



CFDA: OMB REVIEWER GUIDE 2.0

Updated: 02/11/2011

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1 System Overview

The 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
- Agency Regional and Local Offices
- General Information
- Privacy Statement

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

- **Agency User:**
 - Maintain account profile. Agency Users can be registered at the Agency or the sub-agency level
 - Create New Programs (The "create" right is managed by Agency Coordinator)
 - Revise Existing Programs (The "edit" right is managed by Agency Coordinator)
 - Submit Programs to GSA for review (The "submit" right is managed by Agency Coordinator)
 - Submit Program Edit/Archive Request 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/Revise Programs submitted 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 Agencies/Subagencies, and submit to GSA Analyst for publication
 - 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 as in 2008 Print Edition) 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.cfda.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



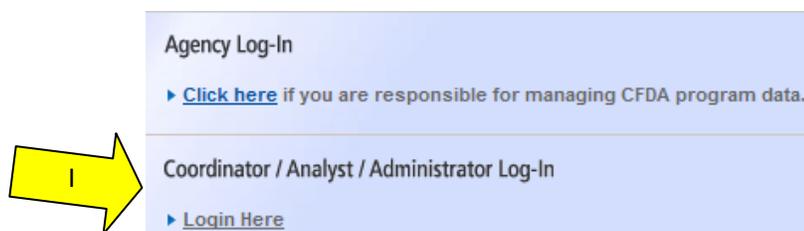
2.3 Logging into the System

2.3.1 New Accounts

- I. OMB Reviewer accounts are created by a CFDA Super User with the approval of the OMB Administrator responsible for managing their CFDA accounts.
- II. Submit a request to the Federal Service Desk (www.fsd.gov).
- III. When new accounts are created, the system will send a confirmation email to the email address in the user profile informing the user that they may now login to the system.

2.3.2 Returning Users

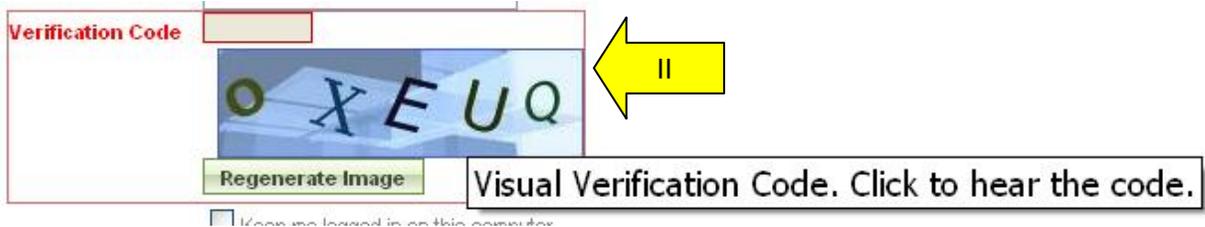
- I. Navigate to <https://www.cfda.gov> and click on the “Login Here” link within the “Coordinator / Analyst / Administrator” section.
- II. Enter your Username and Password in the designated fields and click Go.





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.



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 OMB Analyst 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 OMB Analyst's secured interface appears in the left sidebar of the user's page. Using this navigation, users can move between the following key navigational elements:
 - Home
 - Programs
 - Regional Agency Offices
 - Historical Index
 - My Account

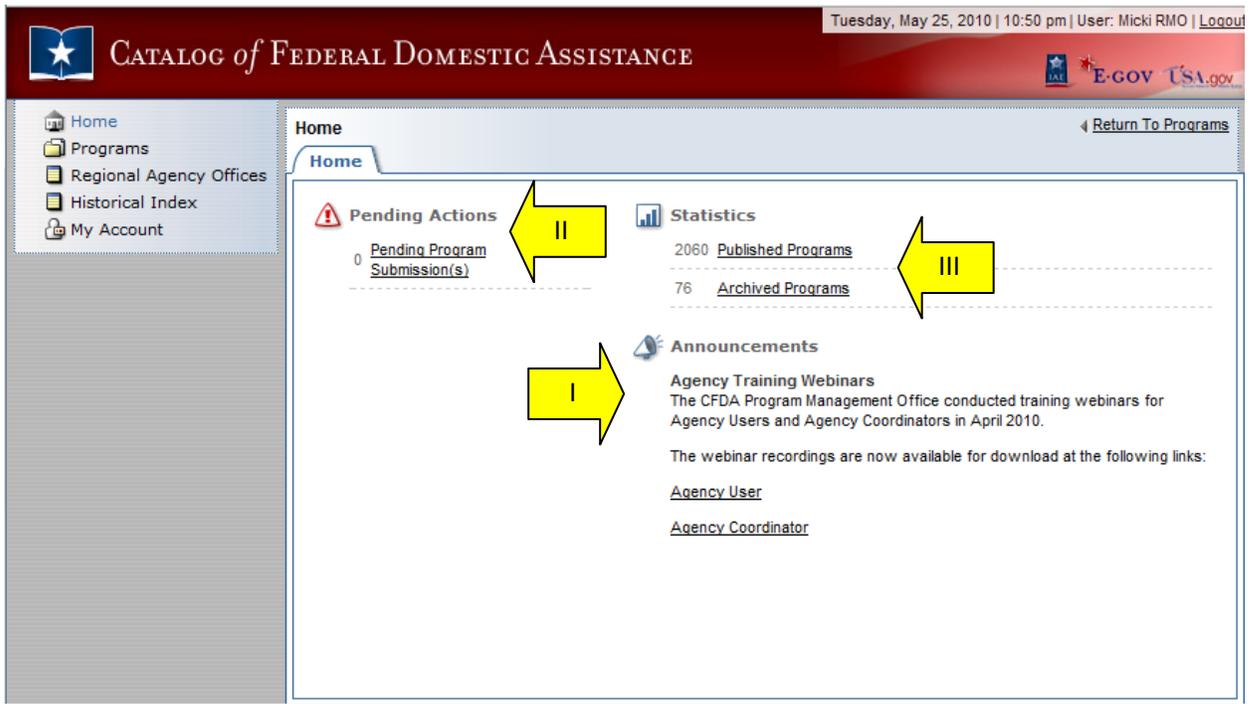
Note: A blue, versus black, background highlights the user's most recent navigational selection.



3.2.1 Home

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

- I. Announcements: System Announcements posted for the user's reference.
- II. Pending Actions: Tally of the pending actions, (e.g., number of Pending Program Submissions in need of review) for your assigned agency.
- III. Statistics: Tally of the Published and Archived Programs.



3.2.2 My Account

- I. There are three sub-tabs on the user’s “My Account” page (which are tied to an account profile). On these sub-tabs, the user is able to update their personal contact information, email preferences and account data.
- II. Agency, Office, and Role information is shown on the right section of the page.
- III. From the “Contact Information” tab, select the “Edit” button to modify contact fields.



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

Kristin Schmidt: Contact Info

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

Symplicity User Information
 Edit your personal information

Title:

Fullname*:

First Name:

Middle Name:

Last Name:

Suffix:

Email*:

Phone:

Cell Phone:

Fax:

Address:

City*:

State*:

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

[new record]

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

Alert Email Preference

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

Real time
 Daily
 Weekly

- VI. From the “Account” tab, users can change their Username and/or Password.
- VII. Select “Save” to save and process updates to the form.

3.2.3 Programs

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

- I. Pending: Presents a list of pending Programs currently under review by either GSA or OMB Analysts. **Note**: These programs cannot be edited by Agency Users.
- II. Published: Presents a list of **all** active Programs currently “Published” and viewable by the Public.
- III. All: Presents a list of all Programs, regardless of status, e.g., Published, Rejected, Draft, Past Version (previously published version that has since been replaced with a newer version) Programs. **Note**: This section does NOT include Archived programs as they are inactive.
- IV. Archived: Presents a list of all inactive Programs currently archived and not viewable by the Public.
- V. 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, Number changes, Agency Changes, Archives).
- VI. More/Less Search Fields: Displays or hides additional search filters.

3.2.4 Regional Agency Offices

- I. The “Regional Agency Offices” page provides a read-only list of all Regional and Local Office Addresses currently visible to the Public.
- II. Each Agency is responsible for managing their respective entries.

3.2.5 Historical Index

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. See section 3.6 for additional information.

3.3 Review Programs

3.3.1 Pending Programs

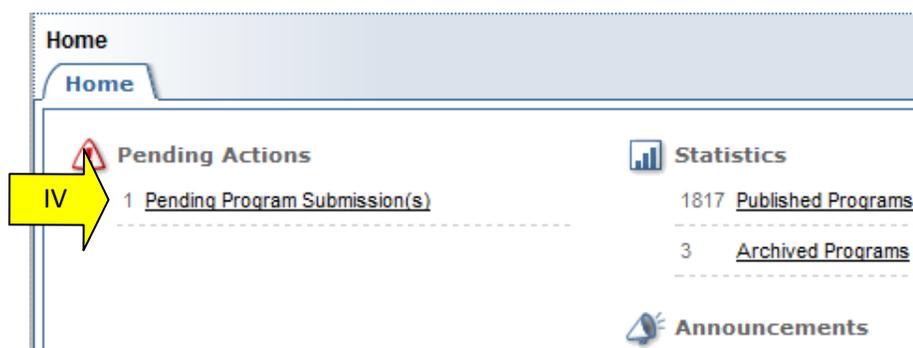
- I. From any page on the system, a user can go to the left navigation “Programs” link which takes the user to the “Programs” list.
- II. From the “Programs” list, click on the “Pending” sub-tab to view a list of programs submitted for review by the Agency User.
- III. **Note:** The Pending Programs tab will ONLY display programs associated with the OMB user’s assigned Agency/Sub-agency. Each OMB user is assigned one or more agency/sub-agency in their account profile. Contact your OMB Administrator with any questions on your assignment.



A screenshot of the 'Programs' page. The page title is 'Programs' and there is a 'Return To Home' link. Below the title are tabs for 'Pending', 'Published', 'All', 'Archived', and 'Requests'. A yellow arrow with the number '2' points to the 'Pending' tab. Below the tabs is a search bar with 'Keywords:' and buttons for 'More Search Fields', 'Search', and 'Clear'. Below the search bar is a table with the following data:

Batch Options		Results: Items 1-1 of 1						
	#	Program Title	Agency/Office	Date Submitted	Modified on	Status	Last Action	
<input type="checkbox"/>	39.016	Test 23	GENERAL SERVICES ADMINISTRATION	May 25, 2009 8:53 pm	Jun 23, 2009 5:17 pm	Pending	On Jun 23, 2009 7:49 pm: OMB Review Period Extended	

- IV. Alternately, a user can use the quicklink “Pending Program Submission(s)” on their homepage under the “Pending Actions” section.



- V. Programs may be sorted by Number, Title, Agency/Office, Status, Date Submitted, and Modified Date by clicking on the arrows in the header of each column.
- VI. Click on “More Search Fields” link to access additional search filters.
 - a. Keywords
 - b. Agency
 - c. Status
 - i. Pending – Pending programs are programs that are being submitted for the first time in the CFDA for review and publication.
 - ii. Revised – Revised programs are programs that are currently published and a revision has been submitted for review. Note: Once a revision has been published, the previous version will still be visible, but will be labeled as a “Past Version” in the system.
 - d. Date Submitted – This filter searches programs based on the FIRST submission of the program to the CFDA.
 - e. Date Modified – This filter searches programs based on any submission dates AFTER that occurred AFTER the initial submission of the program to the CFDA.
- VII. To review a Pending Program, click on the “View” icon  next to the desired Program which will open the Program Information form.



VIII. All pages of the Program Information form will display the Program History in the right sidebar, including: Date Created/Modified, Action History, Pending Change Requests, and associated Notes.

CFDA Info	
Created:	May 25, 2009 8:49 pm
By:	M Test AgencyCoordinator
Modified:	June 23, 2009 5:17 pm
By:	M Analyst

Program Actions	
<p>Action History</p> <p>Jun 23, 2009 7:49 pm OMB Review Period Extended (M Test OMB)</p> <p>Jun 16, 2009 10:10 am Program Sent To OMB (M Analyst)</p> <p>May 25, 2009 8:53 pm Program Submitted (M Test AgencyCoordinator)</p>	

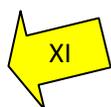
Notes	
M Test OMB OMB Review Extension testing expiration	Jun 23, 09 - 19:49
M Analyst Sending To OMB extension test	Jun 23, 09 - 17:17
M Test AgencyCoordinator Submission Note Test	May 25, 09 - 20:53

IX. To navigate directly to a specific step in the form, click on the Step buttons located in the left-hand side.

- X. There are four main options on this page:
- 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.
 - Print – This option will open a separate window with a printer-friendly version.
 - Edit – This option allows the user to edit the program details, except for Agency/Office and Program Number. See section 3.4.1 for more information on editing pending programs.
 - Return – This option will return the user to the Pending Programs sub-tab.

The screenshot displays a web interface for reviewing a program. At the top, a green note box with a lightbulb icon states: "Note: This program is pending review/approval. You may make changes by clicking the 'edit' button and modifying the program." Below the note are four buttons: "Preview", "Print", "Edit", and "Return". A yellow arrow with an 'X' points to the "Edit" button. The main content area is titled "Program Information" and lists details for a program from the "Federal Agency: GENERAL SERVICES ADMINISTRATION". The "010 Title:" is "Test 23". The "Agency Number:" is "39" and the "Number:" is "016". On the right sidebar, there are two sections: "CFDA Info" and "Program Actions". The "CFDA Info" section shows creation and modification dates and users. The "Program Actions" section shows an "Action History" entry for "Jun 23, 2009 7:49 pm" with the description "OMB Review Period Extended (M Test OMB)".

- XI. OMB users also have access to two additional program actions located in the right sidebar. See section 3.4 for additional information on these actions.
- Approve Program
 - Review Program
 - Once the program has reached the end of the review period the OMB Analyst will receive an email notification to that the review period is about to expire. At this time the OMB may go into the system and a new program action Extend Review Period will be available.
 - Note: A expiry notification count down will begin once the program has been submitted and this notification will appear at the top of every Pending Program and Pending Revision.



CFDA Info	
Created:	February 16, 2011 11:48 am
By:	
Modified:	February 16, 2011 11:49 am
By:	

Program Actions	
<input type="text"/>	
Approve Program Reject Program Feb 16, 2011 11:49 am Program Submitted (15544d6644c71361d5d3ae24bce902aa)	

Notes	
	Feb 16, 11:49
15544d6644c71361d5d3ae24bce902aa	11 - 11:49
Submission Note	
Test	

3.3.2 Published Programs

- I. From any page on the system, a user can go to the left navigation “Programs” link which takes the user to the “Programs” list.
- II. Click on the “Published” sub-tab to view a list of all Programs currently visible to the public.
- III. Programs may be sorted by Number, Title, Agency/Office, and Submitted Date by clicking on the arrows in the header of each column.
- IV. To review the Program details, click on the “View” icon  next to the desired Program which will open the Program Information form.
- V. There are three options on this page:
 - e. 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.
 - f. Print – This option will open a separate window with a printer-friendly version.
 - g. Return – This option will return the user to the Published Programs sub-tab.



Note:

This program revision is pending review/approval. You may make changes by clicking the "edit" button and modifying the program.

OMB review period will expire in 2 day(s).

Note:
This is the currently published version of this program.

[Preview](#) [Print](#) [Return](#)

Program Information

Federal Agency:
GENERAL SERVICES ADMINISTRATION

010 Title:
Federal Citizen Information Center

Agency Number:
39

Number:
009

- VI. All pages of the Program Information form will display the Program History in the right sidebar, including: Date Created, Action History, Pending Change Requests, and associated Notes.
- VII. Note: There are NO additional program actions available to OMB users for Published programs. OMB users can ONLY take action on programs in “Pending” status.

CFDA Info	
Created:	April 25, 2010 11:01 pm
By:	M Submitter
Modified:	April 25, 2010 11:04 pm
By:	M Analyst

Pending Requests	
May 26, 2010 9:35am	
Title Change	

Program Actions	
[No Current Actions To Take]	
Action History	
Apr 26, 2010 11:57 am	
Title Change Requested (M SubmitterNo)	
Apr 25, 2010 11:04 pm	
Program Published (M Analyst)	
Apr 25, 2010 11:03 pm	
Program Submitted (M Submitter)	

Notes	
M SubmitterNo	Apr 26, 10 - 11:57
Title Change Request	
Updated title	
M Analyst	Apr 25, 10 - 23:04
Publish Note	
New Act	



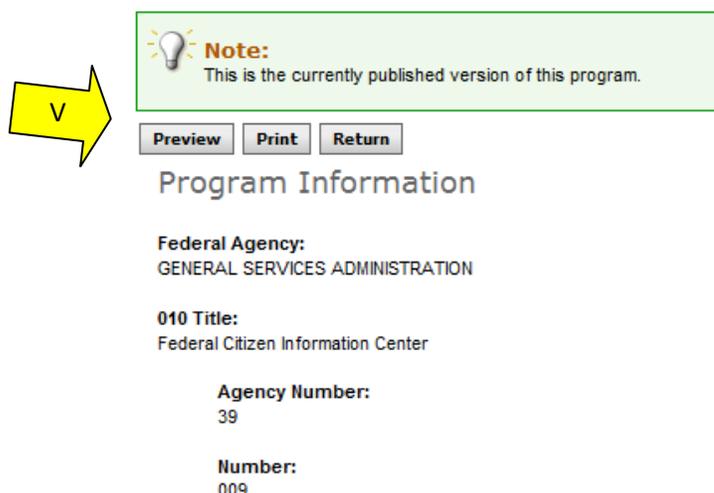
VIII. To navigate directly to a specific step in the form, click on the Step buttons located in the left-hand side.

10.001 Sale of Federal Surplus Personal Property	
Return to Programs Return to list (Programs)	
1 Step 1	 Note: This is the currently published version of this program.
2 Step 2	
3 Step 3	
4 Review	
Preview Print Return	
Program Information	



3.3.3 All Programs

- I. From any page on the system, a user can go to the left navigation “Programs” link 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 (Drafts/Rejected), 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/Modified Dates by clicking on the arrows in the header of each column.
- IV. To review the Program details, click on the “View” icon  next to the desired Program which will open the Program Information form.
- V. 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 Published Programs sub-tab.

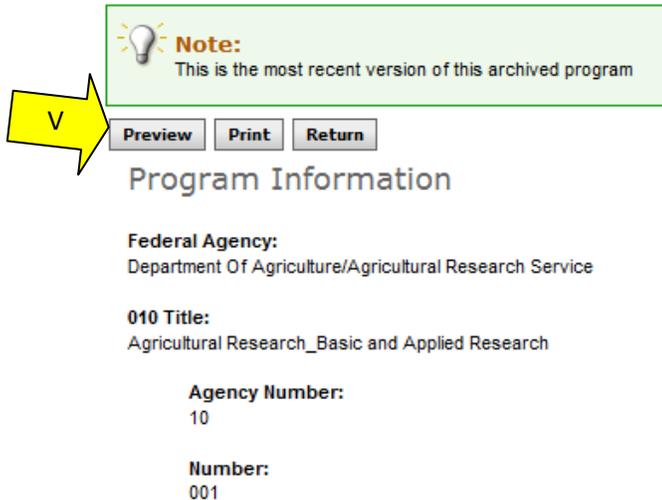


- VI. Note: Although this tab displays ALL programs in the system, OMB users are still ONLY able to edit or process specific actions for Pending Programs associated with their assigned agency/sub-agency in their account profile.

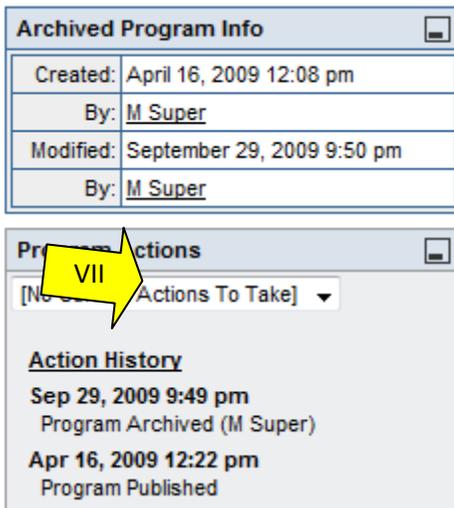
3.3.4 Archived Programs

- 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.
- III. Programs may be sorted by Number, Title, Agency/Office, Date Submitted, and Archived Date.
- IV. To review the Program details, click on the “View” icon  next to the desired Program which will open the Program Information form.
- V. 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 Published Programs sub-tab.



- VI. All pages of the Program Information form will display the Program History in the right sidebar, including: Date Created, Action History, and associated Notes.
- VII. Note: There are NO additional program actions available to OMB users for Archived programs. OMB users can ONLY take action on programs in “Pending” status for their assigned agency/sub-agency.



- VIII. To navigate directly to a specific step in the form, click on the Step buttons located in the left-hand side.

10.001 Agricultural Research_Basic and Applied Research (archived)
[Return to Programs](#) | [Return to list \(Programs\)](#)

VIII → 1 Step 1
 2 Step 2
 3 Step 3
 4 Review

Note:
 This is the most recent version of this archived program

Preview Print Return

Program Information

3.4 Manage Pending Programs

3.4.1 Edit Pending Programs

- I. When a program is ready for OMB review, the OMB user assigned to the associated Agency/Sub-agency for the program will receive an email alert from the system. There will also be an alert on the homepage under “Pending Actions”.
- II. To edit a pending program, click on the “View” icon  next to the desired Program which will open the Program Information form. **Note:** You will ONLY be able to edit programs that are in Pending status, associated with your assigned agency/sub-agency, and have been sent by the GSA Analyst for OMB review.
- III. Click the “Edit” button to open an editable version of the program.

39.016 Test 23
[Return to Programs](#) | [Return to list \(Programs\)](#)

1 Step 1
 2 Step 2
 3 Step 3
 4 Review

Note:
 This program is pending review/approval. You may make changes by clicking the program.

Preview Print Edit Return

Program Information

II ↑

- IV. Review the program details and make any desired changes. You will NOT be able to edit the Agency or Program Number. These require specific change requests initiated by the Agency User responsible for the program.
- V. There are four main options available at the top of this page:
 - a. Save Changes – This will save any changes made and keep you on the current step.

- b. Cancel Edit Mode – This will NOT save any changes made (unless previously saved) and returns the user to read-only mode.
- c. Quit Process and Return – This will NOT save any changes made (unless previously saved) and returns the user to the list of pending programs.
- d. Save & Continue - This will save any changes made and takes use to the next step.

39.016 Test 23

[Return to Programs](#) | [Return to list \(Programs\)](#)

The screenshot shows a web interface for editing a program. On the left, there is a vertical navigation pane with four steps: Step 1 (selected), Step 2, Step 3, and Step 4 (Review). To the right, there is a main content area with a green note box containing a lightbulb icon and the text: "Note: You are editing a non published program. Please make any desired changes and clic". Below the note box are four buttons: "Save Changes", "Cancel Edit Mode", "Quit Process And Return", and "Save & Continue". Four yellow arrows labeled 'a', 'b', 'c', and 'd' point upwards to these buttons respectively. The text "Program Information" is partially visible below the buttons.

VI. **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.

VII. At a minimum, OMB users should review the following fields:

- a. Authorization (040)
- b. Objectives (050)
- c. Formula and Matching Requirements (101)
- d. Account Identification Number (121)
- e. Obligations (122)
- f. References to the OMB Circulars or Executive Orders

VIII. Below are some key points regarding the Program Information form:

- a. Required fields are marked with a red asterisk. You will not be able to save changes on any given step unless ALL required fields are completed.
- b. 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). Users should enter data requested in sequence as they scroll down the form.
- c. Some browsers may display the form fields in different ways. 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.
- d. **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.

- i. 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 that they are not manually entering duplicate or contradictory information in the related free text fields.

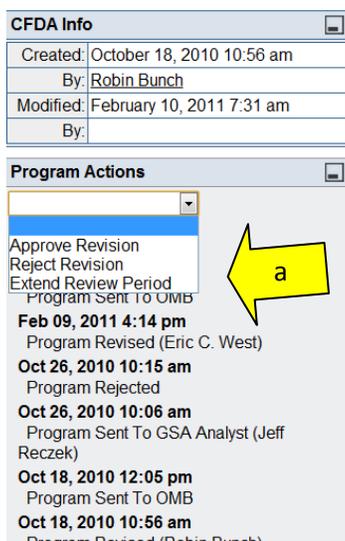
Is OMB Circular No. A-87 requirements, "Cost Principles Applicable to Grants and Contracts with State and Local Governments," applicable?*

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

3.4.2 Extend Review Period

- I. When GSA submits a program to OMB for review, the system automatically establishes an initial 7 day review period.
- II. Two days prior to the expiration date, the system sends an email alert to the OMB Analyst(s) assigned to the associated Agency/Sub-agency for the program.
- III. OMB Analysts then have the option to extend the review period an additional 7 days by following these steps when viewing a pending program:
 - a. Click on the "Program Actions" drop-down in the right sidebar and select "Extend Review Period".



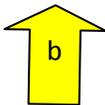
- b. A pop-up will appear and the user must enter in a reason for the extension. Note: This note will be visible to the GSA Analysts.

Please add a reason for this action

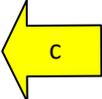
Note
Please provide a reason below, click "submit" to restart the 7 day review period for this program. OMB will have 7 days from today's date before the review period expires.

Subject: * indicates a required field
Please provide an explanation for extending the review period
OMB Review Extension

Reason*:



submit cancel

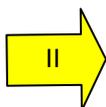


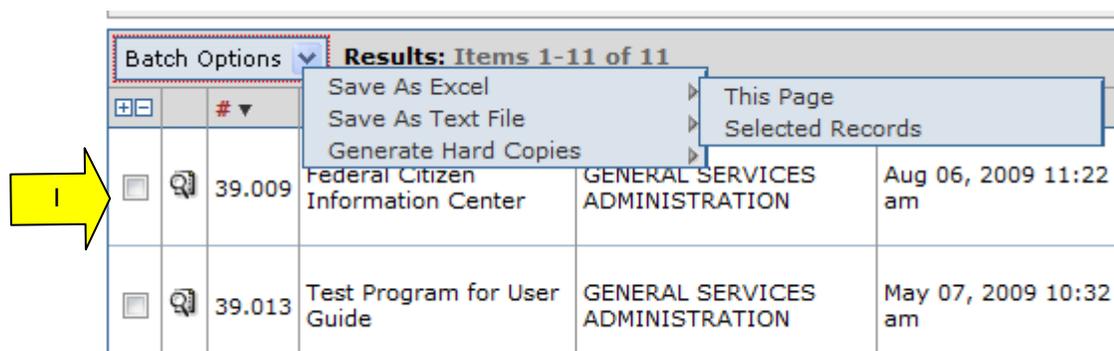
- c. There are two options:
 - i. Click "Submit" to process the extension. The system will send a confirmation email to the user and another 7 day cycle begins.
 - ii. Click "Cancel" to cancel the extension action.
- d. If the OMB Review Period is NOT extended, the review period will expire as of the 8th day. This means that the assigned OMB user will NO LONGER have the ability to edit the program or provide notes in the system. It will be automatically returned to the GSA Analyst for processing.

3.5 Batch Options

3.5.1 Save as Excel or Text File

- I. Use the checkbox feature to select desired programs. Or use the  to select ALL or deselect ALL programs.
- II. After selecting the desired programs, you can save the list as an excel or text file by clicking Batch Options → Save As Excel OR Save As Text File → Selected Records. A pop-up will appear with the option to open the file or save the file to your computer.
- III. You can also save an entire page as an excel or text file without having to select specific programs by clicking Batch Options → Save As Excel OR Save As Text File → This Page. A pop-up will appear with the option to open the file or save the file to your computer.

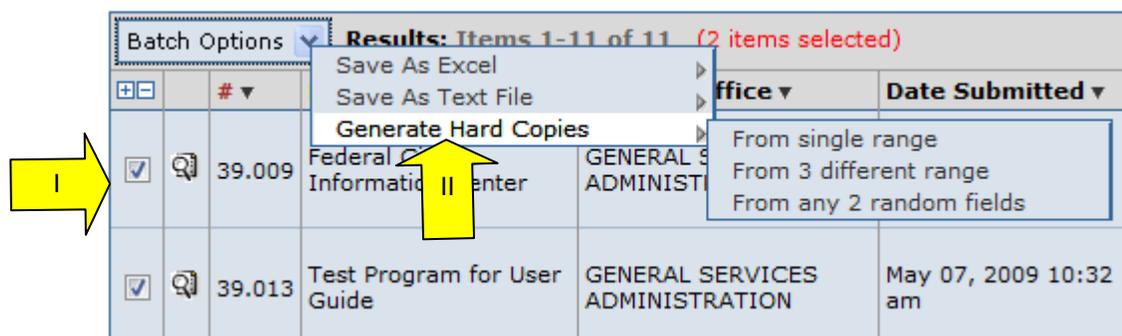




Batch Options		Results: Items 1-11 of 11		
<input type="checkbox"/>	#			
<input type="checkbox"/>	39.009	Federal Citizen Information Center	GENERAL SERVICES ADMINISTRATION	Aug 06, 2009 11:22 am
<input type="checkbox"/>	39.013	Test Program for User Guide	GENERAL SERVICES ADMINISTRATION	May 07, 2009 10:32 am

3.5.2 Generate Hard Copies (“Proof List”)

- I. Use the checkbox feature to select desired programs. Or use the to select ALL or deselect ALL programs.
- II. After selecting the desired programs, click on Batch Options → Generate Hard Copies →



Batch Options		Results: Items 1-11 of 11 (2 items selected)		
<input checked="" type="checkbox"/>	#		Office	Date Submitted
<input checked="" type="checkbox"/>	39.009	Federal Citizen Information Center	GENERAL SERVICES ADMINISTRATION	
<input checked="" type="checkbox"/>	39.013	Test Program for User Guide	GENERAL SERVICES ADMINISTRATION	May 07, 2009 10:32 am

- III. There are three options:
 - a. From single range – Use this option if you want to generate a “proof list” for review of a specific range of paragraphs or fields within the program description.
 - i. Click on the drop-down arrows to select the first and last paragraph number in the desired range, such as 121 to 150.
 - ii. Check “Yes” if you want each program to print on a new page. Note: Each program will always be separated by a header of core details, including number, agency, and title.

Generate Hard Copies

Instructions: You have selected 2 programs. If desired, select a range of paragraphs you would like to view. Choose 'Yes' for print program on new page if you want each program to print on a new page. Click 'Generate HTML' to produce a printable HTML format or 'Generate PDF' for PDF format.

Paragraphs range from: * indicates a required field

to: i

Print program on new page*: ii

yes no

Generate HTML Generate PDF close window

Paragraphs range from:

- 020
- 040
- 050
- 060
- 070
- 081
- 082
- 083
- 091
- 092
- 093
- 094
- 095
- 096
- 097
- 101
- 102
- 111
- 112

Program on new pa

no

Generate HTML Generate PDF

Test 23

i

- b. From 3 different ranges – Use this option if you want to generate a “proof list” for review of three different ranges of paragraphs or fields within the program description.
 - i. Click on the drop-down arrows to select the first and last paragraph number in each desired range, such as 40 to 60 and 121 to 150.

- c. Check “Yes” if you want each program to print on a new page. Note: Each program will always be separated by a header of core details, including number, agency, and title.

Generate Hard Copies ✕

Instructions: You have selected 2 programs. If desired, select a range of paragraphs you would like to view. Choose 'Yes' for print program on new page if you want each program to print on a new page. Click 'Generate HTML' to produce a printable HTML format or 'Generate PDF' for PDF format.

* indicates a required field

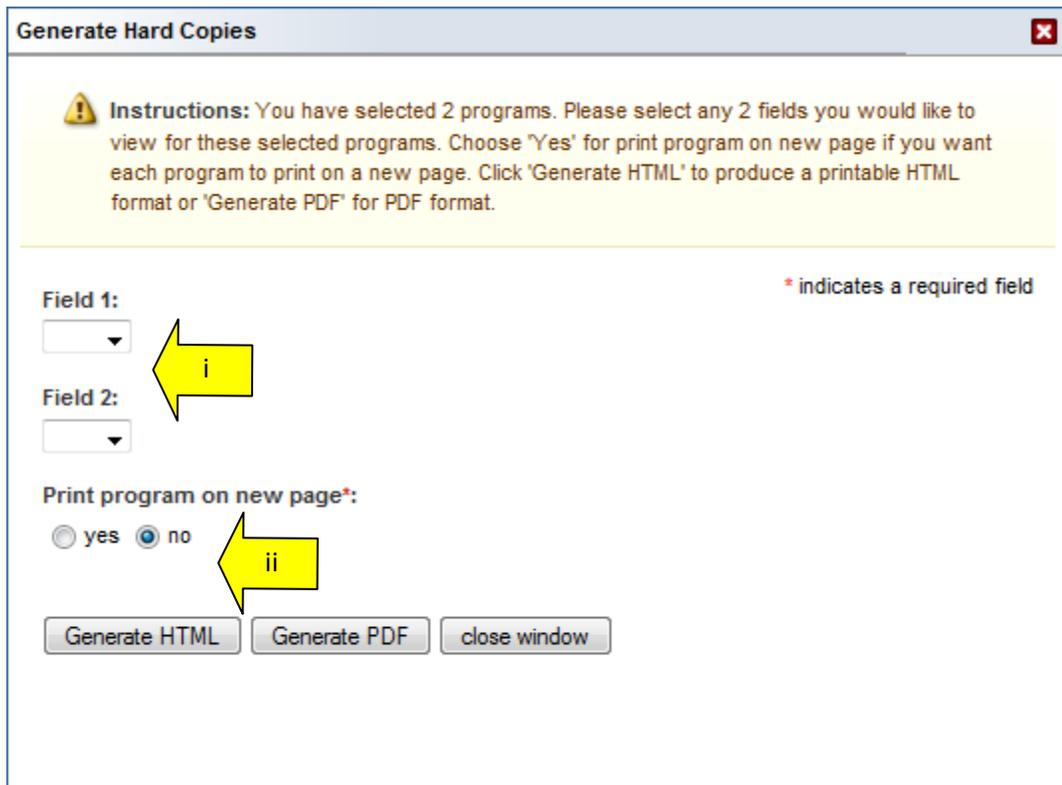
Range One: to

Range Two: to **i**

Range Three: to

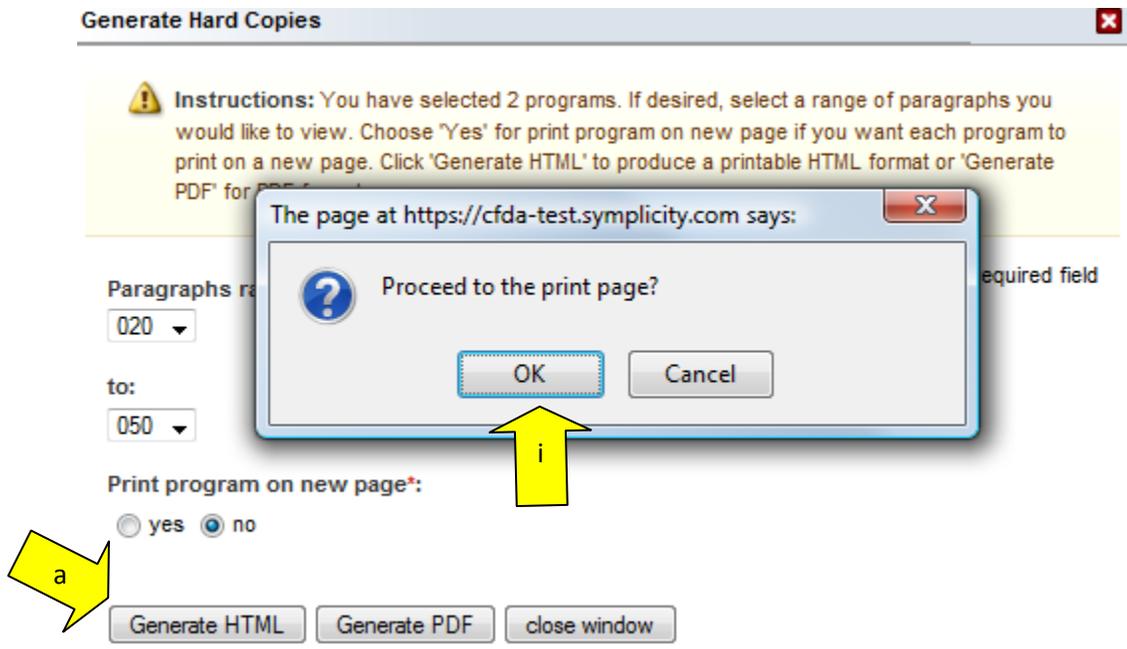
Print program on new page*:
 yes no **ii**

- d. From any 2 random fields – Use this option to generate a “proof list” for review of one or two single fields within the program descriptions.
- i. Click on the drop-down arrows to select the desired fields, such as 40 and 121.
 - ii. Check “Yes” if you want each program to print on a new page. Note: Each program will always be separated by a header of core details, including number, agency, and title.

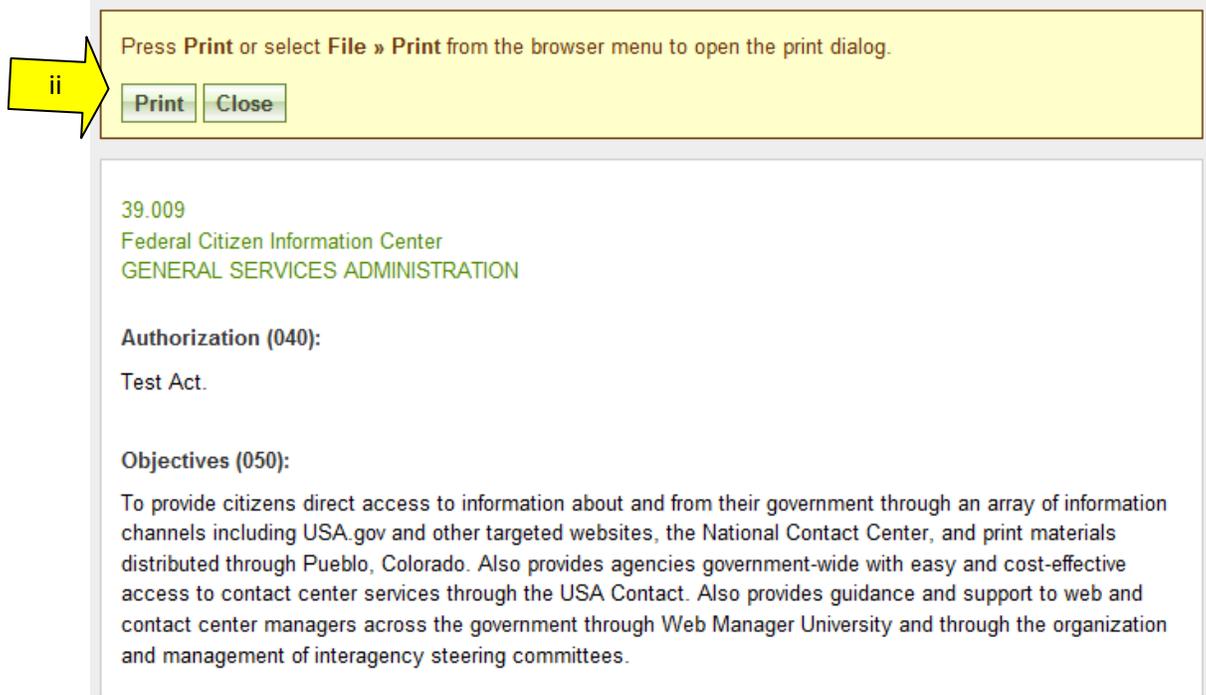


IV. After selecting the desired options, there are two main options:

- a. Generate HTML – This will produce a printable HTML format of the selected program data.
 - i. Click OK

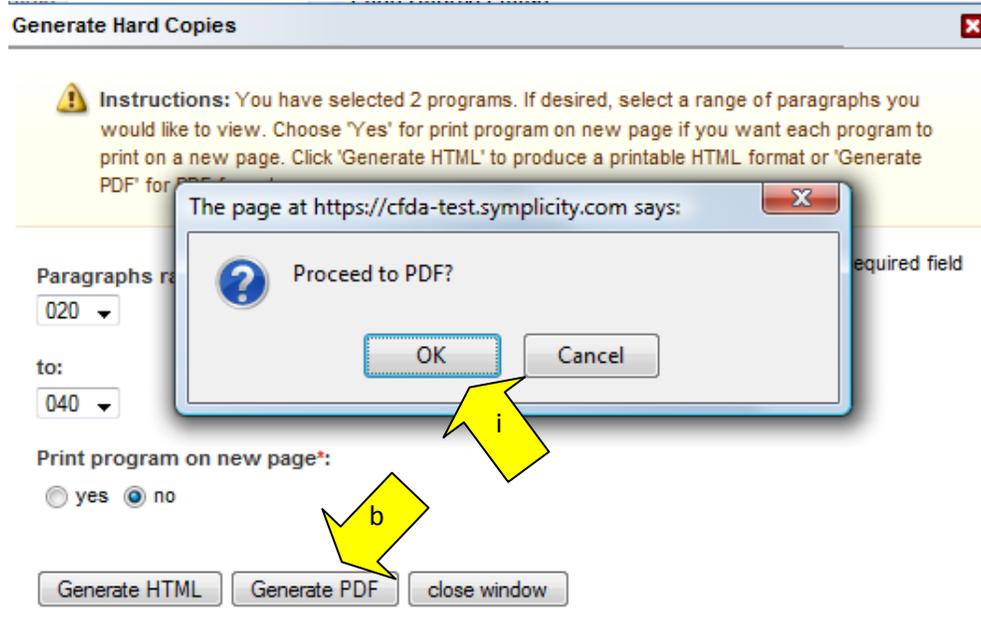


- ii. A separate window will open in your browser.
 1. Click "Print" to open the print dialog.
 2. Click "Close" to return to the main window.



b. Generate PDF –

- i. Click OK which will open up a separate window in PDF format.



3.6 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.

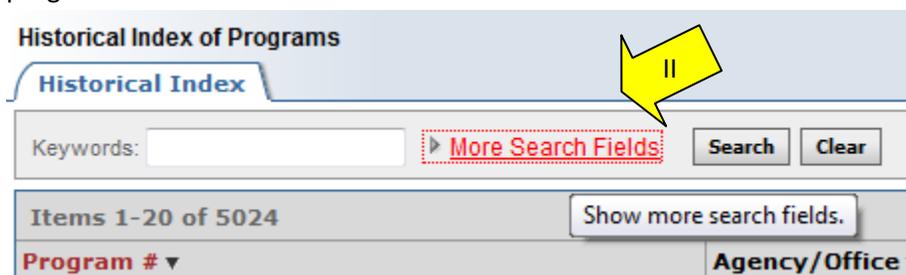
The first line shows the number and title of the program when it was added to the Catalog. The second and subsequent lines show the year the program was added and any additional transactions, e.g., title changes, transfers, deletes, consolidations, agency reorganizations, number changes, etc., that may 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. To view the Index, click on the link in the left-hand navigation menu.



- II. Click on the “More Search Fields” link to access Search Filters to help locate specific program records in the Index.



- 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.

Historical Index of Programs

Historical Index

Keywords: [Less Search Fields](#)

Type: Title Change Number Change Archived Reinstated

Agency:

Items 1-2 of 2

Program # ▼	Agency/Office ▼
10.001	Department Of Agriculture
HISTORY 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	
39.007	GENERAL SERVICES ADMINISTRATION
HISTORY 1965 (B): Sale of Federal Surplus Personal Property 2009: Number changed to 10.001 2009: eeeeeeeek	

Items 1-2 of 2

- 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.

The screenshot shows the 'Historical Index of Programs' search interface. At the top right, there is a link labeled 'Return To Programs'. Below this is a tab labeled 'Historical Index'. The search area includes a 'Keywords:' text input field with a dropdown arrow and a link for 'Less Search Fields'. Below the keywords field are four checkboxes for 'Type': 'Title Change', 'Number Change', 'Archived', and 'Reinstated'. To the right of these checkboxes is a 'Year:' dropdown menu followed by the word 'to' and another dropdown menu. Below the type checkboxes is an 'Agency:' dropdown menu. A 'Search' button is located at the bottom left of the search area. Three yellow callout arrows are present: arrow 'b' points to the 'Keywords:' field; arrow 'c' points to the 'Agency:' dropdown menu; and arrow 'd' points to the 'Return To Programs' link.

- III. If an error is identified, or you believe a Program is missing from the Index, please contact the Federal Service Desk (www.fsd.gov) for assistance.