Department of Housing and Urban Development
Federal Information Technology Acquisition Reform Act
Agency Implementation Action Plan
01/15/2016

Introduction
The Federal Information Technology Acquisition Reform Act (FITARA) reaffirms and builds on Chief Information Officer (CIO) responsibilities documented in existing legislation and Federal guidance such as the Clinger-Cohen Act. In addition, it establishes the CIO role and responsibilities related to IT acquisitions. The Office of Management and Budget (OMB) directed agencies to perform a self-assessment of their progress in implementing all FITARA CIO roles and responsibilities. This document provides the Department of Housing and Urban Development's (HUD) planned actions to complete FITARA implementation.

The HUD CIO is working in close partnership with agency leadership, partner CXOs, and Program Area leaders to ensure complete implementation of all policy and processes necessary to fully implement CIO roles and responsibilities as outlined in FITARA.

Overall HUD has made significant progress in implementing CIO roles and responsibilities. Of the seventeen specific CIO responsibilities documented in the FITARA Common Baseline, HUD has assessed ten as completely implemented and seven as partially implemented. Implementation actions and milestone dates for the seven areas not yet complete are provided below.

Common Baseline Element B1: CIO role in pre-budget submission for programs that include IT and overall portfolio. The agency head shall ensure the agency-wide budget development process includes the CFO, CAO, and CIO in the planning, programming, and budgeting stages. This serves as the primary input into the IT Capital planning and investment control documents submitted with the budget (formerly Exhibits 53 and 300).

Milestones:
In July 2015, the Investment Management Division (IMD) located in OCIO is responsible for IT budget formulation and budget execution, as well as monthly Federal IT Dashboard reporting. IMD hosted training on the new rules related to the monthly dashboard reporting. IMD staff also worked closely with the CIO to gain approval of newly established criteria that was used for FY 17 major business cases and for reporting HUD's IT Portfolio. IMD has also briefed the IRC and CCC on the five major investments that are reported on, explained what is needed from the program partners and is closely monitoring projects to ensure compliance. IMD is closely monitoring projects from a budget perspective. The Customer Care Committee (CCC), Investment Review Subcommittee (IRC), and OCIO's Performance and Risk Management Branch monitors the projects from a performance perspective.

The Customer Care Committee (CCC) members consist of General Deputy Assistant Secretary (GDAS) level management representing the each of the CXO. The CCC members are explicitly included and are voting members in all budget formulation and execution decision making. The following 2 actions will be taking place:

• December 10, 2015: Investment Review Sub-committee (IRC) convened and held a discussion on governance roles, responsibilities and coordination for purposes of FITARA implementation.

• December 17, 2015: CCC will meet to provide overview of FITARA implementation and FY16 budget finalization.

Moving forward the IMD will ensure federal staff is fully aware of their roles and responsibilities to ensure reporting is timely and accurate. There has been a memorandum signed by both the CIO and CFO that jointly affirms that the CIO has authority over the IT budget submission sent to OMB. This approval will be covered in the IT budget formulation process.

OCIO POC: Susan Shuback

Common Baseline Element I1: Shared acquisition and procurement responsibilities. The CIO reviews all cost estimates of IT related costs and ensures all acquisition strategies and acquisition plans that include IT apply adequate incremental development principles.

Milestones:
In coordination with OCPO/CAO draft OCIO Policy Guidance and Acquisition Instruction that initiates the process required to implement I1 Common Baseline requirement and have Program Areas self-identify current IT contract information for OCIO review. A meeting will be held the week on December 14, 2015 to elaborate on specific as it relates to implementation:
OCIO POC: Esseck Martin

Inform Program Areas of new FITARA requirement and request Program's identify all Current Contracts or Contracting requirements.
   a. Draft Memorandum for Deputy Secretary to inform HUD Program Areas of new requirement
      Estimated completion: 8/31/2015
   b. CIO issue instructions to Program to provide IT contract information
      Estimated completion: 12/21/2015
   c. CIO issue Acquisition Planning Guidance to ensure FITARA implantation
      Estimated completion: 12/21/2015
   d. OCPO issue Acquisition Instruction (AI) to facilitate implementation of FITARA
      Estimated completion: 12/21/2015

Common Baseline Element J1: CIO role in recommending modification, termination, or pause of IT projects or initiatives. The CIO shall conduct TechStat reviews, or use other applicable performance measurements to evaluate the use of the IT resources of the agency.

Milestone:
Steps to formalize CIO role in IT project termination will be developed including development of a Performance Management Framework that structures and collects performance measures from the strategic level down through the individual project, system, service level.
OCIO POC: Susan Shuback

Estimated completion: 12/31/2015

Common Baseline Element K1: CIO Review and Approval of acquisition strategy and acquisition plan.
Agencies shall not approve an acquisition strategy or acquisition plan or interagency agreement that includes IT without review and approval by the agency CIO.

Milestones:
In coordination with OCPO/CAO draft OCIO Policy Guidance and Acquisition Instruction that initiates the process required to implement K1 Common Baseline requirement and have Program Areas self-identify current IT contract information for OCIO review. Post receipt OCIO plans to have verification processes to ensure the Program Area self-identifications are accurate.
OCIO POC: Esseck Martin

Inform Program Areas of new FITARA requirement and request Program's identify all Current Contracts or Contracting requirements.
  e. Draft Memorandum for Deputy Secretary to inform HUD Program Areas of new requirement
      Estimated Completion: 8/31/2015
  f. CIO issue instructions to Program to provide IT contract information
      Estimated Completion: 12/21/2015
  g. CIO issue Acquisition Planning Guidance to ensure FITARA implantation
      Estimated Completion: 12/21/2015
  h. OCPO issue Acquisition Instruction (AI) to facilitate implementation of FITARA
      Estimated Completion: 12/21/2015

Common Baseline Element L1: CIO approval of reprogramming. The CIO must approve any movement of funds for IT resources that requires Congressional notification.

Milestones:
OCIO in collaboration with CFO will create a process for CIO input and recommendations for IT and S&E funds that will be reprogrammed.   Process will be documented in guidance and distributed agency-wide.
OCIO POC: Susan Shuback and Janice Ausby

Estimated completion: 12/31/2015

Common Baseline Element M1: CIO approves bureau CIOs. The CIO shall be involved in the recruitment and shall approve the selection of any new bureau CIO.

Milestones:
The OCIO is working with CHCO on selection approval for specific staff with CIO responsibilities and developing updated IT Policy with CIO approval of staff with IT responsibility selections.
OCIO POC: Janice Ausby

Estimated completion: 12/21/2015

Common Baseline Element N1: CIO role in ongoing bureau CIO evaluations. The CHCO and CIO shall jointly establish an agency-wide critical element (or elements) included in all bureau CIOs' performance evaluations.

Milestones:
The OCIO is working with CHCO on inclusion of CIO evaluation of performance elements for specific staff with CIO responsibilities and Program area senior IT lead's. An updated CHCO Policy with CIO evaluation element for staff with IT responsibility selections will be developed.
OCIO POC: Janice Ausby

Estimated completion: 12/31/2015

Common Baseline Element P1: IT Workforce. The CIO and CHCO will develop a set of competency requirements for IT staff, including IT leadership positions, and develop and maintain a current workforce planning process.

Milestones:
The OCIO is working with CHCO to document core capabilities for all IT positions, include them in standard PDs, and complete an IT Workforce Plan.
OCIO POC: Janice Ausby

Estimated completion: 12/31/2015

CIO Assignment Plan: For the responsibilities other than budget approval and bureau CIO appointment, the CIO may designate other agency officials to act as a representative of the CIO in aspects of IT management in a rules-based manner. Agencies which plan to use such a rules-based method must describe it in a "CIO Assignment Plan" (Plan) and submit it for OMB approval.

Milestones:
The OCIO will develop a CIO Assignment Plan that describes the responsibilities delegated to the Ginnie Mae CIO.
OCIO POC: Janice Ausby

Estimated completion: 12/31/2015