



ENTERPRISE DATA INVENTORY SCHEDULE

Department of Housing and Urban Development

Office of the Chief Information Officer

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Revision History

Date	Version	Summary
11/01/2013	1	Initial Schedule of HUD Enterprise Data Inventory
12/19/13	2	Updated Process for Identifying Datasets Section and some other minor things
2/26/14	2	Updated milestones
5/23/14	2	Updated milestones, descriptions to show how HUD plans to expand, enrich and open the data inventory
8/22/14	3	Updated milestones, descriptions to show progress for the Program Areas due this quarter
11/25/14	4	Updated milestones, descriptions to show progress for the Program Areas due this quarter. This quarter also completes HUD's Enterprise Data Inventory. However, please note that the Enterprise Inventory is a living document. Updates will continuously be made to HUD's Enterprise Inventory. HUD will continue to identify new datasets, update existing datasets, and remove obsolete datasets.

INTRODUCTION

This inventory schedule will document HUD's plans and milestones to identify and account for all of its data assets within the FY2014 period how HUD will expand and enrich its Inventory each quarter.

HUD currently has an incomplete Enterprise Inventory and it will need to engage each of its Program Offices to determine what each Office's data assets are and if the data can be made available to the public. For data that is permitted to be shared with the public, metadata will be created to describe what the data is and how it can best be used by the public. This Inventory Schedule will identify these tasks and set milestones and dates to when these activities will take place. How HUD will ensure that it has identified its data assets in detail are in the HUD Process for Identifying Data Assets section.

Purpose

To develop a clear and comprehensive understanding of what data assets HUD possess, we are required to create an Enterprise Data Inventory (Inventory) that accounts for all data assets created or collected by HUD. This includes, but is not limited to, data assets used in HUD's information systems. The Inventory must be enterprise-wide, accounting for data assets across programs and bureaus, and must use the required common core metadata.

OMB will assess agency progress toward overall maturity of the Enterprise Data Inventory through the maturity areas of "Expand," "Enrich," and "Open."

Expand: Expanding the inventory refers to adding additional data assets to the Inventory. HUD should develop their own strategy to expand the inventory and break down the work according to defined classes of data. HUD needs to communicate plans for expanding the Inventory in the Inventory Schedule.

Enrich: To improve the discoverability, management, and re-usability of data assets, HUD should enrich the Inventory over time by improving the quality of metadata describing each data asset.

Open: HUD should implement tools and processes that will accelerate the opening of additional valuable data assets by making them public and machine-readable, while ensuring adequate policy, process, and technical safeguards are in place to prevent against the release of sensitive data. Agencies are required to increase the number of public data assets included in the Public Data over time.

Scope

By November 1, 2013 HUD is required to develop and submit to OMB an Inventory Schedule.

Below are the minimum requirements to meet:

- Describe how the agency will ensure that all data assets from each bureau and program in the agency have been identified and accounted for in the Inventory, to the extent practicable, no later than November 1, 2014.
- Describe how the agency plans to expand, enrich, and open their Inventory each quarter through November 1, 2014 at a minimum; include a summary and milestones in the schedule.
- Publish the initial Inventory Schedule on the www.HUD.gov/digitalstrategy page by November 1, 2013 and continue to update it on a quarterly basis.

HUD is also required to maintain this Enterprise Data Inventory after the initial November 30, 2013 submission, continuing to expand, enrich, and open the Inventory on an on-going basis.

The schedule and milestones on the following page indicate by quarter which HUD Program Areas the Data.gov liaison will work with to identify datasets. We have identified 3 HUD Program Areas for Q2 FY 14, 6 HUD Program Areas for Q3 FY 14, and 6 HUD Program Areas for Q4 FY 14. We will continue with the same schedule for FY 2015 and so forth in order to enrich, expand, and open HUD's data inventory.

1. Schedule Overview Summary

2. FY2014 Milestones

Quarter 2 – (January, February, March)

Milestone	Description	Office/ Program	Due Date	Status	Completion Date	Type of data asset	Comments
1. Datasets for OCIO	The mission of the Office of the Chief Information Officer (OCIO) is to enable delivery of HUD programs, services, and management processes by providing high-quality information, technology solutions and services. This office in collaboration with HUD's Policy Development and Research Program Area, along with HUD's Deputy Secretary have released a Memorandum to all of HUD's Program Areas to ensure that they are familiar with the requirements of the Open Data Policy and that they continue to Expand, Enrich, and Open HUD datasets to	OCIO	1/1/14	Complete	2/26/14	Public	Added 2 new datasets: TRM from Enterprise Architecture and the Major Investment Exhibit 300's from IT Capital Planning Team.

Milestone	Description	Office/ Program	Due Date	Status	Completion Date	Type of data asset	Comments
	the public to complete HUD's Data Inventory by November 2014. The OCIO works with the Program Areas to collect the datasets from the Program Areas and adds them to the Data Inventory. This Office is also reviewing the current datasets that have been made available to the public to ensure they are up-to-date and accurate and is working with the Office of Public Affairs to remove datasets that are obsolete.						
2. Datasets for PD&R	The mission of the Office of Policy Development and Research is to inform policy development and implementation to improve life in American communities through conducting, supporting, and sharing research, surveys, demonstrations, program evaluations, and best practices. In addition, PD&R provides a valuable service to researchers and the public by expanding the availability of statistics	PD&R	2/1/14	Complete	2/26/14	Public	Added 1 new dataset the Promise Zone from HUDUSER.ORG, have several geospatial datasets will submit next month. PD&R will continue to expand the HUD Enterprise Data Inventory.

Milestone	Description	Office/ Program	Due Date	Status	Completion Date	Type of data asset	Comments
	<p>on housing and urban development. In addition to the American Housing Survey and State of the Cities Data Systems, PD&R makes available (1) unique data on the Low-Income Housing Tax Credit; (2) annual publications of fair market rents (FMRs) and estimates of Area Median Family Income, which are used as a standards for determining rent and subsidy levels in HUD and other federal and state housing programs; and (3) a variety of other publications on the characteristics of families assisted under HUD programs.</p>						

Milestone	Description	Office/ Program	Due Date	Status	Completion Date	Type of data asset	Comments
3. Datasets for CPD	<p>The Office of Community Planning and Development (CPD) seeks to develop viable communities by promoting integrated approaches that provide decent housing, a suitable living environment, and expand economic opportunities for low and moderate income persons. The primary means towards this end is the development of partnerships among all levels of government and the private sector, including for-profit and non-profit organizations. CPD seeks to encourage empowerment of local residents by helping to give them a voice in the future of their neighborhoods; stimulate the creation of community based organizations; and enhance the management skills of existing organizations so they can achieve greater production capacity. CPD will help to ensure HUD expands its datasets</p>	CPD	3/1/14	Complete	3/1/14	Public	Added 18 new datasets. This office has done a tremendous job opening its inventory of datasets to support the Open Data Policy. In addition, they are helping us go through and cleanup their web pages to identify datasets that are high value to meet the Open Data Policy, and removing any obsolete ones. During the months of July 2014 through November 2014, this office went through and cleaned up their web pages and provided us with over 16 new datasets.

Milestone	Description	Office/ Program	Due Date	Status	Completion Date	Type of data asset	Comments
	related to its mission.						

Gaps (Risks/Issues): None

Quarter 3 – (April, May, June)

Milestone	Description	Office/ Program	Due Date	Status	Completion Date	Type of data asset	Comments
1. Datasets for FHEO	The mission of this office is to create equal housing opportunities for all persons living in America by administering laws that prohibit discrimination in housing on the basis of race, color, religion, sex, national origin, disability,	FHEO	4/1/14	Complete	3/28/14	Public	This office only has one system, therefore, it will continue to expand its datasets, but they are more different versions of the same thing. They will enrich their metadata. For this quarter added 1 new dataset: FHEO

Milestone	Description	Office/ Program	Due Date	Status	Completion Date	Type of data asset	Comments
	<p>and familial status. In addition, this office manages the Fair Housing Assistance Program, administer the award and management of Fair Housing Initiatives Program grants, and propose fair housing legislation. Therefore, to support the Open Data Policy FHEO will expand its datasets and provide more to the public through opening the data in its TEAPOTS application system that it manages.</p>						<p>Filed Cases containing totals for each state by year, which is a detailed list of each case.</p>

Milestone	Description	Office/ Program	Due Date	Status	Completion Date	Type of data asset	Comments
2. Datasets for CFO	<p>HUD employs sound financial management practices to help meet the Department's mission to promote adequate and affordable housing, economic opportunity, and a suitable living environment free from discrimination. CFO staff functions include: accounting, budget, and financial management for HUD's budget appropriation. In addition, CFO financial systems process millions of transactions annually to support HUD projects and meet the needs of the housing community. This Program Area is more of internal oversight office for the HUD organization. Since it is a support office there is a limited number of public datasets that could be provided. Most of these are PDF files.</p>	CFO	4/1/14	Complete	5/27/14	Public/Non -Public	Added 1 new dataset. This work is in progress. OCFO contains several budget type reports that are in Cognos format, and working with them to convert these reports to Excel format that can be read easily by users. The office also has some outdated reports currently published, working with them to see how we can get some more recent files of these datasets.

Milestone	Description	Office/ Program	Due Date	Status	Completion Date	Type of data asset	Comments
3. Datasets for PIH	The role of the Office of Public and Indian Housing is to ensure safe, decent, and affordable housing; create opportunities for residents' self-sufficiency and economic independence; and assure fiscal integrity by all program participants. This Program Area will continue to expand its datasets prior to November 2014.	PIH	5/1/14	Complete	5/1/14	Public	Added 1 new dataset. Still in progress will look for more in the next couple of months. PIH will continue to expand HUD's Enterprise Data Inventory.
4. Datasets for CPO	<p>This Program Office is yet another support area for the HUD organization. The Office of the CPO is responsible for obtaining all contracted goods and services required by the Department efficiently and in the most cost-effective manner possible to enable the Department to meet its strategic objectives.</p> <p>OCPO provides vital logistic support to the Department's program offices and other support offices in meeting their mission needs and provides</p>	CPO	5/1/14	In Progress		Public	In progress. Having a difficult time trying to get a POC to work with our office.

Milestone	Description	Office/ Program	Due Date	Status	Completion Date	Type of data asset	Comments
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**leadership throughout the
Department for
fundamentally sound
business practices.**

Milestone	Description	Office/ Program	Due Date	Status	Completion Date	Type of data asset	Comments
5. Datasets for SF HSNG	<p>This Office will continue to expand its datasets to support the Open Data Policy. The Office of Housing provides vital public services through its nationally administered programs. It oversees the Federal Housing Administration (FHA) the largest mortgage insurer in the world, as well as regulates housing industry business.</p> <p>The mission of the Office of Housing is to:</p> <ul style="list-style-type: none"> ▶ Contribute to building and preserving healthy neighborhoods and communities ▶ Maintain and expand homeownership, rental housing and healthcare opportunities ▶ Stabilize credit markets in times of economic disruption ▶ Operate with a high degree of public and fiscal accountability ▶ Recognize and value its 	SF HSNG	6/1/14	Complete	8/22/14	Public and non-public	<p>Meeting was held per the request of SF HSNG Management to discuss the requirements. A recommendation was made to look at HUD's System of Record Notices (SORN's). Meeting held with the office responsible for SORN's. Reached out to Privacy Liaison Officer's. Met with the SORN's POC's. Provided 19 new non-public datasets for HUD's Enterprise Data Inventory. SF HSNG will continue to expand the HUD Enterprise Data Inventory.</p>

Milestone	Description	Office/ Program	Due Date	Status	Completion Date	Type of data asset	Comments
	customers, staff, constituents and partners						
6. Datasets for GNMA	At Ginnie Mae, we help make affordable housing a reality for millions of low- and moderate-income households across America by channeling global capital into the nation's housing markets. Specifically, the Ginnie Mae guaranty allows mortgage lenders to obtain a better price for their mortgage loans in the secondary mortgage market. The lenders can then use the proceeds to make new mortgage loans available.	GNMA	6/1/14	Complete	7/1/14	Public and public-restricted.	This Office provided 24 datasets. They have done a fantastic job providing datasets. GNMA will continue to expand the HUD Enterprise Data Inventory.

Gaps (Risks/Issues):

Quarter 4 – (July, August, September)

Goal:

Milestone	Description	Office/ Program	Due Date	Status	Completion Date	Type of data asset	Comments
1. Datasets for MF HSG	HUD's Federal Housing Administration (FHA) "Office of Multifamily Housing Programs" is responsible for the overall management, development, direction and administration of HUD's Multifamily Housing Programs.	MF HSNG	7/1/14	Complete	7/24/14	Public	Added 7 new datasets. Some datasets identified are: MF Portfolio datasets, MF Data, etc. MF HSNG will continue to expand the HUD Enterprise Data Inventory.
2. Datasets for FPM	The Office of Field Policy and Management (FPM) provides direction and oversight for Regional Administrators and Field Office Directors. It communicates priorities and policies of the Secretary to these	FPM	7/1/14	Complete	7/15/14	Public and non-public	Provided one public dataset and 1 non-public. FPM will continue to expand the HUD Enterprise Data Inventory.

managers and ensures the effective pursuit of the Secretary's initiatives and special projects. It also communicates other management and administrative functions to the local field offices. In addition, the Office ensures that critical field program delivery issues are addressed and program impacts and customer service at the local level are assessed. The Office provides operational feedback designed to constructively influence program design and Departmental policy making. This Office will continue to expand its list of Field Policy Directors who manage HUD's Field Offices.

3. Datasets for OSPM	<p>The Office of Strategic Planning and Management (OSPM) works to make the U.S. Department of Housing and Urban Development (HUD) more efficient and effective by driving change across the Department. OSPM manages HUD's strategic planning, working with the Secretary, his senior leadership team, and external stakeholders. Specifically, OSPM determines strategic priorities and change efforts, tracks how HUD is doing against its targets, and ensures HUD's grants are getting to high-performing grantees quickly and fairly. This Office will continue to look for ways to Expand, Enrich, and Open its datasets especially the ones contained in HUDStat.</p>	OSPM	8/1/14	8/18/14	Complete	Public	<p>This office is a receiver of datasets directly from program offices and then uses that data to analyze program performance in its quarterly HUDStat meetings, its Annual Strategic Reviews, and its Annual Performance Reports. Of the data in the http://data.hud.gov/data_sets.html list, OSPM uses the following:</p> <p>American Housing Survey (AHS) 2011 Assisted Housing - Multifamily Properties - Assisted Assisted Housing - Public Housing Authorities Assisted Housing - Public Housing Buildings CDBG Housing Activity Choice Grantees COC Areas Fair Market Rents FHA Insured In Force Properties by Census Tract FHEO Filed Cases Field Offices HOME Grantee Areas HOME Rental Activity HUD Approved Housing Counseling Agencies HUD Insured Multifamily Properties HUD Regions</p>
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4. Datasets for OGC	<p>The Office of General Counsel (OGC) plays a vital role in helping the Department accomplish its mission of assuring decent and affordable housing, enabling all Americans to achieve homeownership, providing resources for communities to build strong neighborhoods, preventing homelessness, and enforcing fair housing laws. OGC attorneys provide legal opinions, advice and services with respect to all departmental programs and activities. The Office of General Counsel also includes the Enforcement Center. This Office will continue to expand its datasets, but due to the sensitive nature of this work most of these datasets will fall under the Non-Public category.</p>	OGC	8/1/14	Complete	8/26/14	Public/Non-Public	<p>In Progress. On 8/26/14 OGC provided a link to 2 datasets. Turns out 1 of the datasets (Debarment and suspension information) already existed as a dataset. Added to the Enterprise inventory the dataset called Limited Denial of Participation, HUD Funding Disqualifications and Voluntary Abstentions. OGC will continue to expand the HUD Enterprise Data Inventory.</p>
5. Datasets for OCHCO	<p>The Office of Chief Human Capital Officer is responsible for developing and implementing policies and procedures associated</p>	OCHCO	9/1/14	Complete	6/9/14	Public/Non-Public	<p>This is complete for now, but because the organization split this one required more research. On 6/9/14, an email was received and responded</p>

with human capital management and the administrative management of the Department. The Chief Human Capital Officer advises the Secretary and senior management on administrative management and human resource matters.

The office is responsible for Freedom of Information (FOIA), human capital management, executive scheduling services for senior executives, and is the central coordinating point for all Secretary and Deputy Secretary correspondence. This office will continue to expand its datasets but due to the nature of this work most these datasets will fall under the Non-Public category, however, they will expand the ones under the FOIA look to enrich, and open.

to. There is a pending reorganization in OCHCO. The non-HR functions are splitting off to form an Office of Administration that will have functions like Facilities, Executive Secretariat, Records Management. The datasets tend to follow system lines. This organization also has multiple systems, and their datasets, that are being used as a service (e.g., HIRTS, InCompass, NFC, Career Connector) and are hosted at another Federal agency. Those datasets are being identified, but are not at HUD, however, the source systems for them have been identified. Therefore, they are not affecting the completion of HUD's inventory, but will be identified for the record as outside sources. OCHCO will continue to expand the HUD Enterprise Data Inventory.

Gaps (Risks/Issues):