

Advisory Group Meeting

May 10, 2006

Purpose and Outcomes

PURPOSE:

Inform the Advisory Group of:

- Program Management Updates,
- FY06 Q2 Data Call Validation Process and Points of Contacts (POC) Validation,
- Forms/ROCIS Integration Status, and
- Forms Catalog Monthly Update

EXPECTED OUTCOMES:

- A validation of the SBPRA POC's that were submitted in the data call responses, a better understanding of the forms/ROCIS integration and an action to speak with your Governance Board member prior to the May 11, 2006 meeting.

Meeting Agenda

PROJECT MANAGEMENT REVIEW:

- Welcome New SBA CIO
- Welcome New Deputy Program Manager
- MOU Update
- Reprogramming Update
- FY08 Funding Model Recommendation

PROJECT STATUS:

- **FY06 Data Call**
 - ❖ FY06 Data Call Validation Process
 - ❖ SBPRA Point of Contact (POC) Validation
- **Forms/ROCIS Integration**
- **Forms Catalog Update**

NEXT STEPS:

- May 11, 2006 Governance Board Meeting (FY08 Funding Model Vote)

Project Management Review

WELCOME NEW SBA CIO: Christine Liu

**WELCOME NEW DEPUTY/ACTING PROGRAM MANAGER:
Nancy Sternberg**

MOU Update

- BG has completed MOU's and transferred funds for 16 agencies

REPROGRAMMING UPDATE

FY08 FUNDING MODEL RECOMMENDATION:

- BG will recommend last year's allocation model updated with enacted FY 2006 data to the Governance Board, May 11, 2006, for a vote

FY06 DATA CALL

FY06 Data Call Validation Process:

- **BG is currently performing data review of total input looking for missing attributes or incorrect submissions**
- **BG has developed a tool to assist with the data editing**
- **BG will be contacted agencies one-by-one to validate provided submissions**
 - ❖ **BG will start with smaller agencies and those with several errors or questionable data first**

Validation of Submitted Points of Contact (POC):

- **Please validate POC names and information that has been provided to ensure the information is still accurate in preparation for the posting on business.gov for June 28, 2006 publishing**

ROCIS/ICR Interface

Description:

- Forms that must obtain OMB approval will use the new ICR module of ROCIS 2.3 to enter forms information
- ROCIS 2.3 is planned for July 31 launch
- Forms.gov Version 2.2.1 will accommodate feed from ROCIS
 - ❖ Testing completed April 28
 - ❖ Deployed on May 4

Process:

- XML File will be pulled each day by Forms.gov from ROCIS server
 - ❖ 20 Required data fields obtained for each approved form
 - ❖ 9 Additional/5 Required fields are pre-filled by Forms.gov
- Agency Administrator may update inaccurate data and approve transaction
- Approved form links are activated on the Effective Date stated in the record received from ROCIS
- Forms.gov will also handle change of status, such as, discontinued and expired forms

FORMS CATALOG UPDATE

- Number of Forms in Catalog: 5,524
- Total Documents in Catalog: 6,831
- Agencies Participating: 52
- Federal Forms Catalog Version 2.2.1
 - ROCIS/ICR Interface will automate feed of forms links and information to Forms.gov
 - Code completed and promoted to production environment May 4
 - ROCIS 2.3 planned deployment July 31
 - File generation testing from ROCIS will begin May 19
- Version 2.3
 - New look and feel, usage report, and password security compliance
 - Requirements Completed
 - Launch will be coordinated with redesigned Business.gov in September

FEDERAL FORMS CATALOG POPULATION

Agency	Items	Forms	Agency	Items	Forms
Commodities Futures Trading Commission (CFTC)	21	21	Federal Reserve System (FRS)	161	94
Consumer Product Safety Commission (CPSC)	1	1	General Services Administration (GSA)	133	70
Corporation for National Community Service (CNCS)	2	2	IAP - Overseas Private Investment Corporation (OPIC)	8	6
Department of Agriculture (USDA)	560	520	IAP - US Agency for International Development (USAID)	7	7
Department of Commerce (DOC)	994	679	International Trade Commission (ITC)	0	0
Department of Defense (DOD)	111	110	Merit Systems Protection Board (MSPB)	4	1
Department of Education (ED)	57	49	National Aeronautics and Space Administration (NASA)	9	6
Department of Energy (DOE)	208	86	National Archives and Records Administration (NARA)	20	19
Department of Health and Human Services (HHS)	477	356	National Endowment for Humanities (NEH)	1	1
Department of Homeland Security (DHS)	334	208	National Endowment for the Arts (NEA)	0	0
Department of Housing and Urban Development (HUD)	389	387	National Labor Relations Board (NLRB)	11	11
Department of Justice (DOJ)	113	87	National Mediation Board (NMB)	9	9
Department of Labor (DOL)	229	209	National Science Foundation (NSF)	19	19
Department of State (STATE)	38	38	Nuclear Regulatory Commission (NRC)	51	51
Department of the Interior (DOI)	334	307	OCB - Ferderal Energy Regulatory Commission (FERC)	14	14
Department of the Treasury (TREASURY)	1007	825	OCB - National Transportation Safety Board (NTSB)	1	1
Department of Transportation (DOT)	155	153	OCB - Office of Government Ethics (OGE)	7	3
Department of Veterans Affairs (VA)	197	155	OCB - Securities and Exchange Commission (SEC)	170	170
Environmental Protection Agency (EPA)	174	110	Office of Management and Budget (OMB)	14	13
Equal Employment Opportunity Commission (EEOC)	1	1	Office of Personnel Management (OPM)	74	69
Export- Import Bank (EXIM)	29	29	Office of Special Counsel (OSC)	6	3
Federal Communications Commission (FCC)	126	98	Pension Benefit Guarantee Corporation (PBGC)	37	23
Federal Deposit Insurance Corporation (FDIC)	62	57	Railroad Retirement Board (RRB)	36	36
Federal Housing Finance Board (FHFB)	0	0	Small Business Administration (SBA)	71	70
Federal Maritime Commission (FMC)	17	15	Social Security Administration (SSA)	191	191
Federal Mediation and Conciliation Service (FMCS)	7	6	U.S. Postal Service (USPS)	134	128

Total 4/17/06

NEXT STEPS

- Governance Board Meeting: May 11, 2006
- Advisory Group Meeting: June 14, 2006