

This guidance transmits reporting requirements for the Catalog of Federal Domestic Assistance (CFDA). General Services Administration (GSA) is preparing to process agency submissions for publication to the CFDA Web Site (<https://cfda.symlicity.com>)

As mandated by the Federal Program Information Act, Public Law 95-220, as amended, Federal agencies must submit information regarding their Federal assistance programs to GSA. Agencies comply with this requirement by updating, adding or deleting programs in the CFDA database. OAs will submit their updates to Ellen Shields at ellen.shields@dot.gov for entry into the database.

In addition, the President has requested accelerated actions to implement the funding provided through the American Reinvestment and Recovery Act of 2009 (Recovery Act). This guidance will provide specific procedures for processing CFDA Recovery Act program information.

2009 CFDA Guidelines

Deadlines for OA's Submissions:

CFDA Programs with Recovery Act Funding **March 20th, 2009**

CFDA Programs without Recovery Act Funding **May 15th, 2009**

Highlighting Recovery Act Information and Funding. It is mandatory that agencies clearly identify Recovery Act program requirements, application procedures, and financial obligations within each CFDA Recovery Act program description. Accounting Identification should include the Treasury Accounting Symbol (TAS) number which identifies Recovery Funding. We will rely on each OA to follow the guidance provided by the OMB Director Peter R. Orszag on February 18th, 2009. Please review pages 5 and 33 of the Initial Implementing Guidance Memorandum for the proper annotation of Recovery Act funding in CFDA program descriptions. Where necessary, GSA will reinforce OMB's guidance. If there is a need for additional policy guidance for tracking financial expenditures, we will provide any updated information.

CFDA Programs without Recovery Act Funding – General Guidelines.

Your ongoing assistance is needed to review and update each full program description, which is done on an annual basis. The two critical aspects of your review include: 1) the basic assistance program information (i.e., text for program objectives, current authorization, and application procedures); and 2) the current budget information for financial obligations. Current budget obligations (FY 08 actual, FY 09 estimate, and FY 10 estimate), and the

appropriate 11-digit Account identification Number under "FINANCIAL INFORMATION" Budget data must be updated annually as long as the program remains funded. No program description will be accepted or processed without program authorization, clear program objectives, the 11-digit Account Identification Number, and financial obligations for at least the current (FY09) or future (FY10) fiscal year.

Budget Review. The budget officer in each agency should review your submissions to the fullest extent possible. This directive was initiated at the request of OMB as a way to improve the quality of both the financial and program information. OMB will review the accuracy of budget obligations on an annual basis.