

FY 2014 E-Government Act Reporting Instructions

Section 101, 3606 of the E-Government Act of 2002 (P.L. 107-347) (E-Gov Act) requires the Office of Management and Budget to submit an annual report to Congress describing Federal agency compliance with the provisions of the E-Gov Act, and a summary of the information reported by agencies pursuant to Section 202(g). This message provides instructions for your agency's annual submission for the report to Congress as required by the E-Gov Act.

The list of agencies requested to submit information for the purposes of this report can be found in Attachment A. Agency responses should summarize FY 2014 activities highlighting compliance with the various provisions of the E-Government Act. Your agency's report should include responses for all sections unless otherwise noted.

Actions

By September 26, 2014, submit an agency point of contact responsible for coordinating your agency's submission via the FY14 E-Government Act Report Point of Contact (POC's) MAX page.

By November 7, 2014, submit your agency's reporting requirements via the FY14 E-Government Act Implementation MAX Collect Exercise.

Reporting Requirements

This information is being collected pursuant to the various provisions of the E-Gov Act. For your reference, each section below identifies the specific E-Gov Act reporting requirement. **Unless otherwise noted, agencies must provide responses for all sections.**

Agencies should read the FY14 E-Gov Act Implementation MAX Collect Technical Guidance posted on MAX to minimize submission errors. A link to previous reports to Congress on the Implementation of the E-Government Act is also provided on the MAX Community page for reference.

Section 1: Highlights of Agency E-Government Activities

Section 1 provides highlights of agency activities that enhance delivery of information and services to the public and agency capital planning and investment control procedures for IT.

A. Enhanced Delivery of Information and Services to the Public – Sec. 101, 3602

Section 202(g) of the E-Gov Act requires agencies to provide information on how electronic government is used to improve performance in delivering programs to constituencies. **In no more than 250 words, describe one IT agency activity** or initiative that enhances the delivery of information and services to the public and others, or makes improvements in government operations. This example should highlight how electronic government improved the effectiveness, efficiency, and quality of services provided by your agency.

Innovation of the Day (IOD) was developed as a hub for collecting and disseminating innovative housing, community development, built environment, and urban practices. Its purpose is to crowd-source new models that can be leveraged not only within HUD, but by other agencies, municipalities, philanthropies, non-profits, and citizens. Additional benefits include the ability to identify emerging trends, promising solutions, and successful means of implementation. Share your innovations with us or search our database for emerging practices in your own community or from around the world! <http://portal.hud.gov/hudportal/HUD?src=/innovationoftheday>

B. Public Access to Electronic Information - Sec. 207(f)(1)(B)

Section 207(f)(1)(B) of the E-Gov Act requires that agency websites assist public users to navigate agency websites, including the speed of retrieval of search results and the relevance of the results. Provide the updated URL(s) that contains your agency's customer service goals and describes activities that assist public users in providing improved access to agency websites and information, aid in the speed of retrieval and relevance of search results, and uses innovative technologies to improve customer service at lower costs. For example, include the URL to your agency's Customer Service Plan.

Digital Strategy:

http://portal.hud.gov/hudportal/HUD?src=/Digital_Strategy/report

Customer Service Plan:

<http://portal.hud.gov/hudportal/documents/huddoc?id=CustServPlan11292011.pdf>

Web Improvement Plan:

<http://www.usa.gov/webreform/agency-plans/hud.pdf>

Web Management and Policies:

<http://portal.hud.gov/hudportal/HUD?src=/library/bookshelf11>

Taking Steps to Streamline and Improve HUD's Web Presence:

<http://blog.hud.gov/index.php/author/eileencoleman/page/3/>

C. E-Government Fund – Sec. 101, 3604 (Only Applicable to the General Services Administration)

Provide a summary for FY 2014 E-Government Fund projects, and the actions taken/results achieved to date for each of the funded projects. The projects and results should reflect the information provided in the GSA Congressional notification letter regarding the E-Government Fund.

Section 2: Compliance with Goals and Provisions of the E-Gov Act

A. Performance Integration – Sec. 202(b)

The E-Gov Act requires agencies to develop performance metrics that demonstrate how electronic government supports agency objectives, strategic goals, and statutory mandates. **In no more than 250 words**, describe what performance metrics are used and tracked for IT

investments and how these metrics support agency strategic goals and statutory mandates. Please discuss performance metrics that focus on customer service, agency productivity, innovative technology adoption and best practices. If applicable, include a description of your agency's evaluation model and how it is used. Provide applicable URL(s) for performance goals related to IT.

IT Strategy Implementation Action Plan (IAP) will define a specific set of activities intended to allow HUD to achieve the goals and objectives established in the IT strategic plan. The IAP encompasses target performance measures, activity phases, subordinate actions, and time periods associated with achieving all objectives of the IT strategy. Consequently, this plan provides the basis for assessments that monitor progress of the IT strategy. Performance will be measured against two interrelated dimensions:

A. Performance goals identified for each objective in the strategic plan.

B. Progress made on tasks/activities listed in the IAP

Periodic assessments will compare current performance to the performance baselines and performance established in the prior assessments. At the investment level HUD tracks <https://www.itdashboard.gov/investment&buscid=720> both operational performance and other investment level metrics.

B. Accessibility – Sec. 202(c) and (d)

The E-Gov Act requires agencies to consider the impact of implementing policies on persons without access to the internet, and ensure accessibility to people with disabilities. Provide the URL(s) for your agency's website which describes actions taken by your agency in accordance with Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d

Section 504:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/cio/ASSISTIVETECH

C. Government-Public Collaboration – Sec. 202(e)

The E-Gov Act requires agencies to sponsor activities that use information technology to engage the public in the development and implementation of policies and programs. **In no more than 250 words**, describe one example of how your agency utilized technology to initiate government-public collaboration in the development and implementation of policies and programs.

Created and published the Housing Counseling Agency dataset and made it available on Data.gov. The Consumer Financial Protection Bureau (CFPB) collaborated with HUD and utilized that dataset and developed an open source tool for the public to view Housing Counseling Agencies near their location.

<http://www.consumerfinance.gov/find-a-housing-counselor/>

D. Credentialing – Sec. 203

The E-Gov Act seeks to achieve interoperable implementation of electronic signatures for appropriately secure electronic transactions with Government. **In no more than 250 words**, describe current activities your agency is undertaking to achieve the interoperable implementation of electronic credential authentication for transactions within the Federal Government and/or with the public (e.g. agency implementation of HSPD-12 and/or digital signatures).

HUD continues to make progress on implementation of HSPD-12 requirements for authentication to information technology assets via its ICAM / SSO project. HUD's process for meeting these requirements begins with enabling Single Sign On (SSO) for applications used by internal customers (i.e. HUD and contractor employees). At the end of FY14, 59% of HUD applications were successfully enabled for SSO using the enterprise web approach. HUD is also pursuing federation SSO options for applications hosted externally of the Department and successfully implemented federated authentication for three applications during FY2014. In addition, all newly developed applications hosted at HUD are required to be SSO enabled.

HUD has also implemented a central identity and access management tool, Digital Identity and Access Management System, which allows HUD to begin the process of consolidating and standardizing its access control tools using contemporary technologies. This project permits HUD to automate identity and access management business processes such as personnel on- and off-boarding and application provisioning, as well as fully utilizing the authentication capability on the HSPD-12 cards used by employees and contractors.

E. USA.gov activities – Sec. 204 and Sec. 207(f)

In accordance with Section 204 of the E-Gov Act, www.USA.gov serves as an integrated internet-based system for providing the public with access to government information and services. In accordance with Section 207(f)(3), provide the URL(s) your agency's activities on www.USA.gov.

<http://www.usa.gov/directory/federal/department-of-housing-and-urban-development.shtml>

<http://www.usa.gov/directory/federal/office-of-fair-housing-and-equal-opportunity.shtml>

<http://www.usa.gov/directory/federal/federal-housing-administration.shtml>

http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp

<http://portal.hud.gov/hudportal/HUD?src=/buying/loans>

http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing

F. eRulemaking – Sec. 206

The E-Gov Act seeks to assist the public, including the regulated community, in electronically submitting information to agencies under Federal requirements, by reducing the burden of duplicate collection and ensuring the accuracy of submitted information. **In no more than 250**

words, provide a description of your agency's use of online electronic regulatory submission capabilities, specifically the usage of *www.Regulations.gov* and the Federal Docket Management System (FMDS).

HUD participates in the government-wide eRulemaking initiative, Regulations.gov. As a routine matter, each document published by HUD for public comment directs the public to Regulation.gov as the preferred means of submitting comment. The goals of this initiative are to increase public access to and participation in developing HUD regulations and other related documents that can impact the public, and to promote more efficient and effective rulemaking through public involvement. HUD believes that Regulations.gov is meeting these goals.

The eRulemaking initiative has increased meaningful public participation by enabling HUD to review and process large numbers of public submissions related to proposed rules in a much more efficient and timely manner. The fact that the comments are available online at Regulations.gov is an invaluable resource for the public and has greatly reduced the time required for agency personnel to analyze the issues raised in the public comments.

G. National Archives Records Administration (NARA) Recordkeeping – Sec. 207(e)

The E-Gov Act requires agencies to adopt policies and procedures to ensure that chapters 21, 25, 27, 29, and 31 of title 44, United States Code, are applied effectively and comprehensively to Government information on the Internet and to other electronic records.

In no more than 250 words, describe your agency's adherence to NARA recordkeeping policies and procedures for electronic information online and other electronic records. Additionally, please indicate the number of electronic records that have been scheduled with NARA and any pending scheduling for electronic systems at your agency.

The Department has existing record schedules for all electronic information systems under the HUD Records Disposition Schedules and the General Record Schedules General Record Schedules as appropriate. The Office of the Administration in collaboration with the Office of the Chief Information Officer are working together to ensure that information systems, as required by the Privacy Act, have completed a required System of Records Notice (SORN) which includes an approved HUD or General Record Schedule. In FY 14 the Department issued one (1) media-neutral record schedule for the Single Family Home Mortgage Insurance Program Records – Condo Applications.

H. Freedom of Information Act (FOIA) – Sec. 207(f)(A)(ii)

The E-Gov Act requires agency websites to include direct links to information made available to the public under the Freedom of Information Act. Provide the updated URL for your agency's primary FOIA website.

http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/foia

I. Information Resources Management (IRM) Strategic Plan – Sec. 207(f)(A)(iv)

The E-Gov Act requires agency websites to include the strategic plan of the agency developed under section 306 of title 5, US Code. Provide the updated URL to your agency's IRM

Strategic Plan. This plan should encompass activities in FY14. If your agency does not have an updated plan, please provide the URL to the most recent plan and indicate when an updated plan will be available.

<http://portal.hud.gov/hudportal/documents/huddoc?id=stratplan5.pdf>

J. Research and Development (R&D) – Sec. 207(g)

If your agency funds R&D activities, provide the updated URL(s) for publicly accessible information related to those activities, and specify whether or not each website provides the public information about federally funded R&D activities and/or the results of the Federal research.

Not Applicable. HUD does not fund research and development (R&D) activities.

K. Privacy Policy and Privacy Impact Assessments – Sec. 208(b)

The E-Gov Act requires agencies to conduct a privacy impact assessment; ensure the review of the privacy impact assessment by the Chief Information Officer, or equivalent official, as determined by the head of the agency; and if practicable, after completion of the review under clause, make the privacy impact assessment publicly available through the website of the agency, publication in the Federal Register, or other means. **In no more than 250 words**, describe your agency's adherence to this provision, including adherence to OMB's guidance pertaining to the use of IT to collect, maintain, or disseminate identifiable information, or when new systems are procured for this purpose. In addition, describe your agency's process for performing and updating privacy impact assessments for IT.

Privacy Impact Assessments (PIAs) analyze how personally identifiable information is collected, used, maintained, and disseminated. In accordance to the E-Government Act of 2002 and OMB M-03-22, HUD requires Program Offices to prepare PIAs for new IT systems; new information collection requests; and existing systems when significant modifications involving personal information on members on the public, or where system changes create a new privacy risk. PIAs are living documents that must be updated as the HUD program and system are changed. The PIAs analyze and describe the answers to the following questions:

1. What information is to be collected?
2. Why the information is being collected?
3. What is the intended use of the information?
4. With whom will the information be shared?
5. What opportunities do individuals have to decline or consent to provide information?
6. How will the information be secured?

K2. Privacy Policy and Privacy Impact Assessment Links - Sec. 208(b)

In addition to the narrative provided above in section K, provide the updated URL(s) for your agency's privacy policy and the website where your agency's privacy impact assessments are available.

https://portal.hud.gov/hudportal/HUD?src=/program_offices/cio/privacy/pia/piachrt.

L. Governmentwide IT Workforce and Training Policies – Sec. 209(b)(1) and (b)(3) (Only Applicable to Office of Personnel Management)

The E-Gov Act requires OPM to analyze the personnel needs of the government related to IT, and issue policies to promote development of performance standards for training and uniform implementation by agencies.

In no more than 750 words, OPM is requested to provide a summary of all government activities related to IT workforce policies, evaluation, training, and competency assessments in accordance with this section.

M. Agency IT Training Programs – Sec. 209(b)(2)

The E-Gov Act calls for agencies to establish and operate information technology training programs. The act states that such programs shall have curricula covering a broad range of information technology disciplines corresponding to the specific information technology and information resource management needs of the agency involved; be developed and applied according to rigorous standards; and be designed to maximize efficiency, through the use of self-paced courses, online courses, on-the-job training, and the use of remote instructors, wherever such features can be applied without reducing the effectiveness of the training or negatively impacting academic standards. **In no more than 250 words**, describe your agency's IT training program, privacy training program, cross-agency development programs, and competencies reviews for IT workforce.

OCIO program office continues to fund IT training for its employees. Training can be applied to several government only certifications including the Federal Acquisition Certification for Program/Project Managers (FAC-P/PM) as set forth by the Office of Federal Procurement Policy. This policy sets the requirements for training in the following areas: acquisition management, government-specific, program/project management, earned value management, business/finance, life cycle cost analysis, and leadership development and communications management at the entry, mid and senior levels.

HUD's Security Awareness Program consists of several components designed to protect the confidentiality, integrity, and availability of HUD's information systems and the information they contain. These components consist of mandatory annual security awareness training, weekly security awareness tips disseminated to all employees, and security alerts as circumstances warrant.

HUD's Computer Self-Help Desk (CSHD) is a one-stop website providing tricks and tips on Microsoft Office applications such as Word, Excel and PowerPoint to that is available to all employees. The OCIO's Virtual Training site also offers employees additional Microsoft training opportunities via LiveMeeting or classroom sessions. New classes are added monthly.

The HUD Virtual University (HVU) offers employees access to over 2,000 online courses from the Skill Soft courseware libraries as well as custom courses developed by HUD program organizations.

HUD's Privacy training focus on the importance of protecting employee and citizen data is provided to the Department. This training includes the annual mandatory IT Security online training which includes privacy protection training, and "as needed" training for the Department and/or Privacy Liaison Officers.

N. Disaster Preparedness – Sec. 214 (Only Applicable to the Department of Homeland Security)

The E-Gov Act requires OMB, in consultation with DHS, and the Federal Emergency Management Agency (FEMA), to report to Congress on activities that further the goal of maximizing IT use in disaster management. DHS is required to provide a summary of how IT is used in coordinating and facilitating information on disaster preparedness, response, and recovery, while ensuring the availability of such information across multiple access channels.

O. Geospatial – Sec. 216 (Only Applicable to the Department of Interior)

The E-Gov Act promotes collaboration with private sector experts, state, local, and tribal governments, commercial and international standards groups, and others to facilitate the development of common geospatial protocols. These common protocols are designed to maximize the degree to which unclassified geographic information can be made electronically accessible, and promote development of interoperable geographic information systems that allow widespread, low-cost use and sharing of geographic data.

In accordance with Section 216, provide a summary of activities on common protocols for geographic information systems, initiatives that reduce redundant data collection and information, and efforts that increase collaboration and use of standards for geographic information. Include an overview of the Geospatial Platform.

Your agency will have the opportunity to review the draft E-Government Act report to Congress prior to final submission.

If you have any questions, please contact egov@omb.eop.gov with subject line "FY14 E-Gov Act Report (YOUR AGENCY NAME)."

Attachment A: Agencies Requested to Submit E-Government Act Information

Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health and Human Services
Department of Homeland Security
Department of Housing and Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Interior
Department of the Treasury
Department of Transportation
Department of Veterans Affairs
Environmental Protection Agency
General Services Administration
National Aeronautics and Space Administration
National Archives and Records Administration
National Science Foundation
Nuclear Regulatory Commission
Office of Personnel Management
Office of the Director of National Intelligence
Small Business Administration
Social Security Administration
U.S. Agency for International Development