Understanding the Catalog of Federal Domestic Assistance

Preparing for the 2017 CFDA Annual Updates

Department of Commerce

Big “A” Conference

May 31, 2017
Agenda

- Introduction
- Upcoming Activities for 2017
- Tracking Your Agency’s Reporting Compliance
- CFDA Workflow
- Common Support Questions & Issues
- Open Q&A
- Modernization Updates
Speakers

Mike Stephenson
- Program Manager – Catalog of Federal Domestic Assistance
- Product Owner – beta.sam.gov
- General Services Administration – Integrated Award Environment
- Voice: (703) 605.2119
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Cara Whitehead
- Program Manager – Grants Outreach & Stakeholder Engagement
- General Services Administration – Integrated Award Environment
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* For more information about alpha testing for the modernized CFDA please email NewSAMTesting@gsa.gov
# CFDA Annual Activities for 2017

<table>
<thead>
<tr>
<th>Activity Title</th>
<th>Lead</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2017 CFDA Data Call and Schedule</td>
<td>GSA – IAE PMO</td>
<td>Completed</td>
<td>01/31/2017</td>
</tr>
<tr>
<td>FY 2017 Annual Agency Coordinator Forum</td>
<td>GSA – IAE PMO</td>
<td>Not Started</td>
<td>06/08/2017</td>
</tr>
<tr>
<td><strong>Recommended Date for Agencies to Submit New Programs</strong></td>
<td>Agency Coordinator</td>
<td>Not Started</td>
<td>07/14/2017</td>
</tr>
<tr>
<td><strong>Recommended Date for Agencies to Update Current Programs</strong></td>
<td>Agency Coordinator</td>
<td>Not Started</td>
<td>08/11/2017</td>
</tr>
<tr>
<td>Final Updates to Any CFDA Programs</td>
<td>Agency Coordinator</td>
<td>Not Started</td>
<td>09/08/2017</td>
</tr>
<tr>
<td>CFDA Database Closes to All Program Updates</td>
<td>Supporting Vendor</td>
<td>Not Started</td>
<td>09/11/2017</td>
</tr>
<tr>
<td>OMB Program Review (Accuracy of Content)</td>
<td>GSA &amp; OMB</td>
<td>Not Started</td>
<td>09/25/2017</td>
</tr>
<tr>
<td>GSA Program Review (Edits to Style &amp; Format)</td>
<td>GSA &amp; Vendor</td>
<td>Not Started</td>
<td>10/13/2017</td>
</tr>
<tr>
<td>FY 2017 CFDA PDF Production</td>
<td>GSA &amp; Vendor</td>
<td>Not Started</td>
<td>10/16/2017</td>
</tr>
<tr>
<td>CFDA Database re-opens</td>
<td>Supporting Vendor</td>
<td>Not Started</td>
<td>10/16/2017</td>
</tr>
</tbody>
</table>
Great Tool for Tracking Your Agency’s Reporting Compliance!
Current CFDA Statistics as of 5/17/2017

- Programs (Published) – 2313
- Completed in 2017 – 130
- Percent Complete – 6%

Great Tool for Tracking Your Agency’s Reporting Compliance!
Common Support Questions & Issues

- Ensure Correct Login Link is Used
- Account Disabled / Password Reset Rules
- Managing CFDA Numbers
- Managing Users
- Miscellaneous Items
  - OMB’s Process in Reviewing CFDAs
  - Change Requests (Archive, Title, etc.)
  - Title and Popular Name Guidelines
  - Data Entry Challenges
Common Support Questions & Issues

Ensure Correct Login Link is Used
Top Link – Agency Users
Bottom Link – Agency Coordinators

Important Password Update - Users and Interfacing Systems must reset their passwords as required every 90 days or the account will be disabled IAW GSA IT Security Policy, (CIO P 2100.1). Registered users will receive an email notification to remind them of this requirement. If your account has been disabled, contact the Federal Service Desk at 866-606-8220 (Monday - Friday 8 a.m. to 8 p.m. ET).

NOTE: If your account was re-enabled after contacting the FSD, you must reset your password before midnight on the day of the call to prevent it from being disabled once again.

Attention: Unsolicited contact - Possible Fraud Notification [click here]

Agency Log-In
[Click here] if you are responsible for managing CFDA program data.

Coordinator / Analyst / Administrator Log-In
[Login Here]

Additional Resources
- Frequently Asked Questions
- Search Historical Index
- Federal Service Desk
- CFDA 2015 Print Edition
- CFDA 2014 Print Edition
- CFDA 2013 Print Edition
- CFDA 2012 Print Edition
- CFDA 2011 Print Edition
- CFDA 2010 Print Edition
- CFDA 2009 Print Edition
- CFDA 2008 Print Edition
- Writing Grant Proposals
- Types of Assistance
- Overview of CFDA
- GovtLoans.gov
Common Support Questions & Issues

Account Disabled / Password Reset Rules

- Per GSA IT Security Policy, passwords must be changed every 90 days
- What to do if your password expires and account is disabled
  - Call the Federal Service Desk and have them re-enable your account
  - Reset your password the same day (or it will be disabled again)
- Expired Password Recovery Enhancement currently in testing
  - No FSD Intervention!

Agency Users

Agency Coordinators

Admin Login
- Username
- Password
- Keep me logged in on this computer
- Go, Reset

CFDA Home page | For Help: Federal Service Desk
Managing Agency CFDA Numbers

1. Navigate to the Agency section.
2. Select Agency List and create a new agency.
3. Enter the appropriate program codes (Program Low Number, Program High Number, OMB Agency Code, OMB Bureau Code) and save the agency.
Finding Available Agency CFDA Numbers
Common Support Questions & Issues

Managing Users – Agency Coordinators

Re-enabling disabled Agency Users (Username/Password Tab)
Common Support Questions & Issues

Managing Users

Setting Agency User Attributes (Accounts Tab)

1. Setting Dept or Office Location to manage CFDAs
2. Selecting or Changing CFDA Role
3. Setting Permission Attributes
Common Support Questions & Issues

Miscellaneous Items

- **OMB’s Role in Reviewing Programs**
  - 7 Business Days to Review
  - OMB Analyst has option to extend review period
  - If no action taken from OMB, Auto-Publishes after review period expires

- **Change Requests (Archive, Title, etc.)**
  - Requires GSA Analyst Approval
  - Before approving Archive Requests, Agency Coordinators need to acknowledge:
    - No active awards in USASpending.gov
    - There are $0 for at least 2 years in the Obligations, Prior Year and Current Year

- **Title and Popular Name Guidelines**
  - Program Title should not contain “Program” or “Project”
  - Popular Name should not be a duplicate of Program Title
Data Entry Challenges

- Copy & Paste function can cause formatting issues
- Bullets are discouraged
- Spell Check is a deliberate and separate function
- No on-screen assistance
- Lengthy Form lends itself to session time outs/losing entered data
Questions?