United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

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Department of the Interior Guidance Release 2010-03

Subject: Department of the Interior Catalog of Federal Domestic Assistance Updates

References: Updated Departmental Guidance on Program Information and Data, Catalog of Federal Domestic Assistance, 507 DM 1, dated March 29, 2006;
Federal Program Information Act, Public Law 95-220 and Public Law 98-169, as Amended;
Office of Management and Budget Circular A-89, Federal Domestic Assistance Program Information; and
Office of Acquisition and Property Management Memorandum on Compliance With the Federal Funding Accountability and Transparency Act Relative to Financial Assistance Programs, dated August 18, 2008

1. Purpose:

As mandated by the Federal Program Information Act, as amended, the Department of the Interior must annually submit information regarding its financial assistance programs to the General Services Administration (GSA). Bureaus and offices must comply with this requirement by sending to the Office of Acquisition and Property Management annual requests to update, add or delete programs in the Catalog of Federal Domestic Assistance (CFDA). The Department of the Interior has 203 financial assistance programs listed in the CFDA, the third highest number in the Federal Government.

This guidance release will provide specific procedures for bureau and offices for developing program descriptions, providing an assurance statement for data accuracy, and an annual fiscal year processing strategy.

2. Effective Date:

Effective upon issuance. This guidance supersedes any previous issuance.

3. Background and Explanation:

Annually, GSA disseminates to Federal agencies a CFDA data call that provides instructions on government-wide database submission deadlines and the format for developing program descriptions. The Department's receipt and processing of bureau program descriptions must be consistent with the implementation timeline strategy prescribed by GSA in collaboration with the Office of Management and Budget.

An updated version of the CFDA database, which may be found at www.cfda.gov, was launched in May of 2009. The new release of the online catalog added new program description data elements for the purpose of enhancing transparency. The format of program descriptions consistent with the latest release of the database can be found in Attachment 1. A CFDA Manual that provides a detailed explanation of each section of the program description can be found at http://www.doi.gov/pam/CFDAreferenceManual2005.html.

4. Action Required:

In order to expedite the review and processing of CFDA program updates, there are two critical aspects of validating the program description: 1) the basic assistance program information (i.e., text for program objectives, current authorization, and application procedure); and 2) the current budget obligations for the three most recent three fiscal years (FY 09 actual, FY 10 estimate, and FY 11 estimate) and the appropriate 11-digit Budget Account Identification Number under FINANCIAL INFORMATION. Section 79.2 of the Budget Data System Guidance provides the following explanation of the Budget Account Identification Number: 13 (Treasury Agency Code) 0550 (Account Symbol) 0 (Transmittal Code) 1 (Fund Code) 376 (Sub-function).

Fiscal Year 2009 system upgrades introduced the following additional questions that should be addressed in each CFDA program description section: 1) program accomplishments described based upon the previous and current budget year (Program Accomplishments :130); 2) examples of funded projects described based upon the previous and current budget year (Examples of Funded Projects :170); 3) in addition to providing total fiscal year obligation amounts, separately identify obligation amounts according to their program activity (Obligations :122); 4) identify the frequency (i.e., lump sum, quarterly, or other) of recipient payment (Obligations :122); 5) for matching or formula funds, identify whether a Maintenance of Effort is required (Formula and Matching Requirements :101); and 6) identify whether an environmental impact assessment or environmental impact statement is required (Preapplication Coordination :091).

All of the information for each section of the program description must be immediately available at the time of the submission to the Office of Acquisition and Property Management. All programs should be thoroughly reviewed to see if they still meet the criteria for listing in the CFDA (e.g., still authorized, funded, and in operation). No program description will be accepted or processed without program authorization, clear program objectives, the 11-digit Budget Account Identification Number, and financial obligations for at least three fiscal years (previous budget year, current year and next year projections). Programs that are not updated in any given fiscal year will be deleted from the CFDA.

The central budget officer and program officer within each bureau should review the submissions for the purpose of improving the quality of both financial and program information. The Office of Management and Budget will review the accuracy of budget obligations on an annual basis. Beginning in fiscal year 2011 and thereafter, program descriptions must be mailed and verified for completeness by the bureau delegated management officer by no later than the deadline date of March 1st of each fiscal year. For Fiscal Year 2010, the deadline is March 31. The verification must be in a form of a signed assurance statement that accounts for accuracy and transparency of the CFDA data. If there are extenuating circumstances where it is not possible to

extenuating circumstances where it is not possible to submit all of the bureau CFDA program submissions by the deadline date, written notification to that effect is mandatory.

Bureaus and offices should submit a complete package (inventory of CFDAs assigned) of their annual CFDA updates to the attention of Anita Hairston, Financial Assistance Program Manager, Office of Acquisition and Property Management at 1849 C Street, NW, Mail Stop 2607, Washington, DC 20240. Email copies of the individual program descriptions will not be accepted unless they are new program descriptions that must be expedited. A Zip file that includes a full inventory of CFDA programs is acceptable. Processing exceptions will be granted for new programs established by legislation. If a new program description needs to be expedited, then a written justification must be submitted.

5. Additional Information:

Questions may be directed to Anita Hairston, Office of Acquisition and Property Management, at (202) 208-3433.

Debra E. Sonderman

Debra E. Sonderman, Director
Office of Acquisition and Property Management and
Senior Procurement Executive

Attachment

ATTACHMENT 1

CATALOG OF FEDERAL DOMESTIC ASSISTANCE
PROGRAM DESCRIPTION FORMAT

:010 PROGRAM TITLE AND NUMBER:

:020 POPULAR NAME:

:030 FEDERAL AGENCY:

:040 AUTHORIZATION:

:050 OBJECTIVES:

:060 TYPES OF ASSISTANCE:

:070 USES AND RESTRICTIONS:

:080 ELIGIBILITY REQUIREMENTS:

:081 Applicant Eligibility:

:082 Beneficiary Eligibility:

:083 Credentials/Documentation:

:090 APPLICATION AND AWARD PROCESS:

:091 Preapplication Coordination:

:092 Application Procedure:

:093 Award Procedure:

:094 Deadlines:

:096 Appeals:

:097 Renewals:

:100 ASSISTANCE CONSIDERATIONS:

:101 Formula and Matching Requirements:

:102 Length and Time Phasing of Assistance:

:110 POST ASSISTANCE REQUIREMENTS:

:111 Reports:

:112 Audits:

:113 Records:

:120 FINANCIAL INFORMATION:

:121 Account Identification:

:122 Obligations:

:123 Range and Average of Financial Assistance:

:130 PROGRAM ACCOMPLISHMENTS:

:140 REGULATIONS, GUIDELINES, AND LITERATURE:

:150 INFORMATION CONTACTS:

:151 Regional or Local Office:

:152 Headquarters Office:

:153 Web Site Address:

:160 RELATED PROGRAMS:

:170 EXAMPLES OF FUNDED PROJECTS:

:180 CRITERIA FOR SELECTING PROPOSALS: