

# INSTRUCTIONS

## BY 2017 IT DATA CALL FORM

This form is used to collect IT Investment data

### **Lifecycle Timeframe:**

The Start and End Years were pre-populated based on feedback from Business/System Owners and historical CPIC records; however, this field can be modified if the Years need to be updated. **Enter the Start Year the Investment was initiated. Enter the Estimated End of life (End Year) in which the investment will be retired or consolidated into another investment.**

### **Status: Select the most appropriate status as of FY 2015**

**Active:** An Existing Investment or Web site

**Retired:** Investment or Web site that is retired or is expected to be retired. If this is the status of your investment, be sure your **Lifecycle Timeframe: End Year** reflects the year that the investment was retired/is targeted for retirement.

**Business Contact information:** This information was pre-populated based upon past data calls and other documentation; however, this field can be modified if there are updates. **Enter the business contact information if needed.** The Executive Business Sponsor is your AA, DFS, or DTS (or Designee).

**Description:** This section contains the description. It is pre-populated with the data submitted from last year's data call. This information can be modified. **Enter the updated description if needed.**

**Last Year's Data Call (CY 16):** The shaded information is pre-populated with data from last year's data call. **Update the 2016 estimates if needed.**

**Current Submission (BY 17):** **Enter the estimated dollar amount needed to support your IT investment for Budget Year 2017 (BY 17).**

**Government Full Time Equivalent (GFTE):** This should include total government staff time spent directly on the investment. **Enter the GFTE costs associated with the budget estimate.**

Examples:

If two GS-13s will spend 20% of their time on O&M activities, enter 40% in the O&M column.

If one GS-14 will spend 5% of his or her time on new development, enter 5% in the DME column.

The Government Full Time Equivalent (GFTE) calculation is formula driven based upon estimated percentage of GFTE time applied to the investment. The GFTE does not include contractor support FTEs. The GFTE calculations are based upon OPM's 2015 Salary Table. The GFTE calculation is as follows:

GFTE medium salary (Step 5) \* Percentage of time on project = Salary Percentage

Salary Percentage \* OMB Guided Multiplier of 1.3625 = GFTE Cost

**Development, Modernization and Enhancement (DME):** **If you have DME costs, breakup the costs by activity on the Activities tab.**

DME refers to:

Costs for projects and activities leading to **new** IT assets/systems

Projects and activities that **significantly change or modify existing IT assets** to substantively improve capability or performance, implement legislative or regulatory requirements, or meet FHWA's leadership request.

Any significant activity required to substantially increase capability and capacity, especially when it is needed by a specific time, can qualify as a development effort.

As part of DME, costs can include hardware, software development and acquisition costs, commercial off-the-shelf acquisition costs, government and contracted labor costs for planning, development, acquisition, system integration, and direct project management and overhead support.

**Operation and Maintenance (O&M) (also referred to as Steady State)**

Operation and Maintenance refers to:

Expenses required to operate and maintain an IT asset that is **operating in a production** environment.

Costs associated with operations, maintenance activities, and maintenance projects needed to sustain the IT asset at the current capability and performance levels including costs for personnel, maintenance of existing information systems, corrective software maintenance, voice and data communications maintenance, and replacement of broken IT equipment.

Operations and maintenance can include work, such as shifting to cloud computing, which may be labeled as O&M because it **represents a new steady-state or infrastructure direction.**

As part of O&M, costs includes government and contracted labor costs, corrective hardware and software maintenance, voice and data communications maintenance and service, replacement of broken or obsolete IT equipment, overhead costs, and costs for the disposal of an asset.

**Funding Source:** Established FHWA funding source categories are:

**OITS Program Office GOE:** Funding authorized by congress and distributed amongst the program offices. OITS Program Office GOE are efforts funded by the Office of Information Technology Services (OITS). If applicable, the OITS Program Office GOE - Task Lead information is provided by the OITS Application Team Lead.

**Program Office GOE:** Funding authorized by congress and distributed amongst designated program offices.

**Program Funds:** Funding that has been specifically authorized/Earmarked for the administration of a specific program (e.g., Safe Route to Schools).

**Research funds:** Funding primarily designated to RD&T with some funding distributed to the Program offices for Research activities.

**Variance Justification:** An indicator will appear if there is a +/- 10% variance from the CY16 budget request. **If required, enter variance justification in the designated area.**

**Updating Pre-populated Fields:** If you need to update last year's data (pre-populated on the left hand section of the form), click the field and make your changes. If you make a mistake and/or need to undo your updates, use the "Undo" feature in Excel to restore back to the original pre-populated value. Contact the FHWA CPIC Team if you experience any issues in trying to revert back to pre-populated data.

## ACTIVITIES TAB

The instructions are contained directly on the Activity Tab.



(Note: Shaded areas are pre-populated. Information displayed in blue font can be modified if needed.)

<b>Name</b>	<b>FHWAX077: Congestion Mitigation and Air Quality System (CMAQ)</b>
-------------	--

**Lifecycle Timeframe**

Enter the Year the Investment or Web Site was Initiated		Enter the Year of the Estimated End of Useful life for this Investment or Web Site	
Start Year	2002	End Year	2017

Status	Active
--------	--------

**Business Contact Information**

Position	Name	Org.	Phone	Email
Executive Business Sponsor	Gloria Shepherd	HEP-1	202-366-0116	gloria.shepherd@dot.gov
Investment or Web Owner	Mark Glaze	HEPN-10	202-366-4053	mark.glaze@dot.gov
Investment or Web Manager	James Lieu	FHWA-HAIM-43	202-493-0104	james.lieu@dot.gov

**Description**

Description: The Congestion Mitigation and Air Quality (CMAQ) Improvement Program Project Tracking System is a repository for data submitted by states regarding the expenditure of program funds on air quality beneficial transportation projects. End uses include reports to Congress and internal program management.

**Government Full Time Equivalent (GFTE) Estimates:**

Enter the Grades and Percentages of time that Government staff will spend directly on the investment or web site.  
Enter a separate entry for each unique Grade.

Examples:

If two GS-13s will spend 20% of their time on O&M activities, enter 40% in the O&M column.  
If one GS-14 will spend 5% of his or her time on new development, enter 5% in the DME column.

Last Year's Data Call (CY16): GFTE Costs (pre-populated)				
GRADE	DME %	DME GFTE Costs	O&M %	O&M GFTE Costs
15	10%	\$ 19,301	0%	\$ -
14	30%	\$ 49,225	10%	\$ 16,408
0	0%	\$ -	0%	\$ -
0	0%	\$ -	0%	\$ -
0	0%	\$ -	0%	\$ -
0	0%	\$ -	0%	\$ -
<b>GFTE Costs</b>		<b>\$ 68,527</b>		<b>\$ 16,408</b>
<b>Total GFTE Costs</b>		<b>84,935</b>		

Current Submission (BY17) GFTE Salary based upon OPM Salary Table (Effective January 2015)				
Select Grade	DME %	DME GFTE Costs	O&M %	O&M GFTE Costs
15	10%	\$ 19,886		\$ -
14	30%	\$ 50,718	10%	\$ 16,906
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
<b>Total</b>		<b>\$ 70,604</b>		<b>\$ 16,906</b>
<b>Total GFTE Costs</b>		<b>87,510</b>		

\*\*\* BUDGET REQUEST - Enter 2017 Budget Estimates. Please do NOT include GFTE cost in Estimates \*\*\*

Last Year's Data Call (CY16): Budget Request (pre-populated)		
Funding Source	DME	O&M
OITS PROGRAM OFFICE GOE	\$ -	\$ -
OITS PROGRAM OFFICE GOE - Task Lead	\$ -	\$ 9,948
PROGRAM OFFICE GOE	\$ -	\$ -
RESEARCH FUNDS	\$ -	\$ 30,000
PROGRAM FUNDS	\$ -	\$ -
PROGRAM FUNDS - IT Support (FLH only)	\$ -	\$ -
<b>TOTAL (excludes GFTE)</b>	<b>\$ -</b>	<b>\$ 39,948</b>
<b>TOTAL GFTE COSTS (Populated from GFTE section)</b>	<b>\$ 68,527</b>	<b>\$ 16,408</b>
<b>TOTAL BUDGET REQUEST plus GFTE COSTS</b>	<b>\$ 68,527</b>	<b>\$ 56,356</b>

Current Submission (BY17)		
Funding Source	DME	O&M
OITS PROGRAM OFFICE GOE	\$ -	\$ -
OITS PROGRAM OFFICE GOE - Task Lead	\$ -	\$ 10,000
PROGRAM OFFICE GOE	\$ -	\$ -
RESEARCH FUNDS	\$ -	\$ 30,000
PROGRAM FUNDS	\$ -	\$ -
PROGRAM FUNDS - IT Support (FLH only)	\$ -	\$ -
<b>TOTAL (excludes GFTE)</b>	<b>\$ -</b>	<b>\$ 40,000</b>
<b>TOTAL GFTE COSTS (Populated from GFTE section)</b>	<b>\$ 70,604</b>	<b>\$ 16,906</b>
<b>TOTAL BUDGET REQUEST plus GFTE COSTS</b>	<b>\$ 70,604</b>	<b>\$ 56,906</b>

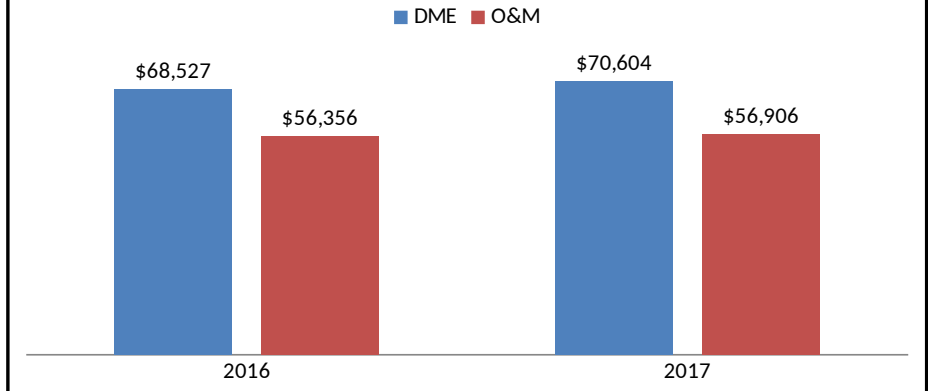
TOTAL BUDGET REQUEST	124,883
----------------------	---------

TOTAL BUDGET REQUEST	127,510
----------------------	---------


BY2016 - 2017 Summary

	2016		2017	
DME	\$	68,527	\$	70,604
O&M	\$	56,356	\$	56,906
	\$	124,883	\$	127,510

2016 & 2017 Summary



## ACTIVITIES

### INSTRUCTIONS

**General Guidance:** The activity data required is a new requirement for all investments in the BY 2017 data call. **Only DME activities require details to be reported on this tab.** O&M data will be pulled from the IT Data Call tab. The following guidance is specific to the data field within the form. Please do not hesitate to contact the FHWA CPIC Team at FHWA\_CPIC@dot.gov should you require additional guidance. **A project schedule is typically used to populate this tab.**

**Activity Name/Description:** Describe each activity for the investment or web site that started in 2015 or earlier and are not yet completed. Also add any activities that are scheduled to start in 2016 and 2017.

**Activity Work Breakdown Structure (WBS):** A WBS is a key project deliverable that organizes the team's work into manageable sections. Provide the high levels of the WBS to align with project activities. An example of WBS numbering is 1.0 (investment) and 1.1 or 1.1.2 (activities). You can enter as many levels as needed.

**Key Deliverable:** Select the applicable deliverable for each activity. Each deliverable must be at intervals of no more than six months in duration.

**Baselined Dates and Costs:** Enter the dates and costs for each activity. These dates and costs set your schedule and cost baseline.

**Estimated Dates and Costs:** Provide the estimated dates and costs for all ongoing and future activities (Note: On-going activities should have actual start dates provided; however the completion dates and costs may still only have projections).

**Actual Dates and Costs:** When an activity has started and/ or completed, provide the associated actual dates and costs.

**Activity Status:** Select "Active" for all completed/ongoing/future activities. Select "Deactivated" if rebaseline or other events require the removal of activities that are no longer in scope.

**Adding additional rows:** If additional rows need to be added:

In the O&M Activities section – (1) click on the number “22” for row 22 and ‘right click’ on your mouse. (2) Click “Insert.” (3) Repeat this as many times as necessary to add the desired number of rows.  
In the DMS Activities section – follow the procedures for O&M above, only modifying the guidance for the associated row number.

*Note: Security patches, upgrades, and related activities are covered in FHWA IT Security Investment*



Investment	FWWAX077: Congestion Mitigation and Air Quality System (CMAQ)
------------	---

<b>BY 2017 - Variance Justification</b>
---

CY16 Budget Request	\$ 124,883	
10% of Total CY16 Budget Request	\$ 12,488	<b>Variance Justification Requirement</b> The 10% is calculated using the CY16 Total Budget Request.
BY17 Budget Request	\$ 127,510	<b>ATTENTION: BY17 is under 10% of CY16 - Justification Required</b>
\$ 112,394.68	2.10%	Variance %
\$ 137,371.28		