

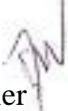


EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

THE CONTROLLER

October 9, 2007

MEMORANDUM FOR CHIEF FINANCIAL OFFICERS

FROM: Danny Werfel 
Acting Controller

SUBJECT: 2007 Guidance and Schedule for P.L.106-107 Annual Report

The purpose of this memorandum is to provide agencies with a schedule and guidance for submitting their 2007 Annual Report to Congress which is required under section 5(d) of the Federal Financial Assistance Management Improvement Act of 1999 (P. L. 106-107). Each agency is required to report annually on its progress toward meeting the goals and objectives specified under subsection (a)(7) of the Act.

Each agency's report is due to Congress by January 31, 2008 (and must be simultaneously sent to the Director of OMB). The reporting timeframe for the 2007 report will be September 1, 2006 through November 30, 2007. The 2007 report will include a transmittal (cover) letter and two sections: the government-wide section and the agency-specific section.

Each agency must prepare the agency-specific section in accordance with the guidance attached to this memorandum. As with last year, the agency-specific sections will not be specifically tied to the government-wide section. OMB must concur with all agency-specific sections before they are submitted to Congress. The draft agency-specific sections must be posted to the OMB MAX Grants Community web page specified in the instructions to initiate OMB review and clearance unless other arrangements are made with the OMB coordinator. The agency submitter must be registered in OMB MAX in order to access the Grants Community.

The government-wide section will be prepared by OMB and submitted to agencies on or before January 11, 2008. OMB is working with a small team including workgroup chairs under the Grants Policy Committee and the Grants.gov and Grants Management Line of Business Program Management Offices to develop the government-wide section of the report. Once a draft of the government-wide section is developed, it will be posted to the OMB MAX Grants Community website for agencies to review and comment. In the meantime, an outline of the government-side section has been posted to the OMB MAX Grants Community for your information.

Each agency must post an electronic copy of the final annual report (cover letter, agency-specific section and government-wide section) to the OMB MAX Grants Community site after the report is submitted to Congress and the Director of OMB. If you have questions on the process or the guidance, or need assistance, please contact Marguerite Pridgen who will be coordinating the report review process for OMB. Marguerite can be reached at (202) 395-7844 or MPridgen@omb.eop.gov.

Attachment

2007 P.L.106-107 Annual Report to Congress**GUIDANCE****GENERAL**

The 2007 P.L. 106-107 Annual Report to Congress is comprised of (1) the agency transmittal (cover) letter, (2) the government-wide section, and (3) the agency-specific section. The agency should use its own format in preparing the cover letter. OMB will submit the government-wide section to agencies to include with their final report and will post it to OMB MAX at <https://max.omb.gov/community/x/GgBDAQ>. Each agency must prepare the agency-specific section in accordance with the guidance in this attachment and submit the agency-specific section to OMB for review by posting it to OMB MAX at <https://max.omb.gov/community/x/f4AsAQ>. Once OMB has provided comments, the agency must prepare the final report for submission to Congress. The final report must also be submitted electronically to OMB through the OMB MAX website. The timeline and instructions for submission are also in this attachment.

After agencies submit their reports to Congress, agencies must post their final agency reports in Portable Document Format (PDF) to the OMB MAX Grants Community site at <https://max.omb.gov/community/x/nIAsAQ>.

Agencies must save each document of the final report as a separate PDF document. Name the cover letter **“FinalCoverLetter2007[agency official acronym].pdf”**. Name the agency-specific section **“FinalAgencySection2007[agency official acronym].pdf”**. Name the government-wide section **“FinalGovernmentWideSection2007[agency official acronym].pdf”**.

Please adhere to the following:

- Do not let the agency-specific section exceed five (5) pages using a 12 point or higher font.
- List official positions in the text rather than names (e.g. "Chief Financial Officer" instead of "Keisha Smith").
- Do not include vendor names.
- Spell out acronyms.
- Refer to agency's section of “FY07 Report to Congress on the Benefits of the E-Government Initiatives” for information that may help in reporting Grants.gov and GM LoB data (view report at http://www.whitehouse.gov/omb/egov/documents/FY07_Benefits_Report.pdf)
- Discuss specifics and possible solutions for problem areas instead of general statements with no supporting detail (e.g. "We are not using Grants.gov because it does not support program X" is not sufficient. Explain exactly why the program is not supported and explain what the agency is doing about it.).
- Include statistics (e.g., “Agency posted 100% of program announcements in Grants.gov APPLY in FY07.”)

- Focus less on process, more on outcomes.
- Focus on end user benefits.
- Discuss the actual state, until you get to the last section.

FORMAT AND CONTENT OF THE AGENCY -SPECIFIC SECTION

[Agency Name]

2007 Annual Report to Congress on Implementation of Public Law 106-107

I. Overview

- Total number of grant programs awarded and dollar value (break out discretionary & mandatory)
- Participation in interagency work groups, Grants Executive Board, etc.

II. Grants.gov

- Number and percent of grant announcements posted in Grants.gov
- Number and percent of grant programs available for electronic application through Grants.gov
- Number and percent of grant applications received electronically via Grants.gov
- Number of grant announcement and application sites/systems eliminated due to Grants.gov usage
- Number and percent of grant applications received via other options (paper, agency system, etc.) and explanation for why these options are still available (agency does not mandate Grants.gov APPLY, applicant cannot submit via Grants.gov, etc.)
- Training and outreach for Grants.gov users (agencies and grantees)
- Outreach efforts to grant community & internal outreach
- Cost savings achieved through use of Grants.gov (refer to cost savings data collected/submitted in response to OMB memo M-06-22)
- Assurance that application packages for all competitive grant opportunities were posted in Grants.gov FIND or a description of competitive announcements that were not posted (name of program, MM/YY exemption from posting was granted, reason for exemption, etc.)

III. Grants Management Line of Business (GM LoB)

- Status of agency participation in GM LoB (i.e., Consortium Lead Agency or Migrating Agency)
- Name of Consortium Lead Agency (for Migrating Agencies); description of proposed/approved IT solution (for Consortium Lead Agencies)
- Progress achieved in developing baseline assessment of internal grant systems and functional requirements
- Internal processes that were reengineered or streamlined in anticipation of future migration
- If a Migrating Agency, discuss progress in completing fit-gap analysis

- If Consortium Lead, discuss progress in developing partnerships with Migrating Agencies
- Benefits realized such as nonmonetary benefits
- Reduction in the number of agency grants management systems (provide names of systems and estimated costs savings)

IV. Debarment and Suspension

- Date agency published a nonprocurement debarment-suspension regulation in a new agency chapter in Subtitle B of 2 CFR (If no date can be provided, please explain.)
- Date agency removed its codification of the common rule from its own CFR title so that the OMB guidance and all agency implementing regulations on nonprocurement debarment and suspension are located in 2 CFR (If no date can be provided, please explain.)

V. Agency Commitment to Future Involvement with Government-wide Grants Initiatives

- Describe agency's commitment beyond 2007 to further government-wide grants initiatives such as GM LoB, to broaden use of Grants.gov and to support/lead initiatives to standardize and simplify business processes and information collections. For instance, "Agency X will begin its participation in GM LoB consortium led by Agency Y in January 2008. Agency X will require all applicants to apply using Grants.gov starting April 2008. In February 2008, Agency X will initiate a benchmarking review of forms used by agencies with training programs to determine if standard forms can be developed."

TIMELINE

Milestone	Due Date
OMB submits final report guidance and timeline to agencies	10/12/07
Agencies register in OMB MAX (if not already registered) at https://max.omb.gov/	10/31/07
Agencies submit draft agency-specific sections to OMB for clearance; submissions done through OMB MAX Grants Community site at https://max.omb.gov/community/x/f4AsAQ	By no later than 12/14/07 (OMB comments due 1/7/08)
OMB submits final Government-wide section to agencies for inclusion in their annual report	1/11/08
Agencies incorporate OMB's requested changes (if any), assemble documents, and submit 2007 Annual Report to Congress to appropriate Congressional Committees (report should be received by 1/31/08)	1/25/08
Agencies post final report to OMB MAX Grants Community site under the "PL 106-107 Annual Report to Congress – 2007" link at https://max.omb.gov/community/x/nIAsAQ	1/31/08