

# Understanding the Catalog of Federal Domestic Assistance

*Preparing for the 2017 CFDA Annual Updates*

**Department of Commerce**

**Big “A” Conference**

**May 31, 2017**

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

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*\* For more information about alpha testing for the modernized CFDA please email [NewSAMTesting@gsa.gov](mailto:NewSAMTesting@gsa.gov)*

<b>Activity Title</b>	<b>Lead</b>	<b>Status</b>	<b>Date</b>
FY 2017 CFDA Data Call and Schedule	GSA – IAE PMO	Completed	01/31/2017
FY 2017 Annual Agency Coordinator Forum	GSA – IAE PMO	Not Started	06/08/2017
<b>Recommended Date for Agencies to Submit New Programs</b>	<b>Agency Coordinator</b>	<b>Not Started</b>	<b>07/14/2017</b>
<b>Recommended Date for Agencies to Update Current Programs</b>	<b>Agency Coordinator</b>	<b>Not Started</b>	<b>08/11/2017</b>
<b>Final Updates to Any CFDA Programs</b>	<b>Agency Coordinator</b>	<b>Not Started</b>	<b>09/08/2017</b>
CFDA Database Closes to All Program Updates	Supporting Vendor	Not Started	09/11/2017
OMB Program Review (Accuracy of Content)	GSA & OMB	Not Started	09/25/2017
GSA Program Review (Edits to Style & Format)	GSA & Vendor	Not Started	10/13/2017
FY 2017 CFDA PDF Production	GSA & Vendor	Not Started	10/16/2017
CFDA Database re-opens	Supporting Vendor	Not Started	10/16/2017

<https://www.cfda.gov/index?s=cfda&mode=list&tab=pub&tabmode=list> General Services Administration

## CATALOG of FEDERAL DOMESTIC ASSISTANCE

- Home
- Programs**
- Agencies
  - Organizations
  - Contacts
- Regional Agency Offices
- Historical Index
- My Account

[Agency Users Guide](#)  
[Agency Coordinators Guide](#)  
[OMB Users Guide](#)  
[Reference Manual](#)  
[New Program Template](#)  
[Agency User Training 1](#)  
[Agency User Training 2](#)  
[CFDA A89 Training Video](#)

**Programs**  
 Open Pending **Published** All Archived Requests Historical Index

Keywords:  [More Search Fields](#)

Batch Options  **Program Status Report**  **Results: 3 Items 1-3 of 3**

<input type="checkbox"/>	<input type="checkbox"/>	# <input type="button" value="v"/>	Program Title <input type="button" value="v"/>
<input type="checkbox"/>	<input type="checkbox"/>	39.002	Disposal of Federal Surplus Real Property
<input type="checkbox"/>	<input type="checkbox"/>	39.003	Donation of Federal Surplus Personal Property
<input type="checkbox"/>	<input type="checkbox"/>	39.007	Sale of Federal Surplus Personal Property

**Items 1-3 of 3**

**Great Tool for Tracking Your Agency's Reporting Compliance!**

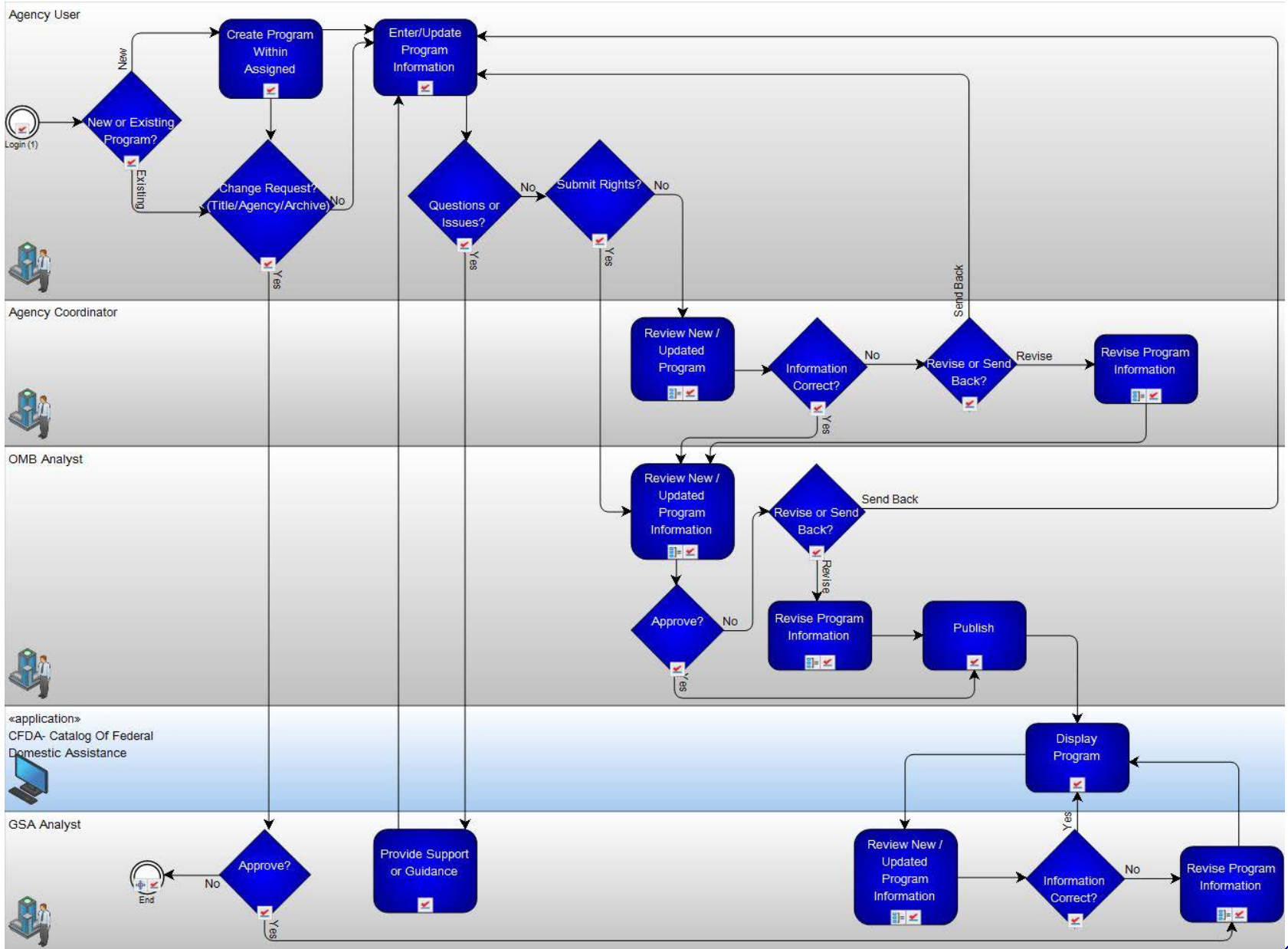
GSA\_list\_programstatus\_dede3bca - Microsoft Excel

	B	C	D	E	F	G	H	I
1	Program Number	Program Title	Current Status	Last Updated Date	Obligations Updated	OMB Review Date	Last Published Date	Auto Published
2	39.002	Disposal of Federal Surplus Rea	Published	Aug, 20 2016	No	Aug, 11 2016	Aug, 20 2016	Yes
3	39.003	Donation of Federal Surplus Per	Published	Aug, 14 2016	No	Aug, 05 2016	Aug, 14 2016	Yes
4	39.007	Sale of Federal Surplus Persona	Published	Oct, 05 2016	No	Aug, 05 2016	Aug, 14 2016	Yes
5								
6								

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!***




- **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**




## 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](#)

### SEARCH RECOVERY PROGRAMS

### CFDA User Guide



[Download the CFDA User Guide](#)  
(PDF format)

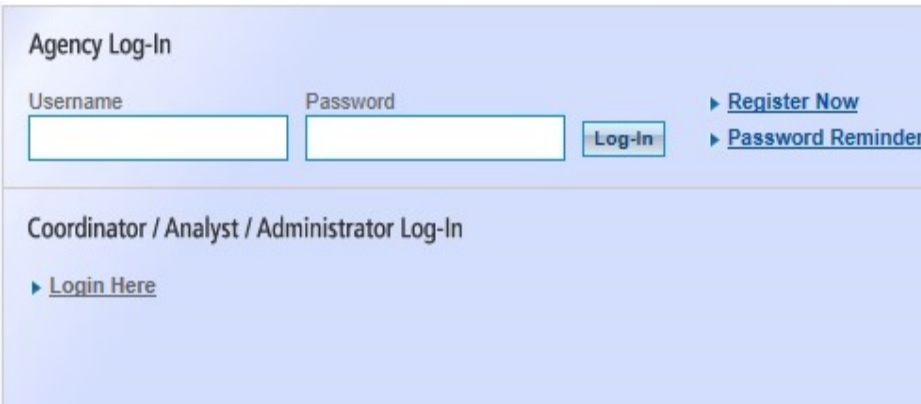
### Additional Resources

- ▶ [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](#)
- ▶ [GovLoans.gov](#)

## 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 Log-In

Username  Password   [Register Now](#)  
[Password Reminder](#)

Coordinator / Analyst / Administrator Log-In

[Login Here](#)

### Agency Coordinators



 CATALOG of FEDERAL DOMESTIC ASSISTANCE

Admin Login

[Login](#) [Forgot My Password](#)

 Username:   
Password:

Keep me logged in on this computer

[CFDA Home page](#) | [For Help: Federal Service Desk](#)

## Managing Agency CFDA Numbers

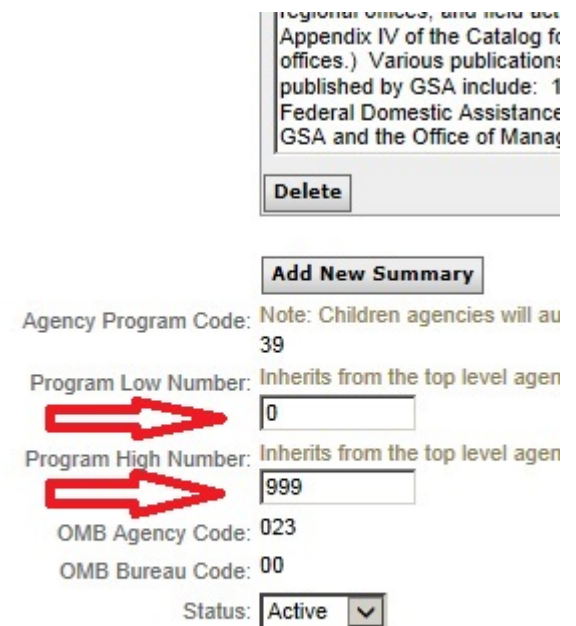
1



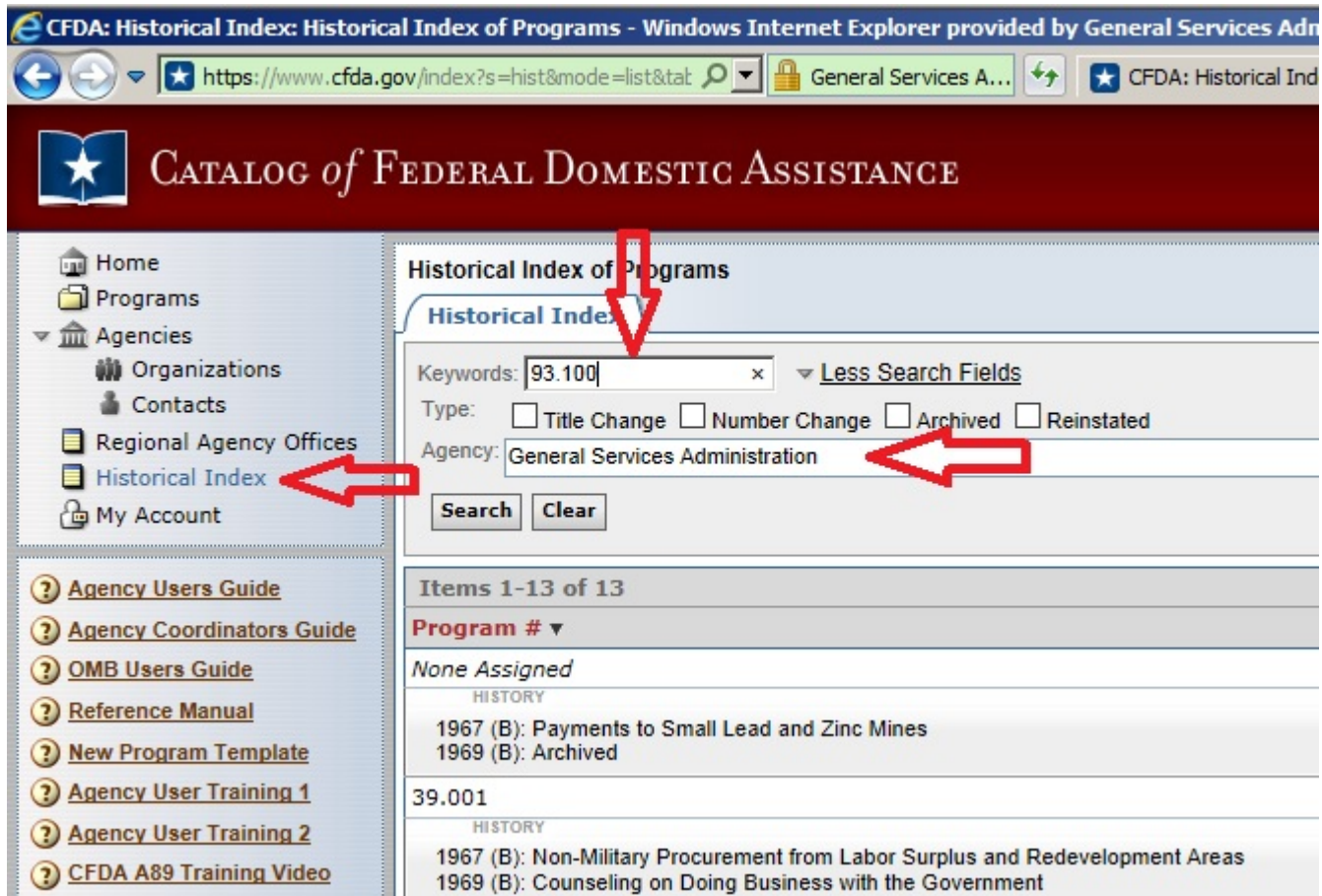
2



3



## Finding Available Agency CFDA Numbers



The screenshot shows the CFDA Historical Index website. The browser address bar displays the URL: <https://www.cfda.gov/index?s=hist&mode=list&tab>. The page title is "CFDA: Historical Index: Historical Index of Programs - Windows Internet Explorer provided by General Services Administration".

The main heading is "CATALOG of FEDERAL DOMESTIC ASSISTANCE". The left sidebar contains navigation links: Home, Programs, Agencies (expanded to show Organizations, Contacts, Regional Agency Offices, Historical Index, and My Account), Agency Users Guide, Agency Coordinators Guide, OMB Users Guide, Reference Manual, New Program Template, Agency User Training 1, Agency User Training 2, and CFDA A89 Training Video.

The "Historical Index of Programs" section features a search form with the following fields and options:

- Keywords: 93.100
- Type:  Title Change  Number Change  Archived  Reinstated
- Agency: General Services Administration

Buttons for "Search" and "Clear" are visible. A "Less Search Fields" link is also present.

The search results show "Items 1-13 of 13". The first result is "Program # 39.001" with a history of "1967 (B): Non-Military Procurement from Labor Surplus and Redevelopment Areas" and "1969 (B): Counseling on Doing Business with the Government".

Red arrows point to the "Historical Index" link in the sidebar, the "93.100" keyword field, the "General Services Administration" agency field, and the "Historical Index of Programs" heading.

## Managing Users – Agency Coordinators

### Re-enabling disabled Agency Users (Username/Password Tab)

CFDA: Contacts: Contacts - Windows Internet Explorer provided by G

https://www.cfda.gov/index?s=agency\_contact&m

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Contacts

Keywords:

Agency:

User Roles:  Agency Coordinator

Has Username:  Yes  No

Search

Batch options Results: Item

Actions	Last Name	First
<input type="checkbox"/>	Barone	Tim
<input type="checkbox"/>	Breeden	Zena
<input type="checkbox"/>	Clayton	Leno
<input type="checkbox"/>	Garcia	Juan

CFDA: Contacts: Tim Barone: Account - Windows Internet Explorer provided by General Services Adm

https://www.cfda.gov/index?s=agency\_contact&m

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 New Program Template

Tim Barone: Account

Core Accounts Email Preference **Username/Password**

Save Return

Account Information

Disable Account:  Yes  No

Username\*: CFDAscan

Enter New Password:

Verify Password:

Save Return

## 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

CFDA: Contacts: General Services Administration - Windows Internet Explorer provided by General Services Administration

https://www.cfda.gov/index?s=agency\_contact&m

Identified by Entrust

CFDA: Contacts: General Se...

**CATALOG of FEDERAL DOMESTIC ASSISTANCE**

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Agency Coordinators Guide

General Services Administration

Core Accounts Email Preference Username/Password

Submit Save Delete Return

1 Agency\*: General Services Administration

User Role\*: Agency User 2

3 User Rights:  Program (Create)  Program (Submit)  Program (Edit)

Submit Save Delete Return

## 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

## Miscellaneous Items Continued

- **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?