

CIRCULAR NO. A-11

PART 7

PLANNING, BUDGETING, ACQUISITION, AND MANAGEMENT OF CAPITAL ASSETS



**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
NOVEMBER 2009**

SECTION 300—PLANNING, BUDGETING, ACQUISITION, AND MANAGEMENT OF CAPITAL ASSETS

Table of Contents

- 300.1 What is the purpose of the section?
- 300.2 Does the section apply to me?
- 300.3 What background information must I know?
- 300.4 What special terms should I know?
- 300.5 How will agencies manage capital assets?
- 300.6 What other requirements does exhibit 300 fulfill?
- 300.7 What must I report on exhibit 300 and when?
- 300.8 How will OMB use the exhibit 300s?

Ex-300 Capital Asset Plan and Business Case Summary

Summary of Changes

Notifies agencies of OMB’s intent to strengthen capital programming for non-IT acquisitions (section [300.1](#))

Reduces data requirements and targets them toward decision-making; drops references to the high risk list, management watch list, and management agenda; drops information requirements on architecture, IT security, and privacy protection (Exhibit [300](#)).

300.1 What is the purpose of the section?

[Part 7](#) (section 300) of the Circular establishes policy for planning, budgeting, acquisition and management of Federal capital assets, and instructs on budget justification and reporting requirements for major information technology (IT) investments and for major non IT capital assets. OMB provides procedural and analytic guidelines for implementing specific aspects of these policies as appendices and supplements to this Circular and in other OMB circulars.

For IT, section 300 is a companion section to section [53](#). Sections 300 and 53, together with the Agency’s Enterprise Architecture are managed to create a Performance Improvement Lifecycle for the Agency. This lifecycle is broken into three-phases: "Architect", "Invest" and "Implement". Exhibits 300 and 53 are predominate management tools for managing the "Investment" phase of the Performance Life Cycle. By integrating the disciplines of architecture, investment management, and project implementation, the Performance Improvement Lifecycle provides the foundation for sound IT management practices, end-to-end governance of IT investments, and the alignment of IT investments with an agency’s strategic goals. As architecture-driven IT investments are funded in the "Invest" phase, they move forward into the implementation phase where system development life cycle processes are followed and actual versus planned outputs, schedule and expenditures are tracked utilizing management processes, such as earned value management (EVM).

For non IT capital assets contact your Resource Management Offices (RMOs) at OMB to determine any additional budget justification and reporting requirements in addition to those outlined here.

OMB intends to strengthen capital programming for non-IT acquisitions and will work with agencies to evaluate appropriate strategies for applying performance-based management to different non-IT investments.

300.2 Does the section apply to me?

The policy and budget justification and reporting requirements in this section apply to all agencies of the Executive Branch of the Government subject to Executive Branch review (see section [25](#)). An exhibit 300 must be submitted for all major investments in accordance with this section. Major IT investments also must be reported on your agency's exhibit 53 (see section [53](#)) and be consistent with what is reported in section 51.3.

300.3 What background information must I know?

The Federal Government must effectively manage its portfolio of capital assets to ensure scarce public resources are wisely invested. Capital programming integrates the planning, acquisition and management of capital assets into the budget decision-making process and is intended to assist agencies in improving asset management and in complying with the results-oriented requirements of:

- The Energy Policy Act of 2005, Section 109, which requires that sustainable design principles are applied to the siting, design and construction of all new and replacement buildings and that new federal buildings be designed to achieve energy consumption levels that are at least 30 percent below the levels established in the 2004 International Energy Conservation Code for residential buildings or the ASHRAE Standard 90.1–2004 for non-residential buildings, if life-cycle cost-effective.
- The Federal Acquisition Streamlining Act of 1994, Title V (FASA V), which requires agencies to establish cost, schedule and measurable performance goals for all major acquisition programs, and achieve on average 90 percent of those goals.
- Additional background information for Information Technology can be found in section [53.2](#).

300.4 What special terms should I know?

Alternatives Analysis refers to an analysis of alternative approaches to addressing the performance objectives of an investment, performed prior to the initial decision to make an investment, and updated periodically as appropriate to capture changes in the context for an investment decision. Alternatives analysis details should be available upon request.

Capital assets means land, structures, equipment, intellectual property (e.g., software), and information technology (including IT service contracts) used by the Federal Government and having an estimated useful life of two years or more. See Appendix One of the [Capital Programming Guide](#) for a more complete definition of capital assets.

Capital programming means an integrated process within an agency for planning, budgeting, procurement and management of the agency's portfolio of capital assets to achieve agency strategic goals and objectives with the lowest life-cycle cost and least risk.

Capital project (investment) means the acquisition of a capital asset and the management of that asset through its life-cycle after the initial acquisition. Capital projects (investments) may consist of several useful segments.

Contracting officer certification means the highest current level of certification in contracting obtained by the contracting officer (CO) assigned to the acquisition. For defense agencies, indicate the CO's highest level of Defense Acquisition Workforce Improvement Act (DAWIA) certification in contracting. For civilian agencies, indicate the CO's highest level of Federal Acquisition Certification in Contracting (FAC-C), in accordance with [OMB memorandum](#), "The Federal Acquisition Certification in Contracting Program," dated January 20, 2006. Available levels are 1, 2, or 3. To address the transition period, if the CO has not obtained a FAC-C, the agency must determine that the CO assigned to the effort has the competencies and skills necessary to support the acquisition.

Cost saving represents the reduction in actual expenditures below the projected level of costs to achieve a specific objective (as defined in [OMB Circular A-131](#)). Cost savings may be cited in descriptions.

Cost avoidance represents results from an action taken in the immediate time frame that will decrease costs in the future (as defined in [OMB Circular A-131](#)). Cost avoidance may be cited in descriptions.

Disposition Costs in the Funding Summary for an IT investment refers to the costs of retiring legacy systems included in the project plan for an investment for a replacement system or systems.

Earned value management (EVM) is a project (investment) management tool effectively integrating the investment scope of work with schedule and cost elements for optimum investment planning and control. The qualities and operating characteristics of earned value management systems (EVMS) are described in American National Standards Institute (ANSI)/Electronic Industries Alliance (EIA) Standard -748-1998, *Earned Value Management Systems*, approved May 19, 1998. It was reaffirmed on August 28, 2002. Additional information on EVMS is available at www.acq.osd.mil/pm.

Energy Savings Performance Contract (ESPC) means a contract (such as a task ordered by DOE and awarded to an energy service company) that provides for the performance of services for the design, acquisition, financing, installation, testing, operation, and maintenance and repair, of an identified energy, water conservation, or renewable energy measure or series of measures at one or more locations. Such contracts shall provide that the contractor must incur costs of implementing energy savings measures, including at least the cost (if any) incurred in making energy audits, acquiring and installing equipment, and training personnel in exchange for a predetermined share of the value of the energy savings directly resulting from implementation of such measures during the term of the contract. Payment to the contractor is contingent upon realizing a guaranteed stream of future energy and cost savings, with any savings in excess of that guaranteed by the contractor accruing to the Federal government.

Enhanced Use Leasing (EUL)—Departments with specific statutory authority can require rent in the form of a reduction in the cost or free use of facilities or services for programs, monetary payments, or other in-kind consideration which enhances mission activity. The authority allows an agency to out-lease property and receive payment in cash or in kind (goods or services that result in direct cost savings to the government) from the lessee in exchange for the out-lease.

Enterprise Architecture (EA) is the explicit description and documentation of the current and desired relationships among business and management processes and information technology of an organization. It describes the "current architecture" and "target architecture" to include the rules and standards and systems life cycle information to optimize and maintain the environment which the agency wishes to create and maintain by managing its IT portfolio. The EA must also provide a strategy to enable the agency to support its current state and also act as the roadmap for transition to its target environment. The EA will define principles and goals and set direction on such issues as the promotion of interoperability, open systems, public access, end user satisfaction, and IT security. The agency must support the EA with a complete inventory of agency information resources, including personnel, equipment, and funds devoted to information resources management and information technology, at an appropriate level of detail.

Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) was established to ensure general training and experience requirements for program and project managers are clearly identified for civilian agencies. The FAC-P/PM focuses on essential competencies needed for program and project managers; the program does not include functional or technical competencies, such as those for information technology or agency-specific competencies. Defense agencies have a similar certification program under the Defense Acquisition Workforce Improvement Act (DAWIA). Agencies were required to be compliant with FAC-P/PM starting in FY 2008. Available levels are Entry/Apprentice, Mid/Journeyman and Expert/Advanced for FAC-P/PM and 1, 2 and 3 for DAWIA. (http://www.whitehouse.gov/omb/assets/omb/procurement/workforce/fed_acq_cert_042507.pdf) (www.whitehouse.gov/omb/procurement/acq_wk/fac_contracting_program.pdf)

Federal Enterprise Architecture (FEA) is a business-based framework for government-wide improvement. It describes the relationship between business functions and the technologies and information supporting them. The FEA is constructed through a collection of interrelated "Segment Architectures" and "reference models" designed to facilitate cross-agency analysis and the identification of duplicative investments, gaps, and opportunities for collaboration within and across federal agencies. For the next President's Budget, major IT investments should be aligned with each reference model within the FEA framework, except for the Data Reference Model. More information about the FEA reference models is available from the [Office of E-Government & Information Technology](#).

Federal Segment Architecture Methodology (FSAM) is a scalable and repeatable step-by-step process for developing and using segment architectures developed by distilling proven best practices from across Federal agencies. Use of the FSAM should result in more complete and consistent segment architecture products by helping architects engage segment leaders to deliver value-added plans for improved mission delivery. Specifically, FSAM includes guidance to help architects establish clear relationships among strategic goals, detailed business / information management requirements, and measurable performance improvements within the segment.

Full funding means appropriations are enacted sufficient in total to complete a useful segment (see definition below) of a capital project (investment) before any obligations may be incurred for the segment. Incrementally funding capital projects (investments) or useful segments without certainty if or when future funding will be available can result in poor planning, inadequate justification of assets acquisition, higher acquisition costs, project (investment) delays, cancellation of major projects (investments), the loss of sunk costs, and inadequate funding to maintain and operate the assets. Budget requests for full acquisition of capital assets must propose full funding (see section [31.5](#)).

Interagency acquisition means the use of the Federal Supply Schedules, a multi-agency contract (i.e., a task order or delivery order contract established by one agency for use by government agencies to obtain supplies and services, consistent with the Economy Act, [31 U.S.C. 1535](#)), or a government-wide acquisition contract (i.e., a task-order or delivery-order contract for information technology established by one agency for government-wide use operated by an executive agent designated by OMB pursuant to section 11302(3) of the Clinger Cohen Act of 1996).

Life-cycle costs (see Supplement to Part 7—[Capital Programming Guide](#)).

Major investment means a system or acquisition requiring special management attention because of its importance to the mission or function of the agency, a component of the agency, or another organization; is for financial management and obligates more than \$500,000 annually; has significant program or policy implications; has high executive visibility; has high development, operating, or maintenance costs; is funded through other than direct appropriations; or is defined as major by the agency's capital planning and investment control process. OMB may work with the agency to declare other investments as major investments. You should consult with your OMB representative about what investments to consider as "major;" consult your agency budget officer or OMB representative. Systems not considered "major" are "non-major."

Mixed life-cycle investment means an investment having both development/modernization/enhancement (DME) and steady state components. For example, a mixed life-cycle investment could include a prototype or module of a system that is operational with the remainder of the system in DME stages, or a service contract for steady state on the current system with a DME requirement for system upgrade or replacement.

Multi-Agency Collaboration investments means a set of systems or acquisitions requiring the efforts of more than one agency (multiple sub-agency efforts should not be identified as "Multi-Agency"). All E-Gov initiatives and Line of Business (LoB) initiatives are by definition Multi-Agency efforts. Due to the multi-agency impact, Multi-Agency Collaboration investments such as E-Gov and LoB initiatives are also by definition Major Investments.

Operational (steady state) means an asset or a part of an asset with a delivered component performing the mission.

Partner Agency funding contributions (contributions) represent both the direct contribution (Cash contribution) in terms of agency funding contributions in support of the initiative and "In-Kind" contributions, i.e., the dollar equivalent of services contributed by the partner agency in support of the initiative (non-cash contribution), including Partner agency support in equipment, facilities, software, license fees, and dollar equivalent of FTEs. Migration costs should not be included, as these activities are more appropriately coordinated with the managing partner and covered by a migration investment.

Partner Agency "fee-for-service" contributions represents the direct reimbursements (Cash reimbursements) in terms of a "fee-for-service" relationship for a transactional service received by the initiative or reimbursements for capital assets under the oversight of the initiative.

Performance-based acquisition management means a documented, systematic process for program management, which includes integration of program scope, schedule and cost objectives, establishment of a baseline plan for accomplishment of program objectives, and use of earned value techniques for performance measurement during execution of the program. EVMS is required for those parts of the investment where developmental effort is required. This includes prototypes and tests to select the most cost effective alternative during the Planning Phase, the work during the Acquisition Phase, and any developmental, modification, or upgrade work done during the Operational/Steady State Phase. EVMS is to be applied to both Government and contractor efforts, regardless of contract type. For operational/steady state systems, an operational analysis as discussed in Phase IV of the Capital Programming Guide is required. A performance-based acquisition (as defined in the Federal Acquisition Regulation 37.101) or contract/agreement with a defined quality assurance plan that includes performance standards/measures should be the basis for monitoring contractor or in-house performance of this phase. Information on this requirement can be found in [OMB Memorandum 05-23, Improving Information Technology \(IT\) Project Planning and Execution](#).

Planning means preparing, developing or acquiring the information you will use to: design the investment; assess the benefits, risks, and risk-adjusted life-cycle costs of alternative solutions; and establish realistic cost, schedule, and performance goals, for the selected alternative, before either proceeding to full acquisition of the capital project (investment) or useful segment or terminating the investment. Planning must progress to the point where you are ready to commit to achieving specific goals for the completion of the acquisition before preceding to the acquisition phase. Information gathering activities may include market research of available solutions, architectural drawings, geological studies, engineering and design studies, and prototypes. Planning is a useful segment of a capital project (investment). Depending on the nature of the investment, one or more planning segments may be necessary.

During the planning phase, when contemplating a performance-based acquisition, agency program offices should evaluate their service requirement and determine:

- Whether a performance-related baseline problem exists (cost, quality, timeliness, impact to agency mission);
- The level of risk associated with the service not being optimally provided (importance to mission of the service being provided optimally);
- The level of confidence the agency has in its own "performance work statement or statement of objectives document" to solve the baseline problem;
- The amount of risk the agency wants to assume for managing the service impact on its own versus shifting to a vendor; and
- The readiness of the program to measure the impact of the service on its program performance goals/mission, as well as the readiness of Program staff to participate in the PBA process.

Risk adjusted life-cycle costs means the overall estimated cost for a particular investment alternative over the time period corresponding to the life of the investment, including direct and indirect initial costs plus any periodic or continuing costs of operation and maintenance that has been adjusted to accommodate any risk identified in the risk management plans. If project funding is to be requested for specific phases, segments or modules of the project, each of these parts will be risk adjusted for their individual life-cycle. Details of risk management plans and the risk-adjusted life cycle cost analysis should be available upon request.

Segment Architecture is a detailed results-oriented architecture (baseline and target) and a transition strategy for a portion or segment of the enterprise. Segments are individual elements of the enterprise describing core mission areas and common or shared business services and enterprise services, and provide the core linkage of the IT Investment Portfolio to the Agency's Performance Management System.

Total Value of Contract/Task Order means the current total value of the Contract or Task Order to acquire and operate the capital asset. For contracts/task orders shared by multiple capital assets, please provide only the current total value associated with the identified capital asset.

Useful segment/module means an economically and programmatically separate component of a capital investment that provides a measurable performance outcome for which the benefits exceed the costs, even if no further funding is appropriated.

Utility Energy Service Contract (UESC) is a contract between a Federal agency and a local utility providing energy, water, or sewage services, as well as provision of technical services and/or upfront project financing for energy efficiency, water conservation, and renewable energy investments, allowing Federal agencies to pay for the services over time, either on their utility bill, or through a separate agreement.

Additional budget terms and definitions are included in the Glossary in [Appendix J](#), "Principles of Budgeting for Capital Asset Acquisitions" and in section [53](#) (for IT).

300.5 How will agencies manage capital assets?

The *Capital Programming Guide*, which supplements Part 7 of OMB Circular A-11, provides guidance on the principles and techniques for effective capital programming. [Appendix J](#) of this part explains the principles of financing capital asset acquisitions. Section 8b of [OMB Circular A-130](#) establishes additional requirements for enterprise architectures (EAs), planning and control of information systems

and technology investments and performance management. Agencies must develop, implement, and use a capital programming process to develop their capital asset portfolio, and must:

- Evaluate and select capital asset investments that will support core mission functions performed by the Federal Government as planned for in Segments of the Agency's Enterprise Architecture, and demonstrate projected returns on investment that are clearly equal to or better than alternative uses of available public resources;
- Initiate improvements to existing assets or acquisitions of new assets only when no alternative private sector or governmental source can more efficiently meet the need;
- Simplify or otherwise redesign work processes to reduce costs, improve effectiveness, and make maximum use of commercial services and off-the-shelf technology;
- Reduce project risk by avoiding or isolating custom designed components, using components that can be fully tested or prototyped prior to full implementation or production, and ensuring involvement and support of users in the design and testing of the asset;
- Structure major acquisitions into useful segments with a narrow scope and brief duration, make adequate use of competition and appropriately allocate risk between Government and contractor. The Agency Head must approve or define the cost, schedule, and performance goals for major acquisitions, and the agency's Chief Financial Officer must evaluate the proposed cost goals;
- Ensure a continuous linkage with Federal, agency, and bureau EAs, demonstrating such consistency through alignment with Agency Segment, compliance with agency business requirements and standards, as well as identification of milestones, as defined in the EA transition strategy;
- Institute performance measures and management processes monitoring and comparing actual performance to planned results. Agencies must use a performance-based acquisition management or earned value management system, based on the ANSI/EIA Standard 748, to obtain timely information regarding the progress of capital investments. The system must also measure progress towards milestones in an independently verifiable basis, in terms of cost, capability of the investment to meet specified requirements, timeliness, and quality. Agencies are expected to achieve, on average, 90 percent of the cost, schedule and performance goals for major acquisitions. Agency Heads must review major acquisitions not achieving 90 percent of the goals to determine whether there is a continuing need and what corrective action, including termination, should be taken;
- Ensure IT systems conform to the requirements of [OMB Circular No. A-130](#), "Management of Federal Information Resources;"
- Ensure financial management systems conform to the requirements of [OMB Circular No. A-127](#);
- Conduct post-implementation or post-occupancy reviews of capital programming and acquisition processes and projects to validate estimated benefits and costs and document effective management practices, i.e., lessons learned, for broader use; and
- Establish oversight mechanisms requiring periodic review of operational capital assets to determine how mission requirements might have changed, and whether the asset continues to

fulfill ongoing and anticipated mission requirements, deliver intended benefits to the agency and customers, and meet user requirements.

300.6 What other requirements does exhibit 300 fulfill?

The exhibit 300 is designed to coordinate OMB's collection of agency information for its reports to the Congress required by the Federal Acquisition Streamlining Act of 1994 (FASA Title V) and the Clinger-Cohen Act of 1996, to ensure the business case for investments are made and tied to the mission statements, long-term goals and objectives, and annual performance plans developed pursuant to the GPRA. For IT, exhibit 300s are designed to be used as one-stop documents for many of IT management issues such as business cases for investments, Clinger Cohen Act implementation, E-Gov Act implementation, Government Paperwork Elimination Act implementation, agency's modernization efforts, and overall project (investment) management.

300.7 What must I report on exhibit 300 and when?

It is important to understand, all information necessary to complete an exhibit 300 already exists as part of the agency's overall Information Resources Management activities and within project specific documentation. The materials used to populate the exhibit 300 should be readily available to OMB upon request.

The exhibit 300 must be submitted along with any other agency budget submissions (see section [25.5](#)) to OMB by September 18, 2009. The exhibit 300 should be fully integrated with your agency's overall budget submission. All reporting on IT must be submitted via OMB's IT Budget Submissions System (<https://max.omb.gov/itweb/itweb>). Agencies can either manually enter their exhibit 300 data into this system or upload files in XML format. All exhibit 300s and exhibit 53 (see section 53) must be electronically submitted from the OMB IT Budget Submissions System. Additional information regarding the submission process will be posted on <http://www.whitehouse.gov/omb/e-gov>.

Following budget season, agencies should update their agency's exhibit 300s submitted during budget submission to reflect final Presidential decisions. In addition, this update should ensure that only publicly-releasable information is contained in the updated exhibit 300. While it is important to maintain this publicly-releasable exhibit 300, agencies should continuously maintain updated information about the projects contained in the exhibit 300. OMB may request this information at any time.

Agencies are required to post on their agency website, within 2 weeks of the release of the President's Budget, these updated exhibits reflecting final Presidential decisions (see section [22.6](#)). If you have any questions about what should be included in the version posted to your website, please contact your agency budget and FOIA offices. You may also contact your OMB representative. As a reminder, these products should be included in your Information Dissemination Product Inventories, Priorities, and Schedules. (More information about this can be found in [OMB M-05-04, Policies for Federal Agency Public Websites](#)).

If agencies request supplemental funds, which include changes to the agency's portfolio, as part of their supplemental request, agencies should submit new or revised exhibit 300s and exhibit 53 (see section [53](#)).

The information you must report will depend on the kind of investment the exhibit 300 is representing (see [Part I Section A, Question #6](#)).

New Investments

If you are reporting a new investment (i.e., proposed for BY or later) you must complete Parts I and II. Investments in initial concept or planning phase will have less detail and specificity than investments moving into the acquisition or operational phase. However, these investments should identify in life-cycle documentation the dates these issues will be addressed as the investment matures. Where prototypes are

acquired as part of the planning process, the prototypes must be reported as full acquisitions. All of the areas on the exhibit 300 must be part of an agency's planning, and the exhibit 300 should be updated as soon as the information is known.

Ongoing Investments

If reporting an ongoing investment other than IT, only update sections as appropriate. If any of the cost, schedule, or performance variances are not within 10 percent of the current baseline, provide a complete analysis of the reasons for the variances, the corrective actions to be taken, and the most likely estimate at completion (EAC). Use the EVM system to identify the specific work packages where problems are occurring. Discuss why the problems occurred and corrective actions necessary to return the program as close as feasible to the current baseline goals.

Multi-Agency Collaboration Investments

The managing partner (lead agency) will take the lead for completing the multi-agency exhibit 300, managing it through the lead agency's capital programming and budget process and submitting the exhibit 300 to OMB. The managing partner is also responsible for ensuring this exhibit 300 includes all necessary information from the partner agencies and has been approved by all necessary partner agencies through the appropriate governance process. The multi-agency exhibit 300 should include partner agency funding, related capital assets (e.g. migration investments, Centers of Excellence, Shared Service Centers, Supporting components), and milestones in Part IV of the exhibit 300. The managing partner Executive/Investment Committee should review and approve the multi-agency exhibit 300.

Partner agencies should report their participation in their exhibit 53 submissions as appropriate (see section 53). Partner agencies should reference the name of the multi-agency exhibit 300 in the "Investment Description" field of each exhibit 53 line item related to the multi-agency exhibit 300. Partner agencies should also ensure their activities and participation are included in the appropriate sections of the multi-agency exhibit 300. The managing partner will include only the managing partner specific funds in their exhibit 53 submission(s), while the entire Summary of Spending Total for the investment, including funds provided by partner agency, should be included in the exhibit 300.

OMB may require additional information from partner agencies related to the multi-agency exhibit 300. When necessary, OMB will work with the managing partners to coordinate data requests.

Multi-Agency Collaboration supporting components capital assets

Partner agency's supporting capital assets (e.g., Service Providers, Centers of Excellence, Shared Service Centers, Supporting components) should be submitted as regular agency capital assets using exhibit 300s. Agencies proposing capital assets to support multi-agency initiatives should share their proposals with the managing partner for review. Proposals recommended as part of the Managing Partner's solution should be included in the Managing Partner's exhibit 300 (Part IV–Section A, Question #2). An agency with a recommended capital asset proposal should submit an exhibit 300 using the appropriate kind of exhibit 300 (as defined in Part I–Section A, Question #6). Partner agencies with or proposing supporting capital assets for multi-agency collaboration (i.e. Shared Service Centers, Sales Center, Shared Service Providers, etc.) should use Part IV of the exhibit 300. Further guidance will be issued on determining which multi-agency investments should report on capital asset spending utilizing the exhibit 300. Agencies should consult with OMB on questions, but presume that projects reported in the past as multi-agency major investments should continue to be treated in the same way, submitting an exhibit 300, unless activities have ceased. Agencies should also consult with OMB as to whether exhibit 300s should be submitted for the FY 2011 Budget where there is no actual investment in a federal IT capital asset included in activities previously treated as major investments.

For Cost and Schedule Performance baseline changes

All proposed changes to baselines should be submitted to OMB prior to your FY 2011 budget request; proposed changes should not be assumed approved. If your agency has any questions, please contact your OMB representative. Only current approved baselines should be reflected in the exhibit 300.

300.8 How will OMB use the exhibit 300s?

The exhibit 300 is one component of your agency's total performance budget justification (see section [51.2](#)). OMB uses the exhibit 300 to make both quantitative decisions about budgetary resources consistent with the Administration's program priorities, and qualitative assessments about whether the agency's programming processes are consistent with OMB policy and guidance. OMB will be evaluating all elements of the business cases and will communicate the results of these evaluations in the course of the budget process. If additional supporting information is necessary, OMB will request from agencies the supporting evidence used to produce the exhibit 300. All information necessary to complete an exhibit 300 should already exist as part of the agency's overall Information Resources Management activities and within project specific documentation. The materials used to produce the exhibit 300 should be readily available to OMB upon request.

Exhibit 300: Capital Asset Plan and Business Case Summary
Part I: Summary Information And Justification (All Capital Assets)

Section A: Overview (All Capital Assets)

1. Date of Submission:

2. Agency:

3. Bureau:

4. Name of this Investment:

5. Unique Project (Investment) Identifier:
(For IT investment only, see section [53.9](#).
For all other, use agency ID system.)

6. What kind of investment will this be in FY 2011?
(Please NOTE: Investments with Planning/Acquisition activities in FY 2010 should not select O&M.)

- Planning _____
- Full Acquisition _____
- Operations and Maintenance _____
- Mixed Life Cycle _____
- Multi-Agency Collaboration _____

7. What was the first budget year this investment was submitted to OMB? _____

8. Provide a brief summary and justification for this investment, including a brief description of how this closes in part or in whole an identified agency performance gap; this description may include links to relevant information which should include relevant GAO reports, and links to relevant findings of independent audits. _____

a. Provide here the date of any approved rebaselining within the past year, the date for the most recent (or planned) alternatives analysis for this investment, and whether this investment has a risk management plan and risk register. _____

9. Did the Agency's Executive/Investment Committee approve this request? Yes ___ No ___

a. If "yes," what was the date of this approval? _____

10. Contact information of Program/Project Manager?
Name _____
Phone Number _____
E-mail _____

11. What project management qualifications does the Project Manager have? (per FAC-P/PM)?

- (1) Project manager has been validated according to FAC-PMPM or DAWIA criteria as qualified for this investment. _____
- (2) Project manager qualifications according to FAC-P/PM or DAWIA criteria is under review for this investment. _____
- (3) Project manager assigned to investment, but does not meet requirements according to FAC-P/OM or DAWIA criteria. _____
- (4) Project manager assigned but qualification status review has not yet started. _____
- (5) No project manager has yet been assigned to this investment. _____

12. If this investment is a [financial management system](#), then please fill out the following as reported in the most recent [financial systems inventory \(FMSI\)](#):

- i. Financial management system name(s) _____
- ii. System acronym _____
- iii. Unique Project Identifier (UPI) number _____
- a) If this investment is a financial management system AND the investment is part of the [core financial system](#) then select the primary FFMIA compliance area that this investment addresses (choose only one):
 - computer system security requirement; _____
 - internal control system requirement; _____
 - core financial system requirement according to FSIO standards; _____
 - Federal accounting standard; _____
 - U.S. Government Standard General Ledger at the Transaction Level; _____
 - this is a core financial system, but does not address a FFMIA compliance area; _____
 - Not a core financial system; does not need to comply with [FFMIA](#) _____

Note on Question 12 (iii): If no Exhibit 53 UPI is supplied in the Financial Management Systems Inventory (FMSI) for a given system reported there, then the response to Question 12 (iii) may be left blank.

Section B: Summary of Funding (Budget Authority for Capital Assets)

1. Provide the total estimated life-cycle cost for this investment by completing the following table. All amounts represent budget authority in millions and are rounded to three decimal places. Federal personnel costs should be included only in the row designated "Government FTE Cost," and should be excluded from the amounts shown for "Planning," "Full Acquisition," and "Operation/Maintenance." The "TOTAL" estimated annual cost of the investment is the sum of costs for "Planning," "Full Acquisition," and "Operation/Maintenance." For Federal buildings and facilities, life-cycle costs should include long term energy, environmental, decommissioning, and/or restoration costs. Funding for all costs associated with the entire life-cycle of the investment should be included in this report. Funding levels should be shown for budget authority by year consistent with funding levels in Exhibit 53. The Summary of Funding table shall include the amounts allocated to the investment from, and should be directly tied to, the Fiscal Year Budget. This includes direct appropriations (discretionary or mandatory accounts), user fees, and approved self-funding activities and will provide the actual annual "budget" for the investment. This "budget" will be a subset of the congressionally approved budget for each fiscal year. This will provide Departments/Agencies and OMB useful information on the actual Fiscal Year dollars being asked for and spent on an investment.

Table 1: SUMMARY OF FUNDING FOR PROJECT PHASES (REPORTED IN MILLIONS)									
(Estimates for BY+1 and beyond are for planning purposes only and do not represent budget decisions)									
	PY-1 and earlier	PY 2009	CY 2010	BY 2011	BY+1 2012	BY+2 2013	BY+3 2014	BY+4 and beyond	Total
Planning:									
Acquisition:									
Subtotal Planning & Acquisition:									
Operations & Maintenance:									
Disposition Costs (optional):									
SUBTOTAL:									
Government FTE Costs should not be included in the amounts provided above.									
Government FTE Costs									
Number of FTE represented by Costs:									
TOTAL (including FTE costs)									

Note 1: For the multi-agency investments, this table should include all funding (both managing partner and partner agencies). Government FTE Costs should not be included as part of the TOTAL represented.

Note 2: The two sub-total rows and total row will be calculated – not for data entry.

2. If the summary of funding has changed from the FY 2010 President's Budget request, briefly explain those changes: _____

Section C: Acquisition/Contract Strategy (All Capital Assets)

1. Complete the table for all (including all non-Federal) contracts and/or task orders currently in place or planned for this investment. Total Value should include all option years for each contract. Contracts and/or task orders completed do not need to be included.

Table 1: Contracts/Task Orders Table											
Contract or Task Order Number	Type of Contract/Task Order (In accordance with FAR Part 16)	Has the contract been awarded (Y/N)	If so what is the date of the award? If not, what is the planned award date?	Start date of Contract/Task Order	End date of Contract/Task Order	Total Value of Contract/Task Order (\$M)	Is this an Interagency Acquisition? (Y/N)	Is it performance based? (Y/N)	Competitively awarded? (Y/N)	What, if any, alternative financing option is being used? (ESPC, UESC, EUL, N/A)	Is EVM in the contract? (Y/N)

2. If earned value is not required or will not be a contract requirement for any of the contracts or task orders above, explain why:

3. Is there an acquisition plan which reflects the requirements of FAR Subpart 7.1 and has been approved in accordance with agency requirements?

Yes _____ No _____

a. If "yes," what is the date?

NOTE: Data structure to be used to identify contract numbers in FPDS.

To assist in the linkage of Contract/Task Order Numbers from the Acquisition Strategy table to FPDS, agencies should provide the following information for "Contract/Task Order Numbers" based on the FPDS-NG data requirements (as specified in the FPDS-NG Data Element Dictionary-<http://www.fpdsng.com/downloads/FPDS-Data-Dictionary-Version1.3.pdf>):

Part of Indefinite Delivery Vehicle (IDV)?	Procurement Instrument Identifier	Example
NO	Data Element 1A (NTE 50 characters)	"00063200203DNBCHC020042"
YES	Data Element 1A, and the Referenced PIID, Data Element 1C (NTE 100 characters)	"GS09Q08DN0165•IDV•GS10F0216N"

Section D: Performance Information (All Capital Assets)

In order to successfully address this area of the exhibit 300, performance goals must be provided for the agency and be linked to the annual performance plan and the relevant Agency Segment Architecture. The investment must discuss its performance measures in support of the agency’s mission and strategic goals as outlined in the corresponding Segment Architecture. Performance measures (indicators) must be provided. They are the internal and external performance benefits this investment is expected to deliver to the agency (e.g., improve efficiency by 60 percent, increase citizen participation by 300 percent a year to achieve an overall citizen participation rate of 75 percent by FY 2xxx, etc.). The goals must be clearly measurable investment outcomes, and if applicable, investment outputs. They do not include the completion date of the module, milestones, or investment, or general goals, such as "significant," "better," "improved," that do not have a quantitative measure.

Agencies must use the following table to report performance goals and measures for the major investment and use the Federal Enterprise Architecture (FEA) Performance Reference Model (PRM). Map all Measurement Indicators to the corresponding "Measurement Area" and "Measurement Grouping" identified in the PRM. There should be at least one Measurement Indicator for each of the four different Measurement Areas (for each fiscal year). The PRM is available at <http://www.whitehouse.gov/omb/e-gov/>. The table can be extended to include performance measures for years beyond the next President's Budget.

Table 1: Performance Information Table							
Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results
2009		Mission & Business Results					
2009		Customer Results					
2009		Processes & Activities					
2009		Technology					
2010		Mission & Business Results					
2010		Customer Results					
2010		Processes & Activities					
2010		Technology					
2011		Mission & Business Results					
2011		Customer Results					
2011		Processes & Activities					
2011		Technology					
Etc.		Etc.					

Section E: Security (IT Capital Assets)

For IT investments, agencies should maintain up-to-date tracking of which systems in the FISMA inventory support any IT investment. Linking major IT investments to FISMA systems will be addressed outside the context of the A-11 budget submission of the Exhibit 300.

Section F: Enterprise Architecture (EA) (IT Capital Assets only)

In order to successfully address this area of the capital asset plan and business case, the investment must be included in the agency's EA and Capital Planning and Investment Control (CPIC) process and mapped to and supporting the FEA. The business case must demonstrate the relationship between the investment and the business, performance, data, services, application, and technology layers of the agency's EA.

Is this investment included in your agency's target enterprise architecture through the underlying segment architecture? For detailed guidance regarding segment architecture requirements, please refer to <http://www.whitehouse.gov/omb/e-gov/>. See this guidance also regarding the reporting of six digit codes corresponding to agency segment architectures in Exhibit 53, and, for limited cases determined by the Chief Architect, reporting an investment alignment with multiple segments.

Part II: Planning, Acquisition And Performance Information

Part II should be completed only for investments identified as “Planning” or “Full Acquisition,” or “Mixed Life-Cycle” investments in response to Question 6 in Part I, Section A above.

Section A: Cost and Schedule Performance (All Capital Assets)

Agencies should be measuring the performance of operational assets against the baseline established during the planning or full acquisition phase (i.e., operational analysis), or, where approved, the current baseline, and be properly operating and maintaining the asset to maximize its useful life. Operational analysis may identify the need to redesign or modify an asset by identifying previously undetected faults in design, construction, or installation/integration, highlighting whether actual operation and maintenance costs vary significantly from budgeted costs, or documenting that the asset is failing to meet program requirements.

EVM is required only on Planning or Acquisitions portions of investments. For mixed lifecycle investments, O&M milestones should still be included in the cost and schedule performance table. This table should accurately reflect the milestones in the initial baseline or approved current baseline.

For investments including Planning or Acquisitions spending, complete the following table on milestones used to measure cost and schedule performance, representing only one level of the investment’s Work Breakdown Structure. This should generally show Level 3 of the Work Breakdown Structure. For activities related to Operations and Maintenance included in Mixed Life Cycle investments, provide milestones used to track cost and schedule performance in the same format used for development activities milestones in this same table. NOTE: The Ex 300 schema includes an optional Work Breakdown Structure (WBS) field that is not depicted in the table below.

1. Comparison of Actual Work Completed and Actual Costs to Current Approved Baseline:

Complete the following table to compare actual performance against the current performance baseline. In the Current Baseline section, for all milestones listed, you should provide both the baseline and actual completion dates (e.g., "03/23/2003"/ "04/28/2004"), baseline and actual start dates, and the baseline and actual total costs (in \$ Millions). Note that the ‘Description of Milestone’ and ‘Percent Completed’—both Planned and Actual—fields are required.

Description of Milestones	Total Cost		Baseline (mm/dd/yyyy)				Percentages Complete	
	Planned Cost (\$M)	Actual Cost (\$M)	Planned Start Date	Actual Start Date	Planned Completion Date	Actual Completion Date	Planned Percent Complete	Actual Percent Complete

Part III: For "Operation and Maintenance" investments ONLY (Steady State)

Part III should be completed only for investments identified as "Operation and Maintenance" (Steady State) in response to Question 6 in Part I, Section A above.

Section A: Cost and Schedule Performance

For investments classified as Operations and Maintenance investments, complete the following table on milestones used to measure cost and schedule performance, representing only one level of the investment’s Work Breakdown Structure. This should generally show Level 3 of the Work Breakdown Structure. NOTE: The Ex 300 schema includes an optional Work Breakdown Structure (WBS) field that is not depicted in the table below.

1. Comparison of Actual Work Completed and Actual Costs to Current Approved Baseline:

Complete the following table to compare actual performance against the current performance baseline. In the Current Baseline section, for all milestones listed, you should provide both the baseline and actual completion dates (e.g., "03/23/2003"/ "04/28/2004"), baseline and actual start dates, and the baseline and actual total costs (in \$ Millions). Note that the ‘Description of Milestone’ and ‘Percent Completed’—both Planned and Actual—fields are required.

Description of Milestones	Total Cost		Baseline (mm/dd/yyyy)				Percentages Complete	
	Planned Cost (\$M)	Actual Cost (\$M)	Planned Start Date	Actual Start Date	Planned Completion Date	Actual Completion Date	Planned Percent Complete	Actual Percent Complete

Part IV: Planning For "Multi-Agency Collaboration" ONLY

Part IV should be completed only for investments identified as an E-Gov initiative, a Line of Business (LOB) Initiative, or a Multi-Agency Collaboration effort. The "Multi-Agency Collaboration" choice should be select in response to Question 6 in Part I, Section A above. Investments identified as "Multi-Agency Collaboration" will complete only Parts I and IV of the exhibit 300.

Section A: Multi-Agency Collaboration Oversight (All Capital Assets)

Multi-agency Collaborations, such as E-Gov and LOB initiatives, should develop a joint exhibit 300.

1. Stakeholder Table:

As a joint exhibit 300, please identify all the agency stakeholders (all participating agencies, this should not be limited to agencies with financial commitment). All agency stakeholders should be listed regardless of approval. If the partner agency has approved this joint exhibit 300 please provide the date of approval.

Partner Agency	Joint exhibit approval date

2. Partner Capital Assets within this Investment:

Provide the partnering strategies you are implementing with the participating agencies and organizations. Identify all partner agency capital assets (including shared service providers) supporting the common solution (section 300.7); Managing Partner capital assets should also be included in this joint exhibit 300. These capital assets should be included in the Summary of Spending table of Part I, Section B. All partner agency migration investments should also be included in this table. Funding contributions/fee-for-service transfers should not be included in this table. (Partner Agency UPIs should also appear on the Partner Agency's exhibit 53.)

Partner Agency	Partner Agency Asset Title	Partner Agency Exhibit 53 UPI (BY 2011)

3. Partner Funding Strategies (\$millions):

For jointly funded initiative activities, provide in the "Partner Funding Strategies Table": the name(s) of partner agencies; the UPI of the partner agency investments; and the partner agency contributions for CY and BY. Please indicate partner contribution amounts (in-kind contributions should also be included in this amount) and fee-for-service amounts. (Partner Agency Asset UPIs should also appear on the Partner Agency's exhibit 53. All fee-for-service reimbursements for Shared Service Providers should be included in this table. For non-IT fee-for-service amounts the Partner exhibit 53 UPI can be left blank) (IT migration investments should not be included in this table)

Partner Agency	Partner exhibit 53 UPI (BY 2011)	CY Contribution	CY Fee-for-Service	BY Contribution	BY Fee-for-Service

An Alternatives Analysis for multi-agency collaborations should also be performed. This should be available upon request. Use OMB Circular A-94 for all investments and the Clinger Cohen Act of 1996 for IT investments to determine the criteria you should use in your Benefit/Cost Analysis.

- 1. Did you conduct an alternatives analysis for this investment? Yes No
 - a. If "yes," provide the date the analysis was completed? _____
 - b. If "no," what is the anticipated date this analysis will be completed? _____
 - c. If no analysis is planned, please briefly explain why: _____

2. Does this investment replace any legacy systems investments? Disposition costs (costs of retirement of legacy systems) may be included as a category in Part I, Section B, Summary of Funding, or in separate investments, classified as major or non-major. For legacy system investments being replaced by this investment, include the following data on these legacy investments.

4. Legacy Systems Being Replaced		
Name of the Legacy Investment of Systems	UPI if available	Date of the System Retirement

3. For Multi-Agency Investments, Cost and Schedule Milestone table should be completed in the same format as Part II Section A and Part III Section A, above. NOTE: The Ex 300 schema includes an optional Work Breakdown Structure (WBS) field that is not depicted in the table below.

5. Comparison of Actual Work Completed and Actual Costs to Current Approved Baseline:								
Complete the following table to compare actual performance against the current performance baseline. In the Current Baseline section, for all milestones listed, you should provide both the baseline and actual completion dates (e.g., "03/23/2003"/ "04/28/2004"), baseline and actual start dates, and the baseline and actual total costs (in \$ Millions). Note that the 'Description of Milestone' and 'Percent Completed'—both Planned and Actual—fields are required.								
Description of Milestones	Total Cost		Baseline (mm/dd/yyyy)				Percentages Complete	
	Planned Cost (\$M)	Actual Cost (\$M)	Planned Start Date	Actual Start Date	Planned Completion Date	Actual Completion Date	Planned Percent Complete	Actual Percent Complete

