



CFDA.GOV: AGENCY USER GUIDE 2.0

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1 System Overview

Catalog of Federal Domestic Assistance (CFDA) provides a full listing of Federal programs available to State and local governments (including the District of Columbia); federally-recognized Indian tribal governments; Territories (and possessions) of the United States; domestic public, quasi-public, and private profit and nonprofit organizations and institutions; specialized groups; and individuals.

All Users: From the site's main navigation page, any user (not password protected) can utilize navigation to review:

- Programs
- Agencies
- General Information
- Regional Agency and Local Offices
- Privacy Statement

Government Users, when logged into the system using their password-protected account can do the following:

- **Agency Users:**
 - Maintain account profile. Agency Users can be registered at the Agency or Office Location level
 - Create New Programs (The "create" right is managed by A89)
 - Revise Existing Programs (The "edit" right is managed by A89)
 - Submit Programs to GSA for review (The "submit" right is managed by A89)
 - Submit Program Edit/Archive Requests to GSA Analyst
 - View Published/Pending/Open/Archived Program lists
 - View/Edit Regional Agency Offices
 - Review Historical Index
- **Agency Coordinator (A89 Contact):**
 - Maintain account profile.
 - Manage (approve/reject) account requests for Agency staff, and determine their user rights to Programs
 - Create New/Revise Existing Programs
 - Review/Edit/Delete/Submit Programs created by Agency Users
 - View Published/Pending/Open/Archived Program Lists
 - Review Historical Index
 - Request to Unarchive a Program
- **OMB Reviewer:**
 - Review all Programs
 - Edit Programs for their assigned Agency/Offices, and submit to GSA Analyst
 - Review Historical Index
 - Approve/Reject Programs
 - Approve/Reject Revisions
 - Extend Review Period of a Program

- **RMO Superuser**
 - Assign OMB reviewers to agencies
 - Review all programs
 - View/Edit Regional Agency Offices

Public Users do not require system user accounts. The public can search for Programs based on the following criteria/filters directly from the homepage via the Advanced Search Form link:

- Keyword search
- Agency/Office
- Assistance Type
- Program Number
- Applicant Eligibility
- Use of Assistance
- Beneficiary Eligibility
- Functional Codes
- Program Deadline Date(s)
- Program Published Date(s)
- Program Modified Date(s)
- Executive Order 12372
- Subject Terms
- Recovery and Reinvestment Act Obligations

Public users can access listing of Agency Regional and Local Offices (formerly Appendix IV) containing the following information:

- Agency/Office Name
- Street Address (including POC name if entered by Agency user)
- City
- State
- Zip
- Phone

The Additional Resources section of the homepage provides links to supporting information, reference materials, and related web sites, including a link to the online Historical Index of all programs.

2 Getting Started

2.1 System URL

The URL for the system is <https://www.cfd.gov>. All system users must navigate to this URL in order to log in to the system.

2.2 Navigation Bar – Unsecured Features

The Navigation across the top of the login page allows users access to the following features prior to being logged onto the system:

- I. Programs
- II. Agencies
- III. Regional Agency Offices
- IV. General Information
- V. Privacy Statement

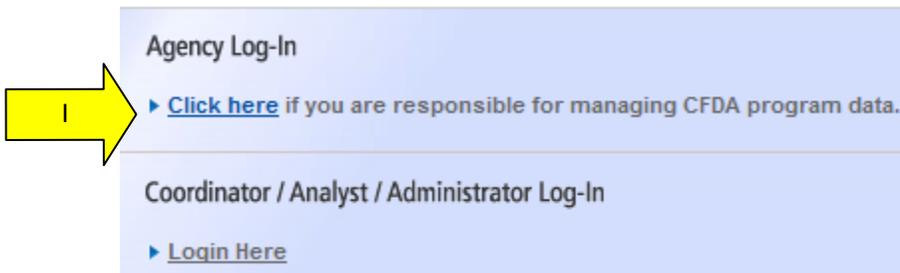


2.3 Logging into the System

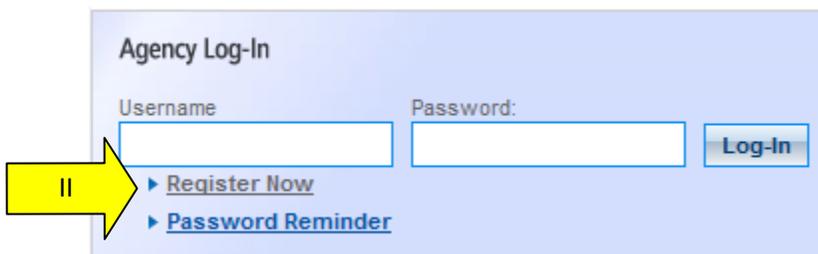
Note – Before an individual Agency user can register to use CFDA, his or her Agency/Office must be registered with CFDA. For assistance with Agency Registration, please contact the Federal Service Desk by clicking on the For Help: Federal Service Desk link on the bottom left of every page, or by visiting the Federal Service Desk at www.fsd.gov. Users may call the Federal Service Desk by dialing 1-866-606-8220 (national) or 1-334-206-7828 (international) from 8:00 a.m. to 8:00 p.m.

2.3.1 New Registration

- I. Go to www.cfda.gov and click on the “Click here” link within the Agency Log-In section.



- II. Click on the “Register Now” link. This will open up a series of screens where the user enters registration details.



- III. **Step One:** Personal Information is entered. Complete required fields then click the “Proceed” button to continue to Step 2.

[Accessibility](#)
[User Guide](#)

Agency User Registration

[RETURN TO HOME](#)

1 Personal Information

2 Account Information

3 Review/Submit

Attention: Public users do NOT need to register for an account to be able to search for and view CFDA program descriptions. The registration process is only intended for agency users responsible for entering and/or revising program descriptions in the system.

CFDA Registration Form for Agency Users * indicates a required field

Your Full Name*:
Please enter your full name.
Example: John F. Smith

Your Suffix:
If applicable, enter your suffix.

The Title of Your Position:
Enter the title of the position you hold at your agency.

Your Email Address*:
Enter your email address.
Example: john@agency.gov

Phone*:
Enter your phone number

Address:

Street*:

City*: **State*:** **Zip*:**

Country:
United States

- IV. **Step Two:** Account Information is entered. Agency/Office is established, along with Username and Password. For security purposes, the password entered must meet the following criteria:
- Must be between 8 and 14 characters
 - Must contain ALL of the following:
 - 1 lower case letter
 - 1 upper case letter
 - 1 number
 - 1 special character (e.g. !, %, ^)
- V. During Account registration, Agency users can select one of two roles:
- Agency User (users who can create and/or edit, and/or submit Programs)

- A89 Contact/Agency Coordinator (users who can create, edit, and submit Programs, and manage Agency user accounts)

VI. Complete required fields then click the “Proceed & Review” button to continue to Step 3.

Agency User Registration
RETURN TO HOME

1 Personal Information
2 Account Information
3 Review/Submit

On this step: Please choose your agency/office location and choose an account password

Account Information * indicates a required field

Agency*:
Choose your agency down to the lowest level

User Role*:
Please select which role you are registering for.

Agency User
A89 Contact

Desired Password*:
Enter the password you wish to use to gain access to the system.
For security purposes, the password must meet the following criteria:

1. Must be between 8 and 14 characters
2. Must contain all of the following:
 - 1 lower case letters
 - 1 upper case letters
 - 1 numbers
 - 1 special characters (e.g. !, %, ^)

Repeat Desired Password*:
Repeat the password you entered in the previous field to verify it was entered correctly.

Go Back Cancel Proceed & Review

VII. **Step Three:** Review/Submit – Registrant is asked to review registration details.

VIII. Click the “Go Back” button to correct information on previous steps.

IX. If the information is correct, click the “Submit” button.

Agency User Registration ACCESSIBILITY USER GU

[RETURN TO HOME](#)

1 Personal Information
2 Account Information
3 Review/Submit

On this step: Please review your registration information. If everything is correct, click **Submit Registration** now. Otherwise, click **Go Back** to correct information on previous steps.

CFDA Registration Form for Agency Users

Your Full Name:
Test User

Your Email Address:
test@noemail4.gov

Phone:
5555551212

Address:
Street
City, Rhode Island 12345
United States

Account Information

Agency:
Denali Commission

Note: You have selected the top level of this agency hierarchy.

User Role:
Agency User

Username:
AgencyUser

Desired Password:

Repeat Desired Password:

VIII **IX**

- X. **Final Step:** Email Verification – The next screen explains that registrants will receive an e-mail after submitting a registration which allows them to confirm the validity of their identity/email. Users should follow the directions in the e-mail.

CATALOG of FEDERAL DOMESTIC ASSISTANCE

Home Programs Agencies Regional Agency Offices General Info Privacy

Accessibility User Guide

Agency User Registration

RETURN TO HOME

- 1 Personal Information
- 2 Account Information
- 3 Review/Submit

Final Step: Email Verification

IMPORTANT: You should receive an email shortly. In order to complete the registration process, you **must** verify your email address and identity by following the email instructions.

You may now return to [the CFDA home page](#).

- XI. Once the registrant has completed the steps outlined in the email, his or her account must now be approved by their Agency Coordinator (A89 Contact) prior to being able to logon to the system. (Note: Registrants requesting A89 Contact status must be approved by another Administrator or, if one is unavailable, the GSA Super User.)
- XII. Once approved, newly registered Agency users will be sent another email informing them that they may now login to the system.

2.3.2 Returning Users

- I. Go to www.cfda.gov and click on the “Click here” link within the Agency Log-In section.

Agency Log-In

▶ [Click here](#) if you are responsible for managing CFDA program data.

Coordinator / Analyst / Administrator Log-In

▶ [Login Here](#)

- II. Enter Username and Password under the “Agency Log-In” section.
- III. Click the “Log-In” button.
- IV. Note: Agency Coordinators (A89 Contacts) must login under the “Coordinator/Analyst/Administrator Log-In” section in order to manage accounts.

The screenshot shows the 'Agency Log-In' section of a web form. It includes a 'Username' input field, a 'Password:' input field, and a 'Log-In' button. Below these are links for 'Register Now' and 'Password Reminder'. A yellow arrow labeled 'II' points to the Password field. Another yellow arrow labeled 'III' points to the Log-In button. A third yellow arrow labeled 'IV' points to the 'Coordinator / Analyst / Administrator Log-In' section below, which contains links for 'Login Here' and 'Register Now'.

2.3.3 Login Security

- I. Captcha Security: When a user (or machine) enters a Username or Password incorrectly three consecutive times, a Captcha (image with characters) is displayed as a check to see if the user attempting to login is indeed a human user.
- II. The user must enter the characters displayed in the "Verification Code" with their Username and Password in order to attempt another login. This prevents unauthorized access by spammers and other security threats. Users can click on the image to hear the code.

The screenshot shows a 'Verification Code' section. It features a captcha image with the characters 'X E U Q' and a 'Regenerate Image' button. A yellow arrow labeled 'II' points to the captcha image. Below the image is a text box containing the text 'Visual Verification Code. Click to hear the code.' and a checkbox labeled 'Keep me logged in on this computer'.

2.3.4 CFDA Terms and Conditions

- I. All users are required to review and to agree to CFDA Terms and Conditions which are presented after a user has entered valid Username and Password data.
- II. To agree to the terms and conditions, select the "Accept" button. If you do not consent to the conditions stated, select the "Decline" button which logs the user off of the system.

CFDA Terms and Conditions

LOG OFF IMMEDIATELY if you do not consent to the conditions stated in the following notice. Otherwise click "Accept" to accept the terms and proceed.

I. Usage Agreement

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, Internet, and Intranet use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized General Services Administration (GSA) personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies. Access or use of this computer by any person, whether authorized or unauthorized, constitutes consent to such interception, monitoring, reading, capturing, recording, disclosure, copying, auditing, and/or inspection at the discretion of authorized GSA personnel, law enforcement personnel (including the OIG), and/or authorized officials other agencies. Unauthorized use of this system is prohibited and may constitute a violation of 18 U.S.C. 1030 or other Federal laws and regulations and may result in criminal, civil, and administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions and acknowledge that there is no reasonable expectation of privacy in the access or use of this computer system.

3 Agency User Interface (Secured)

3.1 "Session Time Out"

Once a user is logged onto the system, the system will check to make sure the user is actively using the site. If a user is inactive for 60 minutes, the user will be automatically logged off of the system. Activity in this sense is defined as data that has been submitted by the user. Some examples are the request for a navigational element (e.g., selection of a 'Quicklink') or if a user submits a form (e.g., selection of "Save & Finish Later" during Program creation).

To ensure the user is aware of this pending circumstance, after 55 minutes of inactivity, a warning message appears that indicates the pending action. When the warning message appears, to remain logged onto the system, select "click keep me logged in." If the user does not make this selection, the session will be closed and any unsaved data will be lost. The system returns the user to the system logon screen (www.cFDA.gov).

3.2 Main Navigation

- I. Navigation for the Agency User's secured interface appears across the top of the user's page. Using this navigation, users can move between the following key navigational elements:
 - My CFDA
 - My Profile
 - Programs
 - Regional Agency Offices

Note: A red, versus blue, background highlights the user's most recent navigational selection.



3.2.1 Home

The "Home" page allows for easy access to the following system features:

- I. Video Demonstrations: Provides link(s) to training webinar(s).
- II. Quicklinks: Navigational options that, if selected, take a user to a specific action within the site (e.g., "Create Program").
- III. Announcements: System Announcements posted for the user's reference.
- IV. Pending Actions: Tally of the pending actions, (e.g., number of Rejected Program Submissions in need of review/editing) based on the user's registration.
- V. Statistics: Tally of the Published/Open/Pending Review/Archived Programs, and Pending Requests.

3.2.2 My Profile

- I. There are two sub-tabs on the user's "My Profile" page (which are tied to an account profile). On these sub-tabs, the user is able to update their personal contact information and account data.
- II. Agency, Office, and Role information is shown on the right section of the page. **Note:** The information reflected here determines which Programs an Agency User is able to view and/or manage within their account's secured interface. Agency Users can only manage Programs aligned with their account's Agency/Office designation in the hierarchy.
- III. From the "Contact Information" tab, select the "Edit" button to modify contact fields.

Welcome, Kristin Schmidt [Accessibility](#) [User Guide](#) [Logout](#)

Kristin Schmidt: Contact Info

[RETURN TO MY CFDA](#)

Contact Information | [Email Preference](#) | [Account](#)

[Edit](#) [Return](#)

Agency User Information

Fullname: Kristin Schmidt
First Name: Kristin
Last Name: Schmidt
Email: kschmidt@symplicity.com
Address: Test
 Washington, District of Columbia 20219
 United States

[Edit](#) [Return](#)

AGENCY INFORMATION

Agency: General Services Administration

Office: Top Level

Role(s): Agency User

IV. Enter field changes as desired, then select “Save” to save and process updates to the form.

Welcome, Kristin Schmidt [Accessibility](#) [User Guide](#) [Logout](#)

Kristin Schmidt: Contact Info

[RETURN TO MY CFDA](#)

Contact Information | [Email Preference](#) | [Account](#)

[Save](#) [Return](#) * indicates a required field

Agency User Information

Edit your personal information

Title:
Fullname*:
First Name:
Middle Name:
Last Name:
Suffix:
Email*:
Phone:
Cell Phone:

AGENCY INFORMATION

Agency: General Services Administration

Office: Top Level

Role(s): Agency User

V. From the “Email Preferences” Tab users can set the frequency of the email notifications. The available options are: real time, daily or weekly.

Welcome, Kristin Schmidt [Accessibility](#) [User Guide](#) [Logout](#)

[new record]
RETURN TO MY PROFILE

Contact Information **Email Preference** Account

Save Return * indicates a required field

Alert Email Preference

Preference*: This setting applies to only alert emails when a program action occurs.
 Real time Daily Weekly

Save Return

VI. From the “Account” tab, users can change their Username and/or Password.

VII. Select “Save” to save and process updates to the form.

Welcome, Kristin Schmidt [Accessibility](#) [User Guide](#) [Logout](#)

Kristin Schmidt: Account
RETURN TO MY PROFILE

Contact Information Email Preference **Account**

Save Return * indicates a required field

Account Information

Username*: Used to login
KSAGENCY

Enter New Password:

Verify Password:

Save Return

3.2.3 Programs

There are seven sub-tabs on the “Programs” page.

- I. Open: Presents a list of “Draft” or “Rejected” Programs not viewable by the Public.
- II. Pending: Presents a list of pending Programs currently under review by GSA/OMB Analysts.
Note: These Programs cannot be edited by Agency users.
- III. Published: Presents a list of all active Programs currently “Published” and viewable by the Public.
- IV. All: Presents a list of all Programs, regardless of status, e.g., Published and Draft Programs.
Note: This section does NOT include Archived programs as they are inactive.
- V. Archived: Presents a list of all Programs currently Archived and not viewable by the Public.
- VI. Requests: Presents a list of all change requests submitted by the Agency User to be reviewed and processed by the GSA Analyst, (e.g., Title Changes).

VII. Historical Index: Provides a list of all Programs printed in the CFDA beginning with the 1965 edition and the subsequent action taken related to that program. Agency users have read-only access to the entire Index online. **Note:** If an error is identified, or you feel a Program is missing from the Index, please contact the Federal Service Desk (www.fsd.gov) for assistance.

VIII. More Search Fields: Provides additional search filters.

The screenshot shows the 'Programs' page on CFDA.gov. The navigation bar includes 'My CFDA', 'My Profile', 'Programs', and 'Regional Agency Offices'. The 'Programs' section has a 'RETURN TO PROGRAMS' link and a filter menu with options: 'Open', 'Pending', 'Published', 'All', 'Archived', 'Requests', and 'Historical Index'. Below the filters is a search area with a 'Keywords:' input field, a 'More Search Fields' button, and a 'Search' button. A table below the search area displays program information. Yellow arrows labeled I through VIII point to specific elements: I points to the 'Programs' header, II to the 'Keywords' input, III to the 'Historical Index' filter, IV to the 'More Search Fields' button, V to the 'Search' button, VI to the 'Program Title' column header, VII to the 'Historical Index' filter, and VIII to the 'More Search Fields' button.

| # ▲ | Program Title ▲ | Agency/Office ▼ | Date Submitted ▼ | Status ▼ |
|--------|-----------------|---------------------------------|------------------|----------|
| 39.019 | test | GENERAL SERVICES ADMINISTRATION | - | Draft |

IX. Less Search Fields: Removes the additional search filters.

3.2.4 Regional Agency Offices

- I. The “Regional Agency Offices” page provides a list of all Regional and Local Office Addresses currently viewable by the Public for the user’s registered Agency/Office.
- II. See section 3.4 for more information.
- III. **Note:** Any changes made when editing an Office address listing and/or creating a new office address listing will be reflected immediately on the Public interface.

3.3 Manage CFDA Programs

3.3.1 Create Program

- I. From any page on the system, a user can go to the upper navigation “Programs” button which takes the user to the “Programs” list.
- II. From the “Programs” list, use the “Add New Program” button, located at the bottom of the page, to initiate the stepwise process for creating a new Program.

My CFDA | My Profile | **Programs** | Regional Agency Offices

Welcome, M Submitter | Accessibility | User Guide | Logout

Programs

RETURN TO PROGRAMS

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

Keywords: [More Search Fields](#)

Items 1-11 of 11

| | # ▲ | Program Title ▲ | Agency/Office ▼ | Date Submitted ▼ | Status ▼ |
|--|--------|------------------------------------|---------------------------------|-----------------------|----------|
| | 39.025 | Clean Water | GENERAL SERVICES ADMINISTRATION | Apr 28, 2010 10:46 am | Pending |
| | 39.024 | Clean Water | GENERAL SERVICES ADMINISTRATION | Apr 27, 2010 9:43 pm | Pending |
| | 13 | Test Program for User Guide | GENERAL SERVICES ADMINISTRATION | May 07, 2009 10:32 am | Pending |
| | | Federal Citizen Information Center | GENERAL SERVICES ADMINISTRATION | Aug 06, 2009 11:22 am | Revised |

Items 1-11 of 11

III. Alternately, a user can use the quicklink “Create Program” on their homepage (My CFDA) to initiate a new Program.

My CFDA | My Profile | Programs | Regional Agency Offices

Welcome, M Submitter

My CFDA

Video Demonstrations NEW
[Windows Media Player](#) and the [GoToMeeting video codec](#) are required.

[Agency User Training Webinar April 2010](#)

Pending Actions
 0 [Rejected Program Submissions](#)

Quicklinks

- [Create Program](#)
- [Revise Program](#)
- [View/Edit Regional Agency Offices](#)

Statistics

- 5 [Published Programs](#)
- 9 [Open Programs](#)
- 11 [Pending Review Programs](#)
- 4 [Pending Requests](#)
- 2 [Archived Programs](#)

Announcements
 There are no announcements at this time.

Program Information Form

Note: Because of the length of the form, not all fields are shown in the manual screen shots. Agency Program Submitters should enter data requested in sequence as they scroll down the form. Fields will potentially appear conditionally as data is entered (e.g., if “Add Amendment” is selected, the system will open an additional section of applicable fields).

Some browsers may not display the form fields in the same way presented in this guide. The fields are structured to allow for a broad spectrum of browsers, and will be presented in the most robust manner for a user's system configuration. For optimal capabilities, Internet Explorer users should upgrade to version 6.0 or higher, and Firefox users should operate on version 2.0 or higher.

Note: For some fields, the public view of the program description will automatically display a predefined statement depending on the value selected. This statement will be displayed as a read-only note within the applicable section of the Program Form. For example, field 083 Credentials/Documentation displays a question pertaining to OMB Circular No A-87. There is a read-only note informing the user that a predefined statement will be displayed depending on the selection. It is important that users ensure they are not manually entering duplicate or contradictory information in the related free text fields.

Is OMB Circular No. A-87 requirements, "Cost Principles Applicable to Grants and Contracts with State and Local Governments," applicable?*

Note: The public view of this program will automatically display a predefined statement depending on the radio button selected. If 'Yes' is selected: "OMB Circular No. A-87 applies to this program." If 'No' is selected: "This program is excluded from coverage under OMB Circular No. A-87."

Yes No

Program Information - Step 1

The first step establishes the following fields for the Program. Required fields are marked with a red asterisk. **Note:** Program Number will be auto-assigned upon submission to the Analyst for review unless your agency manages its own numbering scheme. In that case, you will have an additional field to enter in the last three digits of the number; the first two digits are determined based on your registration.

- I. Federal Agency: This field will be preset based upon the user's registration. **Note: If your registered agency is hierarchical, you will need to select the appropriate agency/office (sub-agency) related to the program by clicking on the drop down.**
- II. 010 Title*: Enter the Title of the Program in this text field.
- III. 020 Popular Name: Enter the Popular Name(s) of the Program in this text field.

[New Program]

1 Step 1
2 Step 2
3 Step 3
4 Review

Program Information * indicates a required field

Federal Agency:
Department of Agriculture/Farm Service Agency

010 Title*:
Note: Program Number will be auto-assigned upon submission
Program Title

020 Popular Name:

Check Spelling

- IV. 040 Authorization*: ONLY the Act OR the Executive Order is required.
- Use the “Add Amendment” button to include unlimited Amendments to the Parent (original) Authorization.
 - Use the “Add Another Authorization” button to include unlimited Parent Authorizations.
 - Use the “Delete” button to remove the applicable Amendment or Authorization.

040 Authorization:

Note: For all authorizations/amendments, you must supply the Act or the Executive Order in order to continue

Act: **Executive Order:**

Title: **Part:** **Section:**

Public Law
Enter the 3 digit congress code and the public law number below
Congress: **Law Number:**

Statute
Volume: **Page:**

U.S.C
Title: **Section:**
If specifying a range, separate the sections with a hyphen (i.e. 23424-34244)

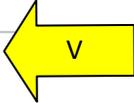
Amendments:
Add an amendment

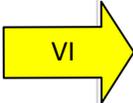
Add Amendment **Delete** **Add Another Authorization**

Yellow arrows labeled IV, a, b, and c point to the Act/Executive Order fields, the Add Amendment button, the Add Another Authorization button, and the Delete button respectively.

- V. 050 Objectives*: Enter the stated Objectives for the Program in this text field.
- VI. 060 Types of Assistance*: Select one or more Assistance Types for your Program using the hierarchical picklist. For the complete set of options available in the picklist, see the “Catalog of Federal Domestic Assistance Reference Manual for Agency Liaisons and Staff.”

050 Objectives*:

Test Objectives 

060 Types of Assistance*: 

[select]

| | |
|--|---|
| A - FORMULA GRANTS | B - Cooperative Agreements |
| B - PROJECT GRANTS | B - Cooperative Ag[...]cretionary Grants) |
| C - DIRECT PAYMENTS FOR A SPECIFIED USE | B - Project Grants |
| D - DIRECT PAYMENTS WITH UNRESTRICTED USE | B - Project Grants[...]cessing, Training) |
| E - DIRECT LOANS | B - Project Grants (Contracts) |
| F - GUARANTEED/INSURED LOANS | B - Project Grants[...]ents or Contracts) |
| G - INSURANCE | B - Project Grants[...]rative Agreements) |
| H - SALE, EXCHANGE[...] PROPERTY OR GOODS | B - Project Grants (Discretionary) |
| I - USE OF PROPERT[...]TIES, OR EQUIPMENT | B - Project Grants (Fellowships) |
| J - PROVISION OF SPECIALIZED SERVICES | B - Project Grants[...]ized under Section |
| K - ADVISORY SERVICES AND COUNSELING | B - Project Grants[...]lum, production of |
| L - DISSEMINATION OF TECHNICAL INFORMATION | B - Project Grants[...]pecified projects) |
| M - TRAINING | B - Project Grants[...]individual awards) |
| N - INVESTIGATION OF COMPLAINTS | B - Project Grants[...]ing travel grants) |
| O - FEDERAL EMPLOYMENT | B - Project Grants[...]nd outdoor recreat |

- VII. 070 Uses and Use Restrictions*: **Note:** Select “Not Applicable” if the requested information does not apply to your Program. If “Yes” is selected, users are required to provide more details in text fields.
- Describe how the assistance can potentially be used.*
 - Are there any specific restrictions placed upon the use of the assistance?*
 - Are there discretionary funds available?*
 - Are loans a type of assistance in this program?*

070 Uses and Use Restrictions ← VII

a → **Describe how assistance can potentially be used*:**

To fund training of users.

b → **Are there specific restrictions placed upon the use of the assistance?***

Yes Not Applicable

c → **Are there discretionary funds available?***

Yes Not Applicable

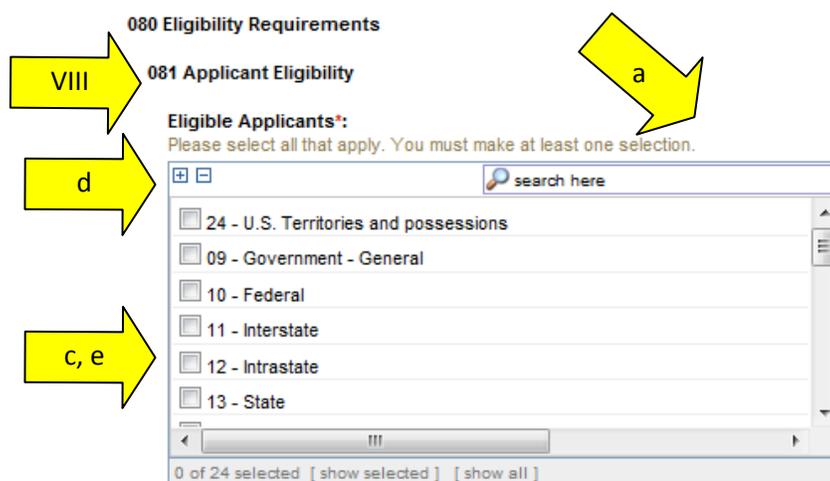
d → **Are loans a type of assistance in this program?***

Yes Not Applicable

VIII. 081 Applicant Eligibility*:

This section contains two required sub-fields: Eligible Applicants and Use of Assistance.

- a. Place the cursor in the field with the magnifying glass and type the number or text for target value. If you start to type part of a word found in a value, e.g., "state," the system will start to display factors with that value.
- b. **Note:** See the "Catalog of Federal Domestic Assistance Reference Manual for Agency Liaisons and Staff" for more details on the options available for eligibility requirements. If you believe the options provided are not sufficient or not applicable to your program, contact your Agency Coordinator.
- c. Use the check box feature to select/deselect individual values. **Please note that selecting ALL the eligibility categories that apply is extremely important when creating or revising a program.** You must check all the appropriate boxes in order for the public to search against the eligibility criteria. Even if the terms are included in the description under "Additional Information," the user must still check the boxes because the CFDA system indexes based on the categories SELECTED.
- d. Use the buttons to select all values or to deselect all previous selections.
- e. Use the check box feature to de-select previously selected values.

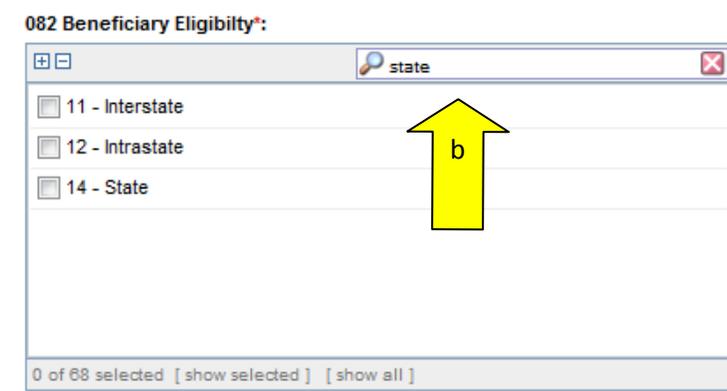


IX. **082 Beneficiary Eligibility*:**

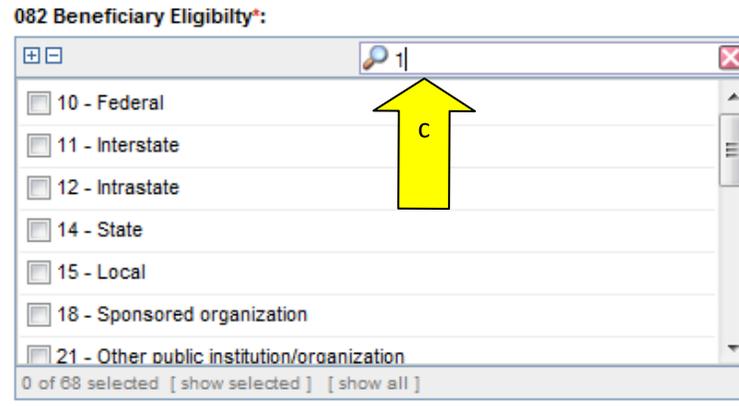
- a. Select one or more eligibility factors by using the check boxes next to the desired value. **Note:** The will select or de-select, respectively, all values in the window.



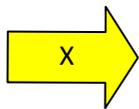
- b. Alternately, place the cursor in the field with the magnifying glass and type the number or text for target value. If you start to type part of a word found in a value, e.g., “state,” the system will start to display factors with that value.



- c. If you start to type the numeric code, the system will present codes containing that string of values.

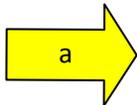


- X. 083 Credentials/Documentation*:
 - a. If the "Yes" radio button is selected, the user must provide an explanation in the text field.
 - b. If the "Yes" radio button is selected, the user must select either the "Yes" or "No" radio button for the subsequent question.

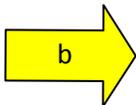


083 Credentials/Documentation

Are there credentials or documentation required?*
 Prior to, or along with, an application for assistance
 Yes No Credentials or documentation are required



Please explain*:



Is OMB Circular No. A-87 requirements, "Cost Principles Applicable to Grants and Contracts with State and Local Governments," applicable?*
 Note: The public view of this program will automatically display a predefined statement depending on the radio button selected. If 'Yes' is selected: "OMB Circular No. A-87 applies to this program." If 'No' is selected: "This program is excluded from coverage under OMB Circular No. A-87."
 Yes No

There are three options at the bottom of the form:

- I. Save & Finish Later: This option saves a Draft version of the Program for later edits/review by the user.

- II. Quit Process and Return: This option, if used when the Program was not previously saved as a Draft, means that the Program will not be saved, and will not appear on the Programs list.
- III. Save & Continue: This option saves all Program data entered and takes the user to Step Two in the process.

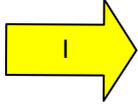
Program Information – Step 2

The second step establishes the following fields for the Program. Required fields are marked with a red asterisk.

- I. 091 Preapplication Coordination*: If the “Yes” radio button is selected, the user is required to address additional questions, with an optional text field to enter “Additional Information.”
- II. 092 Application Procedures
- III. 093 Award Procedure*

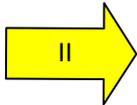
090 Application and Award Process

* indicates a required field

**091 Preapplication Coordination****Is any prior coordination or approval required with governmental or nongovernmental units prior to the submission of a formal application to the Federal funding agency?***

The public view of this program will automatically display a predefined statement depending on the radio button selected. If 'Yes' is selected: "Preapplication coordination is required." If 'Not Applicable' is selected: "Preapplication coordination is not applicable."

Yes Not Applicable

**092 Application Procedures****Does OMB Circular No. A-102 apply to this program?:**

Note: The public view of this program will automatically display a predefined statement depending on the radio button selected. If 'Yes' is selected: "OMB Circular No. A-102 applies to this program." If 'No' is selected: "This program is excluded from coverage under OMB Circular No. A-102."

Yes No

Does OMB Circular No. A-110 apply to this program?:

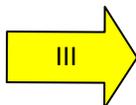
Note: The public view of this program will automatically display a predefined statement depending on the radio button selected. If 'Yes' is selected: "OMB Circular No. A-110 applies to this program." If 'No' is selected: "This program is excluded from coverage under OMB Circular No. A-110."

Yes No

Other Application Procedures:

You may manually enter in any other application procedures not found above

Check Spelling

**093 Award Procedure*:**

What are the basic procedural steps for awarding assistance

- IV. **094 Deadlines*:** If the "Yes" radio button is selected, a new section opens for the user to enter specific dates and details.
- Deadline Start Date* - Select the deadline start or fixed date by clicking on the "Select" button which will open a calendar widget.
 - Deadline End Date – If applicable, select the deadline end date by clicking on the "Select" button which will open a calendar widget. **Note:** You may leave this blank if the deadline is a fixed date.
 - Description - Provide specific deadline details in this text field, if desired.

- d. Click on the “Add New Deadline” button to enter additional Deadlines for the Program.
- e. Click on the “Delete” button to remove a particular Deadline.
- f. Other Deadline Information – Provide general Deadline information here, if desired.

094 Deadlines

IV → **Is a deadline for submission of application available?***

Yes Not Applicable Contact the headquarters or regional office, as appropriate for application deadlines

Click add new deadline to enter in specifics deadlines

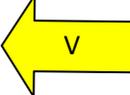
Deadline Start Date*: Enter the deadline start or fixed date **Deadline End Date:** You may leave blank if the deadline is one fixed date

Description: Optionally provide a description for this deadline

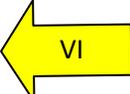
Other Deadline Information:

The screenshot shows a form for adding a new deadline. A yellow arrow labeled 'IV' points to the question 'Is a deadline for submission of application available?*' with radio button options. Below, a green box contains the 'Deadline Start Date*' and 'Deadline End Date*' fields, each with a 'Select' and 'Clear' button. A yellow arrow 'a' points to the 'Select' button for the start date, and a yellow arrow 'b' points to the 'Select' button for the end date. A yellow arrow 'c' points to the 'Description' text area. A yellow arrow 'e' points to the 'Delete' button. A yellow arrow 'd' points to the 'Add New Deadline' button. A yellow arrow 'f' points to the 'Other Deadline Information' text area. A 'Check Spelling' button is at the bottom.

- V. 095 Range of Approval/Disapproval Time*: To select a value, click on the arrow. If none of the time periods apply to your program, select “other” in the drop-down. You will then be required to enter additional information in the “Other Approval Information” text field.
- VI. 096 Appeals*: To select a value, click on the arrow. If none of the time periods apply to your program, select “other” in the drop-down. You will then be required to enter additional information in the “Other Approval Information” text field.
- VII. 097 Renewals*: To select a value, click on the arrow. If none of the time periods apply to your program, select “other” in the drop-down. You will then be required to enter additional information in the “Other Approval Information” text field.

095 Range of Approval/Disapproval Time*: 

Other Approval Information:

096 Appeals*: 

Other Appeals Information:

097 Renewals*: 

Other Renewals Information:

VIII. 100 Assistance Consideration:

- a. 101 Formula and Matching Requirements*: Note: If “yes” is selected for the question pertaining to matching requirements, users will be required to complete additional information. If none of the percentages in the drop-down apply to your program, select “other” from the drop-down. Users are then required to enter additional information in the “Other Matching Requirements Information” field.

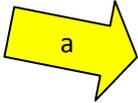
100 Assistance Consideration



101 Formula and Matching Requirements

Does this program have a statutory formula and/or administrative rule reference in the CFR?*

Yes No Not Applicable



Does this program have matching requirements?*

If 'No' is selected, the public view of this program will automatically display the followed predefined statement: "This program has no matching requirements."

Yes No Not Applicable

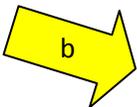
Select the Percentage Below*:

Other Matching Requirements Information:

Check Spelling

b. 102 Length and Time Phasing of Assistance*:

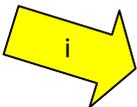
- i. Note: If "other" is selected for the sub-question pertaining to how the assistance is awarded/released, a text field will appear and users will be required to enter additional information.



102 Length and Time Phasing of Assistance

What period of time is the assistance normally available? Is there a restriction placed on the time permitted to spend the money awarded?*

Check Spelling



How is the assistance awarded and/or released?*

Enter Additional Information Below*:

Check Spelling

IX. 110 Post Assistance Requirements:

- a. 111 Reports*
- b. 112 Audits*
- c. 113 Records

IX → **110 Post Assistance Requirements**

111 Reports

Are reports required by the funding agency?*: ← **a**

Yes No Not Applicable

b → **112 Audits**

Are audits required for this program?*: Yes No Not Applicable

c → **113 Records:**

Describe what records the Federal agency requires the recipient to maintain and the time periods.

There are five options at the bottom of the form:



- I. Go Back: Return to the previous page, Step One
- II. Save & Finish Later: This option saves a Draft version of the Program for later edits/review by the user.
- III. Quit Process and Return: This option, if used when the Program was not previously saved as a Draft, means that the Step Two Program details entered will not be saved.
- IV. Delete Draft: If selected, the Draft Program will not be saved, and will not appear in the Programs list.
- V. Save & Continue: This option saves all Program data entered and takes the user to Step Three in the process.

Program Information - Step 3

- I. 120 Financial Information
- II. 121 Account Identification:
 - a. Enter 11-digit budget account code into the predefined format.
 - b. Optional Description text field.
 - c. Click "Add Another Identification Code" button to enter additional codes.

- d. Click the “Delete” button to remove a previously entered code.

120 Financial Information

121 Account Identification: ← I
Agency supplied 11-digit budget account codes

a → **Code*:**
Agency supplied 11-digit budget account code
[] - [] - [] - [] - []

b → **Description:**
Optionall add a description for this account number
[]

d → **Delete**

c → **Add Another Identification Code**

III. 122 Obligations:

- a. Recovery and Reinvestment Act Obligation field* indicates whether this Obligation for the Program is funded in whole or in part by the Recovery Act.
- b. Salaries and Expenses – If No, the user must select an Assistance Type by clicking on the arrow for the picklist.
- c. Enter whole dollar amounts per relevant Fiscal Year (Past, Current, Budget).
- d. Optionally, enter additional information in the text field.
- e. Click the “Add New Obligation” button to enter multiple Obligations.
- f. Click the “Delete” button to remove previously entered Obligations.

Obligations #1

Is this a Recovery and Reinvestment Act Obligation?
 Yes No

Is this obligation for salaries and expenses?*
 Yes No

Assistance Type*:
 PROJECT GRANTS/Project Grants

Past Fiscal Year: 2010 **Projection: 365,000,000** Enter estimate in whole dollar amounts

Actual: 506249465 Enter whole dollar amounts

Not Separately Identifiable Not Available Note: Must update this field by the end of the Fiscal Year

Current Fiscal Year: 2011 **Estimate:** 365000000 Enter estimate in whole dollar amounts

Not Separately Identifiable Estimate Not Available Note: Must update this field by the end of the Fiscal Year

Budget Fiscal Year: 2012 **Estimate:** 365000000 Enter estimate in whole dollar amounts

Not Separately Identifiable Estimate Not Available Note: Must update this field by the end of the Fiscal Year

Additional Information:
 Please enter any additional information related to this obligation

check spelling

Delete

- IV. 123 Range and Average of Financial Assistance
- V. 124 TAFS Codes: Unique Treasury Appropriation Fund Symbols
- For Programs with Recovery Obligations, click the “Add TAFS Code” button to enter applicable TAFS Code fields. Multiple codes may be entered.
 - Click the “Delete” button to remove a previously entered TAFS Code.
- VI. 130 Program Accomplishments*:
- If “Yes” radio button is selected, a section opens for the user to describe accomplishments per relevant Fiscal Year (Past, Current, Budget).
- VII. 140 Regulations, Guidelines, and Literature*:
- If “Yes” radio button is selected, user must provide a description in text field.



VI → **130 Program Accomplishments*:**
 Are there program accomplishments?
 Yes Not Applicable

VII → **140 Regulations, Guidelines, and Literature*:**
 Are there any regulations, guidelines and/or literature?
 Yes Not Applicable

-
- VIII. 151 Regional or Local Office*: Select “See Regional Agency Offices” radio button if the relevant Office address information is available to the Public in that listing.
 - IX. 152 Headquarters Office: Select an Existing or New Contact
 - a. Select an Existing Contact by clicking on the arrow in the dropdown; the user’s information will populate the subsequent contact fields.
 - b. Enter a New Contact by selecting “New Contact” from the dropdown. The following fields are required when entering a new contact: Full Name, Phone, Address (Street, City, State, Zip Code).
 - X. 153 Website
 - XI. 160 Related Programs*: If the “Yes” radio button is selected, user must select at least one related Program currently in the system.
 - a. Search and locate related Programs by placing the cursor in the field with the magnifying glass and type the number or text for target value. If you start to type part of a word found in a value, e.g., “pollution,” the system will start to display Programs with that value.

XI → **160 Related Programs*:**
 Are there any related programs?
 Yes Not Applicable

a → **Please choose related programs*:**

Pollution

- 66.001 - Air Pollution Control Program Support
- 66.419 - Water Pollution Control State, Interstate, and Tribal P
- 66.708 - Pollution Prevention Grants Program

- b. If you start to type part of the Program Number, the system will present Programs containing that string of values.

160 Related Programs*:

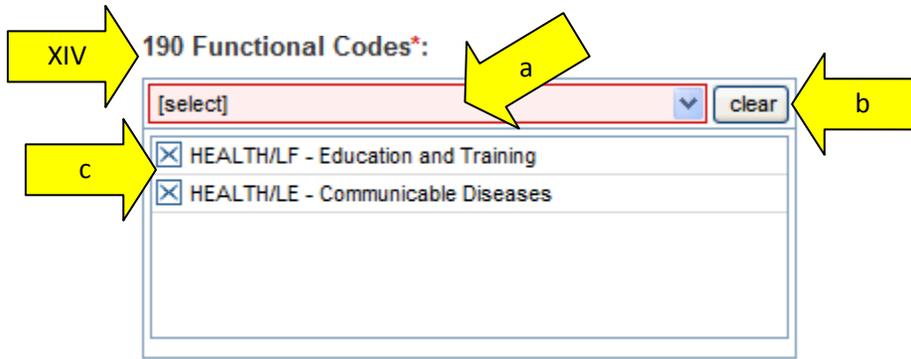
Are there any related programs?

Yes Not Applicable

Please choose related programs*:

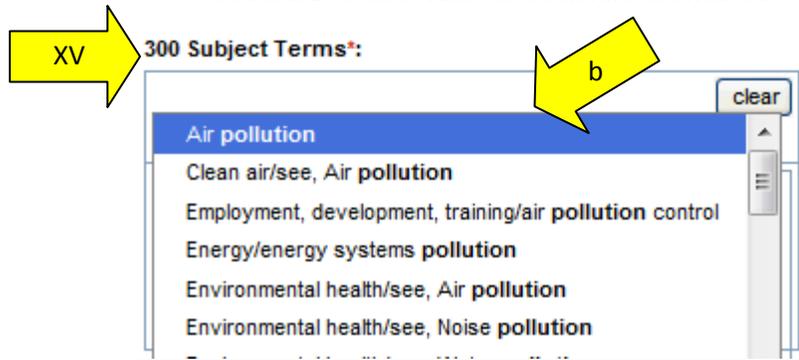


- XII. 170 Examples of Funded Projects*: If the “Yes” radio button is selected, a new section opens for the user to enter Program descriptions per relevant Fiscal Year.
- XIII. 180 Criteria for Selecting Proposals*: If the “Yes” radio button is selected, a new required section opens for the user to describe the criteria.
- XIV. 190 Functional Codes*:
 - a. Place cursor over the “select” field to produce drop-down of available Functional Codes. Select one or more Codes that apply to your Program. **Note:** When the Public searches for Programs based on the Functional Code(s) entered here, the results will include your Program. Therefore, **it is very important** that you select ALL of the values that apply to your program. For the complete set of options available in the picklist, see the “Catalog of Federal Domestic Assistance Reference Manual for Agency Liaisons and Staff.”
 - b. Use the “Clear” button to remove all selections.
 - c. Use the check box feature to de-select individual Code selections.

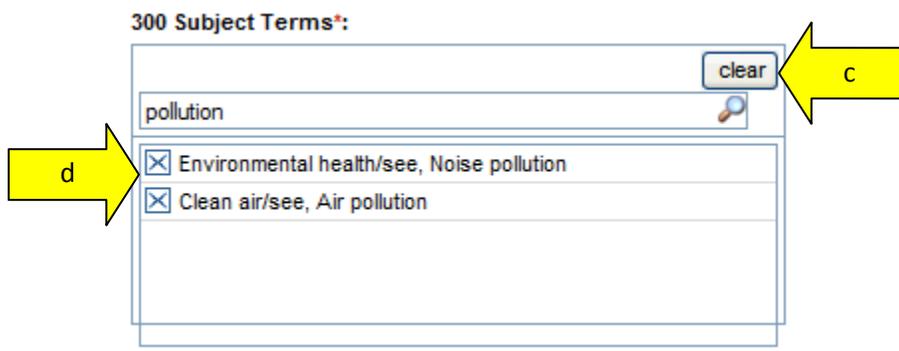


- XV. 300 Subject Terms*:
 - a. Place cursor over the “select” field to produce keyword search.

- b. Search and locate one or more terms related to your Program by placing the cursor in the field with the magnifying glass and typing in the desired text. If you start to type part of a word found in an existing value, e.g., “pollution,” the system will start to display Programs with that value. **Note:** When the Public searches for Programs based on the Subject Terms entered here, the results will include your Program. Therefore, **it is very important** that you select ALL of the values that apply to your program. For the complete set of options available in the picklist, see the “Catalog of Federal Domestic Assistance Reference Manual for Agency Liaisons and Staff.”



- c. Use the “Clear” button to remove all selections.
d. Use the check box feature to de-select individual Code selections.



There are five options at the bottom of the form:

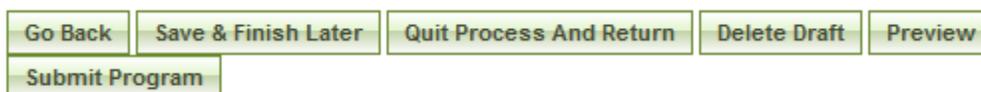


- I. Go Back: Return to the previous page, Step Two.
- II. Save & Finish Later: This option saves a Draft version of the Program for later edits/review by the user.
- III. Quit Process and Return: This option, if used when the Program was not previously saved as a Draft, means that the Step Three Program details entered will not be saved.
- IV. Delete Draft: If selected, the Draft Program will not be saved, and will not appear in the Programs list.

- V. Save & Continue: This option saves all Program data entered and takes the user to Step Four (Review) in the process.

Program Information – Step 4 - Review

There are six options at the top and bottom of this page:



- I. Go Back: Return to the previous page, Step Three.
- II. Save & Finish Later: This option saves a Draft version of the Program for later edits/review/submission by the user.
- III. Quit Process and Return: This option, if used when the Program was not previously saved as a Draft, means that the Program details entered will not be saved.
- IV. Delete Draft: If selected, the Draft Program will not be saved, and will not appear in the Programs list.
- V. Preview: This option opens a new window and shows the user how the Program Information will be displayed to the Public. **It is very important** that you review the public preview of the program for accuracy and completeness.
- VI. Submit Program: Click this button to send the Program submission to the GSA Analyst for Approval.
- If submitted, a separate window will open prompting the user to provide a submission note explaining the reason for creating this new Program. **Note**: This note will be visible to the GSA and OMB Analysts.
 - Click the “Submit” button to submit the Program and Note to the Analyst.
 - Click the “cancel” button to close the window and return to the Review step.

Please add a note to the analyst with your submission ✕

Subject: * indicates a required field
 Please provide a submission note explaining the reason for creating this program

Submission Note

Reason*:

↓ **b**
↓ **c**

- d. The user will see a confirmation page if the submission was successful. In addition, the user will receive email confirmation to the email address in their profile.

Programs

1 Step 1

2 Step 2

3 Step 3

4 Review

Program Submitted: Your program has been successfully submitted for review!

↓ **d**

3.3.2 Revise Published Program

- I. From any page on the system, a user can go to the upper navigation “Programs” button which takes the user to the “Programs” list.
- II. Alternately, a user can click on the “Revise Program” quicklink located on the MyCFDA page.

Quicklinks

- [Create Program](#)
- [Revise Program](#)

← **II**

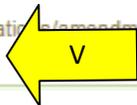
A pop-up will appear for the user to choose the Program to revise. This option is best if you know the Program Number or Title. Place the cursor in the field with the magnifying glass and type the number or text for target value.

- III. Note: Published programs may be sorted by Number, Title, Agency/Office, and Submitted Date by clicking on the arrows in the header of each column.
- IV. Click on the “Revise”  icon next to the desired Program to open a Draft version of the Published Program.
- V. **IMPORTANT NOTE:** The first time that a user revises a Program imported from the legacy system, he/she will need to complete/update any fields that did not match with the previous format. However, users will be able to view the imported data by clicking on the “View Imported Data” link located within each applicable section. The imported data will then be displayed on the screen for users to review and/or copy and paste into the new form field. **The imported data CANNOT BE EDITED;** it is provided as a point of reference only to assist with completing the new program form. Also, not all data from the legacy system will correlate to the new program form, i.e. several fields that were previously free text fields are now drop-downs. Use the imported data view to help determine the appropriate selection in the drop-downs.

040 Authorization:

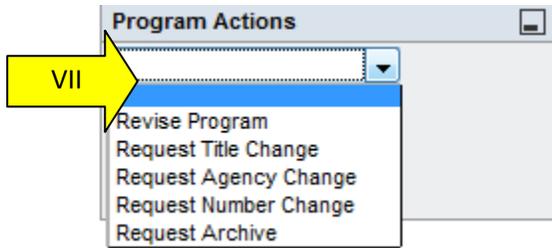
Note: For all authorization , you must supply the Act or the Executive Order in order to continue

[View Imported Data](#)

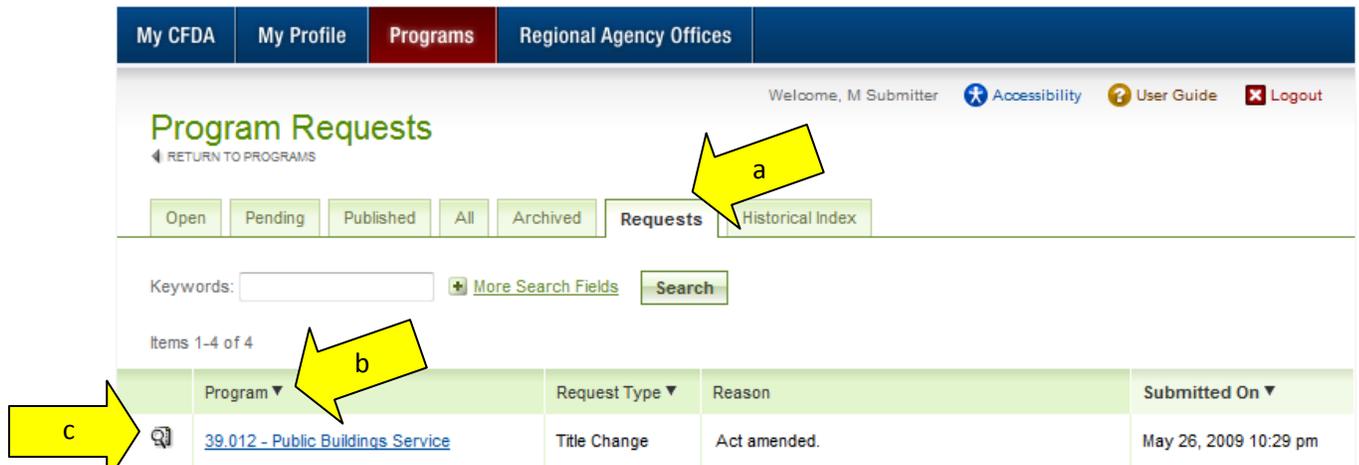


- VI. Review the “Program Information” entered on Step 1 of the form; make any necessary changes/corrections.
- VII. **Note:** Some changes are managed separately for already published Programs, including Title, Number, Agency, and Archive. To request one of these changes, click on the “View”

icon from the Program listing. On the right hand side, under “Program Actions,” select the appropriate action. You will be required to enter a Note to the Analyst at this time.



- a. Once a change request is submitted, the request will be found under the sub-tab “Requests” within the Programs section. Note: Users cannot submit the same change request until the previous request has been processed. For example, if you submitted a Title Change Request, the system will not permit a second Title Change request until the first one is resolved.
- b. Requests can be sorted by Program, Type and Date Submitted by clicking on the down arrow at the top of each column.
- c. Click on the “view” icon to view the change request.



- d. Click on the Program Name to open up the currently Published version of the Program.
- e. The right sidebar will now include the following:
 - i. “Pending Requests” section with a hyperlink to the actual request



1. Click on the link “Title Change” for example, to view the request details:

2. Click "Return" to go back to the Requests lists sub-tab.
3. Click on the "Related Program" link in the right sidebar to go back to the Program view.

ii. Action History

iii. Notes depicting the message submitted to the Analyst for consideration.

VIII. Once Step 1 of the form is revised, click "Save & Continue" at the bottom of the page to continue to Step 2. Note: If you click "Quit Process and Return" or "Delete Draft," your recent changes will not be saved.

- IX. **IMPORTANT NOTE:** If you jump forward or backward to a step in the process by clicking on the numbered steps in the left-hand side, YOUR CHANGES WILL NOT BE SAVED. You MUST click “Save & Continue” to save any changes.



- X. Review the “Program Information” found on Step 2 of the form; make any necessary changes/corrections.
- XI. Once Step 2 of the form is revised, click “Save & Continue” at the bottom of the page to continue to Step 3. Note: If you click “Quit Process and Return” or “Delete Draft,” your recent changes will not be saved. You can click “Go Back” to return to Step 1.
- XII. Review the “Program Information” found on Step 3 of the form; make any necessary changes/corrections.
- XIII. Once Step 3 of the form is revised, click “Save & Continue” at the bottom of the page to continue to Step 4. Note: If you click “Quit Process and Return” or “Delete Draft,” your recent changes will not be saved. You can click “Go Back” to return to Step 2.
- XIV. Step 4 is the review step.
- Click on “Preview” to see how the public will view the Program.
 - Click on “Go Back” to return to Step 3.
 - Click on “Save & Finish Later” to keep in Draft format for later revision.
 - Click “Submit Revised Program” to send the Draft Revised Program to the Analyst for review/publish. Provide a note to the Analyst indicating the reason for the changes. Note: Once you click Submit, the Program may be viewed only under the “Pending” sub-tab of the Programs page.
- XV. The Analyst will then review the Program and provide feedback if necessary and/or send to OMB for review. Once approved, the Analyst will “Publish” the Program which will move the Program to the “Published” sub-tab and it will be visible to the public. Note: Once a revision has been published, the previous version will still be accessible on the Programs “All” sub-tab, but will be labeled a “Past Version” in the Status column.

3.3.3 Review/Edit Open Program

- I. From any page on the system, a user can go to the upper navigation “Programs” button which takes the user to the “Programs” list.
- II. To edit/review a Draft or Rejected Program, navigate to the “Open” sub-tab; click on the “View” icon  next to the desired Program which will open the Program form.



The screenshot shows the CFDA.gov interface. At the top, there is a navigation bar with buttons for 'My CFDA', 'My Profile', 'Programs', and 'Regional Agency Offices'. The 'Programs' button is highlighted with a yellow arrow labeled 'I'. Below the navigation bar, there is a header for 'Programs' with a 'RETURN TO PROGRAMS' link. A sub-tab menu contains 'Open', 'Pending', 'Published', 'All', 'Archived', 'Requests', and 'Historical Index'. The 'Open' sub-tab is highlighted with a yellow arrow labeled 'II'. Below the sub-tab menu, there is a search bar with a 'Keywords' field, a 'More Search Fields' link, and a 'Search' button. Below the search bar, there is a table with the following data:

| | # ▲ | Program Title ▲ | Agency/Office ▼ | Date Submitted ▼ | Status ▼ |
|---|--------|-----------------|---------------------------------|------------------|----------|
|  | 39.019 | test | GENERAL SERVICES ADMINISTRATION | - | Draft |

- III. Complete the Program Information forms according to the instructions outlined in section 3.3.1 Create Program.
- IV. **IMPORTANT NOTE:** If you jump forward or backward to a step in the process by clicking on the numbered steps in the left-hand side, YOUR CHANGES WILL NOT BE SAVED. You MUST click “Save & Continue” to save any changes.

- 1 Step 1
- 2 Step 2
- 3 Step 3
- 4 Review

3.3.4 Review Pending Programs

- I. From any page on the system, a user can go to the upper navigation “Programs” button which takes the user to the “Programs” list.
- II. Click on the “Pending” sub-tab to open list of Pending Programs submitted to the Analyst for review. **Note:** Users are not able to edit “Pending” Programs. If you need to recall a program, contact the Federal Service Desk (www.fsd.gov) for assistance.

- III. To review a Pending Program, click on the “View” icon  next to the desired Program which will open the Program Information form.
- IV. All pages of the Program Information form will display Program History in the right sidebar, including: Date Created, Action History, Program History, and Notes.

| | |
|------------------------|--------------------------------------|
| CFDA INFO | |
| Created: | March 25, 2009 8:01 pm |
| By: | M Test Submitter |
| PROGRAM ACTIONS | |
| <u>Action History</u> | |
| Apr 20, 2009 10:01 am | Program Revised (M Test Submitter) |
| Mar 25, 2009 6:07 pm | Program Published (M Analyst) |
| Mar 25, 2009 5:14 pm | Program Submitted (M Test Submitter) |
| PROGRAM HISTORY | |
| Original Program: | Mar 25, 2009 5:14 pm |
| Revised Program | |
| NOTES | |
| M Test Submitter | Apr 20, 09 - 10:01 |
| Revision Note | |

- V. To review specific Steps in the form, click on the Step buttons located in the left-hand side.
- VI. There are three options on this page:
 - a. Preview - This option shows the user how the Program Information will be displayed to the Public. Click “Close” within the view to return to the previous page of the Program.
 - b. Print - This option will open a separate window with a printer-friendly version.
 - c. Return – This option will return the user to the Pending Programs sub-tab.

3.3.5 Review All Programs

- I. From any page on the system, a user can go to the upper navigation “Programs” button which takes the user to the “Programs” list.
- II. Click on the “All” sub-tab to view a list of all active Programs, including: Published, Open, and Pending. **Note:** Archived Programs are inactive and will not be listed here.
- III. Programs may be sorted by Number, Title, Agency/Office, Status, and Submitted Date by clicking on the arrows in the header of each column

3.3.6 Review Archived Programs

- I. From any page on the system, a user can go to the upper navigation “Programs” button which takes the user to the “Programs” list.
- II. Click on the “Archived” sub-tab to view a list of all archived (inactive) Programs.

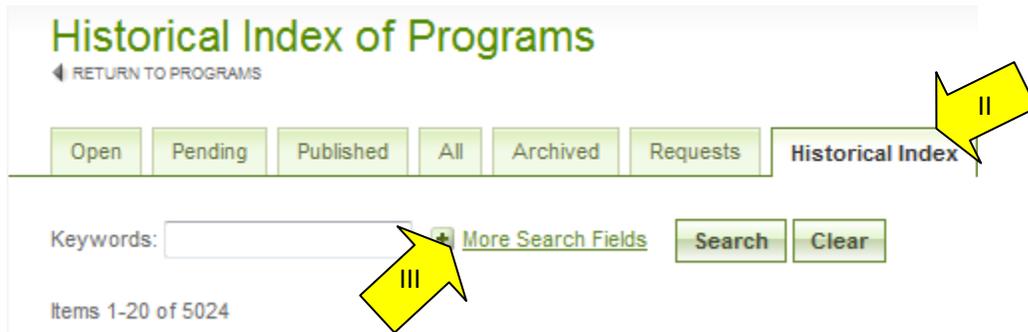
3.4 Historical Index of Programs

The “Historical Index” page provides a list of all programs printed in the CFDA beginning with the 1965 edition and the subsequent action taken related to that program. For the years 1965, 1967, and 1969 the programs did not have numbers. They were identified only by their titles. Therefore, the first part of each agency listing shows programs by their title if they were in existence before 1970. The program numbering system was instituted in 1970.

The first line shows the number and title of the program when it was added to the Catalog. The second and subsequent lines show the year the program was added and any additional transactions, e.g., title changes, transfers, deletes, consolidations, agency reorganizations, number changes, etc., that may have followed.

The alphabet B or U that follows a given year, indicates the transaction was made either in the basic (B) or the update (U) publication of the Catalog. In some instances, there is also a U1 and U2 behind the year. The U1 and U2 are the first and second updates respectively, published that year.

- I. From any page on the system, a user can go to the upper navigation “Programs” button which takes the user to the “Programs” list.
- II. Click on the “Historical Index” sub-tab to view a read-only listing of ALL programs published in the CFDA beginning with the 1965 edition.
- III. Click on the “More Search Fields” link to access Search Filters to help locate specific program records in the Index.



- IV. Use the search filters to locate specific Programs based on the following criteria:
 - a. Keywords - This filter will search program numbers, titles and actions for the number(s) or letter(s) entered. For example, type in 10.001 and click search to locate any program records associated with that number.

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

Keywords: [Less Search Fields](#)

Type: Title Change Number Change Archived Reinstated

Agency:

Year: to

Items 1-3 of 3

| Program # ▼ | Agency/Office ▼ |
|--|---------------------------|
| 10.001 | Department Of Agriculture |
| 1965 (B): Agricultural Research Service | |
| 1969 (B): Agricultural Research_Basic and Applied Research | |
| 1978 (B): Number changed to 10.875 | |
| 1981 (U): Number changed from 10.875 | |
| 2009: Number changed from 39.007 | |
| 2009: Archived | |
| 2009: Archived | |
| 2009: Reinstated | |
| 10.875 | Department Of Agriculture |
| 1978 (B): Agricultural Research_Basic and Applied Research | |
| 1978 (B): Number changed from 10.001 | |
| 1981 (U): Number changed to 10.001 | |

- b. Type - You can locate programs based on specific type(s) of program actions:
- Title Change – This filter will locate programs that have undergone a program title change in their history.
 - Number Change – This filter will locate programs that have undergone a program number change in their history.
 - Archived – This filter will locate programs that have been archived at any point in their history, i.e. inactivated.
 - Reinstated – This filter will locate programs that have been reinstated at any point in their history, i.e. activated.
- c. Agency - Use this filter to locate programs associated with specific Agencies.
- d. Year – Use this filter to locate programs based on the date action occurred. For example, to view all programs with a specific action recorded in 2008 (such as Archived, Title Changed, etc.), select 2008 in the Year drop-downs by clicking on the arrows. Note: You must select the desired year in both fields.

- V. Users can sort the columns based on Program Number and Agency/Office by clicking on the column headers with the black arrows.
- VI. If an error is identified, or you feel a Program is missing from the Index, please contact the Federal Service Desk (www.fsd.gov) for assistance.

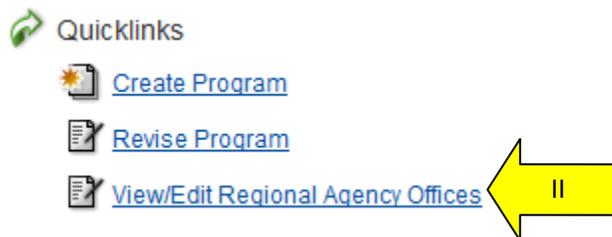
| Program # | Agency/Office |
|---|---------------------------|
| None Assigned | Department Of Agriculture |
| 1965 (B): Agricultural Stabilization Programs | |
| 1969 (B): Agricultural Production Stabilization | |
| 1970 (B): Archived | |

3.5 Regional Agency Offices (formerly Appendix IV)

The Regional Agency Offices section of the site provides a list of all Regional and Local Offices as entered by the Agency users for public reference. Note: This section is called Appendix IV in the 2008 print edition.

3.5.1 Review Regional Agency Offices

- I. From any page on the system, a user can go to the upper navigation “Regional Agency Offices” button which takes the user to the list of Regional and Local Offices for their registered Agency.
- II. Alternately, users can click on the “View/Edit Regional Agency Offices” quicklink located on the homepage (My CFDA).



- III. Regional Agency Office listings can be sorted by Name, City, State, and Zip code by clicking on the black down arrow at the top of the desired column.
- IV. To view the details for a particular Agency/Office listing, click on the “view” icon next to the desired office listing.



- V. Users have two main options from this page:

- a. Click “Edit” to modify the details for this office list.
- b. Click “Return” to go back to the Regional Agency Offices list.

3.5.2 Edit Regional Agency Offices

- I. From any page on the system, a user can go to the upper navigation “Regional Agency Offices” button which takes the user to the list of Regional and Local Offices for their registered Agency.
- II. Alternately, users can click on the “View/Edit Regional Agency Offices” quicklink located on the homepage (My CFDA).

- III. Regional Agency Offices listings can be sorted by Name, City, State, and Zip code by clicking on the black down arrow at the top of the desired column.
- IV. To edit details for a particular Agency/Office listing, click on the “edit” icon next to the desired office listing.

CATALOG of FEDERAL DOMESTIC ASSISTANCE

My CFDA | My Profile | Programs | **Regional Agency Offices**

Welcome, Submitter - GENERAL SERVICES ADMINISTRATION | Accessibility | Logout

Regional Agency Offices

RETURN TO CFDA

Keywords: [More Search Fields](#)

Items 1-20 of 29 | Showing 20 per page | Jump 1 | [Next >](#)

| | Name ▼ | Street | City ▼ | State ▼ | Zip ▼ | Phone |
|--|---------------------------------|---|-----------|----------|-------|----------------|
| | GENERAL SERVICES ADMINISTRATION | General Services Administration Small Business Center (9ADB-L) | | | | |
| | GENERAL SERVICES ADMINISTRATION | General Services Administration Federal Supply Ser... | Arlington | Virginia | 22202 | (703) 605-5610 |

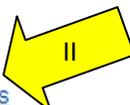
- V. Make any necessary changes to the form:
- Click "Return" to go back to the "view" page for this office listing. **Note:** This option does NOT save changes made.
 - Click "Save" or "Submit" to save your changes which will be reflected immediately.

3.5.3 Add New Regional Agency Office

- I. From any page on the system, a user can go to the upper navigation “Regional Agency Offices” button which takes the user to the list of Regional and Local Offices for their registered Agency.
- II. Alternately, users can click on the “View/Edit Regional Agency Offices” quicklink located on the homepage (My CFDA).

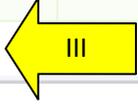
 Quicklinks

-  [Create Program](#)
-  [Revise Program](#)
-  [View/Edit Regional Agency Offices](#)



- III. Scroll to the bottom of the page and click on “Create New Address” button.

| | | | | | | |
|------------------------------------|---------------------------------|--|----------|---------------------|-------|---|
| | GENERAL SERVICES ADMINISTRATION | (Northeast and Caribbean Region - New Jersey, New York, P... | New York | New York | 10278 | (212) 264-1234 (212) 264-2760 FAX |
| Create New Address | | | | Showing 20 per page | | Jump 1 Next > |



- IV. Complete required fields and click “Save” or “Submit” to save the new entry which will be reflected immediately.

[new regional agency office]

[RETURN](#) [RETURN TO LIST \(REGIONAL AGENCY OFFICES\)](#)

[Submit](#) [Save](#) [Return](#) * indicates a required field

Regional Agency Office
Please fill out all the required fields below

Agency*:

Division:

Branch:

State/Region:

Sub-branch:

Phone*:

Address: Street:

City:

State:

Zip:

Country:

[Submit](#) [Save](#) [Return](#)

