

**Business Gateway Initiative
Advisory Group Meeting
December 14, 2005**

Attendees:

- Shivani Desai, BG Program Manager
- Dan Rooney, DOC
- Neil Sattler, DoEd
- Steven Lott, DOT
- Tracy Back, EPA
- Carolyn Scully, EPA
- Nate Zuckerberg, GSA
- Kevin Cordwell, NASA
- Gladys Myatt, Treasury
- Nancy Sternbery, USDA
- Patrick Hyoussé, VA
- John Bryant, Ambit Group
- Gary Schaumburg, Erimax
- Lynne Smith, Unisys
- Laura Fox, SBA
- Mardel Hall, BG PMO
- Franklyn Matthews, BG PMO
- Adjoa Oriyomi, BG PMO
- Cameron Hogan, BG PMO
- Jiyoun Chung, BG PMO
- Jason Khan, BG PMO

Phone participants:

- Gordon Keller, DOC
- Dave Holyoke, SSA
- Seema Qadri, DoEd
- Jack Stoute, HHS
- Jeff Rich, NSF
- Barbara Bingham, DOL
- Cesar DeGuzman, DOL
- Bill Burdett, DOJ
- Alan Reid, DOI
- Carter, VA (for Janine Lafayette)
- Toby Henderson, DOE
- Micky Miles, DOE
- Thomas Span, VA
- Margaret Ross, USAID
- Kelly Wong, HUD
- Mike Conklin, Treasury

Location:

- SBA, 2nd Floor Eisenhower Conference Room

Meeting Agenda:

- Project Management Review
- Project Status Overview
- Next Steps

Documents Distributed:

- Meeting presentation
- Monthly update
- FY06 Meeting calendar

Documents Collected

- None

Meeting Discussion:

Introductory Remarks

- Shivani Desai, Business Gateway's Program Manager, gave special thanks to Kim Nelson, EPA and Dan Matthews, DOT for their support of the program and wished them well as they move onto new endeavors. Shivani also welcomed NASA as they become more active participants in the program.

Project Management Review

- **Reprogramming and MOU Status:** OMB met with SBA last week regarding section 841 in the Transportation, Treasury, HUD bill in which agencies must *notify* (not get *approval from* agencies) to transfer funds. OMB is putting together a benefits document to Congress regarding all e-Gov initiatives. On Monday, December 19th, OMB will present the benefits of e-Gov to Congress and will formally submit a report on the 22nd. Agencies can submit their requests after that date. Regardless of re-programming language, agencies must transfer funds within 45 days.
- **PMA Scorecard Update:** All agencies are green for Q1 FY06 milestones. We are gearing up for Q2 FY06 milestones (compliance assistance data call).

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- Funding discussion: BG is conducting contingency planning to account for funds that may not be released due to the reprogramming language. BG estimates that 41% of funds will be impacted, which may negatively impact project implementation come February/March 2006. BG has prioritized project deliverables and will adjust them to account for a 41% reduction in funds. BG will share this information in more detail at next week's Governance Board meeting. BG will develop an out-year funding model in early 2006. If agencies need out-year budget estimates before then, please contact Shivani directly, and she can address those inquiries individually.

Governance Board Meeting Agenda

The BG team walked the Advisory Group through the high-level agenda for the upcoming Governance Board meeting. There was little discussion, save for the emphasis on the need to communicate to the Governance Board the FY06 and FY07 priorities and contingency plan in the event of a reduction of funds due to the reprogramming language.

Project Status Overview

- Portal Design Update
 - A draft of the look-and-feel design will be ready for review at the January 10th Advisory Group meeting.
 - BG will kick off its outreach planning; a major focus for the outreach will be consistent messaging.
 - A new *About Us* page is up and running. This link contains important project documents.
- Architecture/Infrastructure Update
 - Unisys completed a draft Concept of Operations v.1.
 - Regarding hosting for the site, BG is working with GSA to identify the best solution, who is working on a re-compete for the hosting (current contract expires in August).
- Compliance Assistance Update
 - BG finalized COMPASS requirements, which will be leveraged into a Concept of Operations for COMPASS.
- Content Management Update
 - Q2 FY06 data call – BG received Advisory Group input at a November 28, 2005 meeting regarding the definition of compliance assistance and the definition of resource types being requested. BG will send out the data call in early January 2006. BG will acquire an automated tool in Q2 FY06 to aid in keeping compliance information current. An RFI is being completed, and a RFP/Acquisition will occur in the March/April 2006 timeframe.
 - Taxonomy – the BG team will need help from agencies to organize a taxonomy for the compliance assistance information. Agency librarians may be a good resource to help with this.
- Forms Catalog Update
 - BG will tap into FirstGov's search engine (Vivisimo) to enhance the Catalog's search functionality.
 - BG continues to keep the issue of separating out business forms continues on the radar. This remains a challenge, however, because there is no way to separate out the forms (ICR forms consider business and citizens as one category of "primary party affected").
 - There has not been recent contact with the Forms contacts at each agency. BG will send out a communication.
 - BG will provide a regular update on the number of Forms per agency.

Next Steps/Action Items:

- Shivani will talk to Dave Holyoke, SSA, off-line regarding FY08 funding.
- BG will present contingency budget planning to the Governance Board at the December 21st meeting.
- There has not been recent contact with the Forms contacts at each agency. BG will send out a communication.
- BG will provide a regular update on the number of Forms per agency.