

**Functional Series 200
Programming Policy**

INTERIM UPDATE 03-05

SUBJECT: Registering USAID Programs in the Catalog of Federal Domestic Assistance

NEW MATERIAL: This notice, which provides a procedure for complying with the provisions of the Federal Program Information Act of 1977 (P.L. 95-229) and OMB Circular A-89 concerning the submission of program award information to GSA, is an interim update to ADS Chapters 201 and 303.

EFFECTIVE DATE: 05/05/2003

Two attachments:

Attachment 1: [Catalog of Federal Domestic Assistance, Reference Manual for Agency Liaisons and Staff](#)

Attachment 2: [CFDA Format](#)

POLICY

USAID/General Notice
M/OP/POL & PPC/SPP
05/02/2003

Subject: Registering USAID Programs in the Catalog of Federal Domestic Assistance

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WHAT IS THE CATALOGUE OF FEDERAL DOMESTIC ASSISTANCE (CFDA)?

The CFDA, established by the Federal Program Information Act, (31 U.S.C. 6104), and OMB Circular A-89, is a database of all Federal programs available to U.S. non-governmental organizations, individuals, educational institutions, and state and local governments. A potential applicant can search this database to find assistance programs meeting its requirements and for which it is eligible. The individual or organization can then contact the office that administers the program and find out how to apply. Use of the CFDA allows a potential applicant to find information in one location, instead of having to search through 26 different Agency web sites. All agencies of the U.S. Government, including USAID, are required to collect, coordinate, and submit information on current programs and on new programs as they arise.

WHAT KINDS OF PROGRAMS ARE CATALOGUED IN THE CFDA?

All "Federal domestic assistance programs." A Federal domestic assistance program is defined by OMB as any program that provides assistance to any domestic profit or nonprofit corporation, institution or individual, a State or Territory of the United States, or any county, city or other local government subdivision. "Assistance" is the transfer of money, property, services, or anything of value. It includes grants and cooperative agreements, loans and loan guarantees, scholarships, provision or donation of Federal facilities, goods, services, property, technical assistance, or other kinds of services. It does not include foreign activities that do not provide any assistance to any domestic recipient. It does not include contracts or recruitment of personnel. It does include programs that finance grants or cooperative agreements to U.S. recipients for activities abroad.

The Agency will have an entry for each of its grant programs. A "grant program" may be established by legislation or by a Bureau to make multiple awards to U.S. recipients in more than one fiscal year in a particular field, with no geographic focus. Examples are the ASHA Grant Program, Child Survival and Health Grants Program, the Matching Grant Program or Food for Peace. USAID will also have one entry that encompasses USAID's general activities, whether they utilize Development Assistance (DA) or Economic Support Funds (ESF), where either a single award will be made, or multiple awards will be issued pursuant to a single announcement (Request for Application or Annual Program Statement) in FedGrants.

If it desires, a Bureau, Office, or Mission may establish a separate entry for a major grant program it wishes to highlight if it meets the following criteria:

- 1) The program will issue awards in more than one program year;
- 2) The program will issue more than one award in each year; and
- 3) At least one of the awards will be issued to U.S. recipients.

WHO IS RESPONSIBLE FOR ENTERING INFORMATION INTO THE CFDA?

a. Agency Liaison. The Chief of the Strategic Planning & Performance Division of the Bureau for Policy and Program Coordination (PPC/SPP/SPA) serves as the Agency Liaison. The liaison has the following responsibilities:

1. Reviewing the program description for completeness and accuracy and forwarding the information to the Office of Management and Budget (OMB). OMB will forward the description to GSA for inclusion in the CFDA.
2. On an annual basis, the Agency Liaison will forward an electronic version of the CFDA entries to the Activity Manager for updating, and will ensure that the updates are entered into the CFDA.

3. Submitting an annual consolidated crosswalk referencing program transactions occurring during the year, such as additions, deletions, or consolidations of programs, or changes to program titles. Details regarding the contents and format of the crosswalk may be found in the attached Reference Manual for Agency Liaisons and Staff.

4. Assigning CFDA numbers. CFDA numbers are assigned in consecutive order, beginning with 02.000. The number for a deleted program must not be reassigned unless the program is reinstated in its original form.

5. Preparing the Agency's over-arching entry.

b. Program Officer. Bureau Program Officers are responsible for completing a description of any Bureau program requiring publication in the CFDA, using the electronic format provided by GSA (see the attached CFDA Format) and the instructions in the attached Reference Manual for Agency Liaisons and Staff, and forwarding the information to the Agency Liaison. The Program Officer will annually update the information provided to the CFDA.

Attachments:

Catalog of Federal Domestic Assistance, Reference Manual for Agency Liaisons and Staff
CFDA Format

Point of Contact: Any questions regarding this Notice may be directed to Allen Eisenberg, M/OP/POL, 202-712-1467.

Notice 0502

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