customer Experience, and Measurable Results.** Click here to enter text.

### Application Development Cybersecurity Considerations

Which Cybersecurity roadmap items does this initiative address? (Check all that apply.)

- ☒ **Identify** – Develop organizational ability to manage cybersecurity risk to systems, assets, data, and capabilities.
- ☒ **Protect** – Develop and implement appropriate safeguards to ensure delivery of critical infrastructure services.
- ☒ **Detect** – Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.
- ☒ **Respond** – Develop and implement appropriate activities to take action regarding a detected IT security event.
- ☒ **Recover** – Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

### Run, Grow and Transform (RGT)

(Check all that apply)

The RGT model supports IT portfolio planning and investment in IT products and services. It helps CIOs make decisions on the resources and capabilities required to develop, manage and support those IT investments.

- ☒ **Run** – Initiative is to operate and maintain (Keep the lights on)
- ☒ **Grow** – Initiative is to enhance or expand current system (Resource is focused on developing and enhancing IT systems in support of business growth)
- ☒ **Transform** – Initiative is to innovate and drive (Resource is aimed at implementing IT systems that enable the enterprise to enter new markets, address new customer segments, create new value propositions and enact new business models.)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### FY2025 Requested Transfer Amount

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Fund	Approp-level FinDeptID	AppropID	SWIFT Appropriation Description (long description)	Transfer Amounts
1000	H751BVH1	H752B13	Community Health Navigators	\$630,000

### Estimated Project Financials for the Entire Project or Initiative (including IT) vs. Odyssey Transfer Amount

**Estimated Budget (total expected project or initiative costs): \$630,000**

**Hardware: \$0**

**Software: \$0**

**Training: \$0**

**State Staff: \$230,000**

**Professional/Technical: \$400,000**

**Estimated Start Date: 07/01/2025**

**Requested Finish Date: 06/30/2027**

**Reason for End Date:** [Click here to enter text.](#)

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

Success Criteria	
<b>How will this initiative benefit the business or the public?</b> (ex. Improve customer experience, automates a manual process, reduces downtime, etc.) Click here to enter text.	
<b>What are the initiative's success metrics?</b> (ex. Reduce downtime by 12%)	<b>How Measured?</b> (Compare post-implementation uptime to baseline)
Increase in Program Utilization Rate	Percentage increase in veterans accessing benefits and services year-over-year.
Veteran Satisfaction Score	Average rating from post-service satisfaction surveys (e.g., for grant applicants, healthcare users, or website visitors).
System Uptime and Performance Reliability	Percentage uptime and response times of key platforms (GMS, website, healthcare systems).
Application Processing Time	Average time from application submission to decision.
Data Accuracy and Completeness Rate	Percentage of veteran records with verified and complete data used for service eligibility and outreach.
Increase in Public Website Traffic and Engagement	Year-over-year increase in unique website users, time on site, and form submissions.
Partner Agency Integration Success	Number of successful data integrations and system touchpoints with external partners (e.g., CVSOs, health services).

REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO
By submitting this form, the agency EBO, CFO and CBTO attest that this business case accurately and completely describes the initiative's scope, schedule, budget and proposed transfer amount. <ul style="list-style-type: none"> <li>This request shows the correct source of funds to be transferred.</li> <li>The sponsoring agency is committed to champion the project or initiative and secure the needed resources.</li> </ul>

## Information and Telecommunications Account (ITA/Odyssey) FY2025 Project or Initiative Request

### REVIEW BY EXECUTIVE BUDGET OFFICER, CFO AND CBTO

**Name of person with delegated authority to sign the interagency agreement:** John Powers, CFO and Kimberly Maturo-Hilt, CBTO

### COMMENTS

Please add any notes here that you would like to impart to the ITA team reviewing this request form. Typing will expand the text box to the bottom of the page, if needed.

Investing in the modernization of Minnesota's veteran service systems is not just a technology upgrade—it's a direct investment in the lives of over 300,000 veterans and their families. This initiative strengthens our commitment to those who served by creating secure, accessible, and data-driven systems that deliver faster, more personalized support. By rebuilding critical platforms like the veterans' website, GMS, central and healthcare operations tools, we enhance the way veterans connect with the benefits they've earned. This project supports statewide goals of equity, thriving communities, and measurable outcomes—focusing on the core missions of MDVA and the One Minnesota plan. It's not only about serving veterans better today; it's about building a scalable, future-ready foundation that honors their service for generations to come.

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