

**Financial Assistance Management
DOT DASH
2008-01**

Date: June 25, 2008

To: CFDA Group
Financial Assistance Working Group
(FAWG)

From: Office of the Senior Procurement Executive
Financial Assistance Management Division

Subject: Review Process for the Catalog of Federal Domestic Assistance (CFDA)
Programs

Summary: The purpose of this DOT Dash is to ensure that CFDA updates and new programs follow the appropriate submission procedures. Attached is the April 25th e-mail which requests CFDA data in a specific format, and the current OMB review process for new CFDA programs.

The deadline for submission of 2008 CFDA program data was June 13, 2008. OMB has determined that in the event of missing or incomplete data, the Head of the Agency may be contacted.

CFDA data updates and new program submissions should be received by this office no later than close of business, July, 2, 2008.

If you have any questions or concerns, please contact Ellen Shields, at (202) 366-4268 or Ellen.Shields@dot.gov.



Denise P. Wright
Acting, Director
Office of the Senior Procurement Executive

Attachments



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

June 25, 2008

OFFICE OF FEDERAL
FINANCIAL MANAGEMENT

MEMORANDUM FOR RICHARD CLARK, GSA, CFDA Program Manager
DONNA DAVIS, GSA, CFDA Deputy Program Manager

FROM: Carrie A. Hug *Carrie A. Hug*
Chief Financial Standards and Grants Branch

SUBJECT: Review Process for New CFDA Programs

This memorandum serves as reminder that the Office of Management and Budget (OMB) must be given the opportunity to review all new program descriptions in the Catalog of Federal Domestic Assistance before they are published/posted in the Catalog. I was informed that the OMB review was bypassed in the past year in order to expedite the review process. Effective July 1, 2008, catalog staff must resume submitting new program descriptions for OMB review.

If the agency has a new program description that needs to be expedited, then it must be submitted to GSA with a written justification explaining the urgency for publication. If no justification is presented, or if the justification suggests poor planning on the part of the agency, then new program will follow the normal review process.

If you have questions, please contact Tawana Webb at (202) 395-7586.

C: Earl Warrington

Shields, Ellen <OST>

From: Shields, Ellen <OST>
Sent: Friday, April 25, 2008 10:42 AM
To: Ball, Kendall <FAA>; Bennett, Randall <OST>; Birkhimer, Laura <PHMSA>; Brown, Desmond <FRA>; Bryant, Delores <MARAD>; Chandhok, Promod <RITA>; Coleman, Tiffanie <FMCSA>; Coles, Earl <FHWA>; Filbert, Ron <NHTSA>; Martin, Patricia <OST>; Molar, Barry <FAA>; Nurse, Charles <FRA>; Orben, Kimberly <FRA>; Reeder, Inga <FTA>; RestoreJD; Shields, Ellen <OST>; Strickman, Norman <OST>; Weaver, Richard <MARAD>
Subject: 2008 CFDA Instructions for Updating Programs.
Importance: High
Attachments: Programs Needing Budget Updates.april.08.htm; cfda.handbook.agency.staff.update.htm; AGENCY STATUS REPORT.current.programs.for.updating.april08.htm; Template.add.new.program.cfda.02.23.06.doc

Hi,

Its time for the 2008 Catalog for Domestic Assistance (CFDA) Updates.

Please forward your OA specific program information to the appropriate person within your OA who is responsible for updating their programs. Have the program managers update their programs and send back to you (CFDA liaison). CFDA liaison will coordinate and collect the updates and provide updates to my office, so that I can place them on the CFDA website.

There are four attachments: 1) programs that are currently listed on the CFDA website which need updating; 2) Programs needing budget updates; 3) cfda instructions.handbook for updates, and 4) Template to add a new program.

Please see to it that your respective programs (within each OA) are updated as required.

If new legislation has created new programs that are not included in the current cfda website, this is the time to add these programs as well.

Please pay particular attention and insure that your review include: 1) the basic assistance program information (i.e., text for program objectives, current authorization, and application procedures); and 2) the current budget information for financial obligations.

CFDA needs **current budget obligations (FY 07 actual, FY08 estimate, and FY09 estimate)**, and the appropriate **11-digit account identification** number under "FINANCIAL INFORMATION". Budget data must be updated annually, as long as the program remains funded.

Budget Review: The central budget officer in each of your agencies, should

review your submissions, to the fullest extent possible. This directive was initiated at the request of OMB for the purposes of providing central budget officer review for each submission as a way to improve the quality of both the financial and program information. OMB will review the accuracy of budget obligations on an annual basis.

Please complete your updates by May 30th, and provide them to me via e-mail. This will give me adequate time to review and place your updated information into the CFDA catalog.

Upon receipt of submissions by me, GSA will review program data and if necessary, return with comments and/or reject programs in cases of incomplete information. Programs are then sent to OMB where the budget examiners will review programs within their respective areas.

Any questions, call me or send me an e-mail.

If you are not the current CFDA liaison, then please forward this information to the appropriate person in your OA.

Ellen Shields

Grants Policy Division, M-61
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Ellen.Shields@dot.gov

From: donna.davis@gsa.gov [mailto:donna.davis@gsa.gov]
Sent: Tuesday, April 22, 2008 2:44 PM
Subject: 2008 CFDA Data Call - Due Friday, June 13, 2008
Importance: High

Greetings:

Attached is the 2008 CFDA Instructions for Federal Agencies. The data for the 2008 publication is requested by cob Friday, June 13, 2008.

Thanks!

6/26/2008

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