

**Business Gateway Initiative  
Governance Board Meeting  
December 21, 2005**

**Attendees:**

- Neil Sattler, DoEd
- Eldrich Frazier, DOI
- Bill Burdett, DOJ
- Cesar DeGuzman, DOL
- Jackie Patillo, DOT
- Kim Nelson, EPA
- Thomas Horan, GSA
- Charlie Havekost, HHS
- Don Arbuckle, OMB
- Dave Thompson, OPM
- Stephen Galvan, SBA
- Charles McClam, SBA
- Lynn Kopala, USAID
- John Bryant, Ambit Group
- Mike Riha, Ambit Group
- Gary Schaumburg, Erimax
- Mary Mitchell, GSA
- Charles Bram, M Squared
- Kimberly Nelson, OMB
- Timothy Wang, OMB
- Timothy Young, OMB
- Adjoa Oriyomi, SBA
- Jody Wharton, SBA
- Cameron Hogan, BG PMO
- Jason Khan, BG PMO
- Franklyn Matthews, BG PMO
- Brad Pantuck, BG PMO
- Mary Beth Smith-Toomey, OPM
- Bruce Borzino, GSA
- Kelly Olson, SRA Touchstone
- Aileen Morse, SRA Touchstone
- Barbara Bingham, DOL
- Stephen Parsons, DOI
- Charlie Grymes, DOI
- Dennis Vearrier, HUD
- Nate Zuckerberg, GSA
- Jeff Nolf, DOC

**Phone Participants:**

- Keith Kearney, Treasury
- Donna Eden, HUD
- Dave Holyoke, SSA
- Janine LaFayette, VA
- Sandy Facinoli, USDA
- Jack Stout, HHS
- Lynn Smith, Unisys

**Location:**

- SBA, 2<sup>nd</sup> Floor Eisenhower Conference Room

**Meeting Agenda:**

1. Project Management Review:
  - MOU Status
  - PMA Scorecard Update
  - Funding Discussion
  - Planning for Out-Years
2. Project Status Overview:
  - Business.gov Design Update
  - Design/Development
  - Operations & Maintenance

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**Meeting Discussion:**

**Introductory Remarks**

Stephen D. Galvan, Deputy Acting Administrator of SBA, reflected on the project's accomplishments in 2005. He highlighted the six major milestones BG completed. Mr. Galvan specifically recognized the following people and agencies for their contributions:

- Don Arbuck (OMB) for his support of the BG project
- Kim Nelson (EPA) for her commitment to the project and for voting for what she thought was right, rather than most economically beneficial to her agency
- Dan Matthews (leaving DOT) for providing timely leadership
- GSA, DOL, EPA—all have helped staff the BG project
- Shivani Desai, BG Program Manager, for reorganizing and focusing the project

**MOU Status**

BG mailed MOUs to partner agencies on November 14<sup>th</sup>. Contact BG if you did not receive your MOU. Final funding transfer may need to wait until the reprogramming language is worked out. Despite the re-programming language in the Transportation/Treasury/HUD bill, you have 45 days from the signing of the bill to transfer of funds to SBA.

**President's Management Agenda**

All agencies are green. The next milestone is the FY06 Q2 Data Call. The data call is due March 31<sup>st</sup>, 2006. Providing BG with the compliance assistance resources requested will dramatically increase the value BG can provide to business owners. Please help with getting the data call complete and correct.

**Update on BG Funding (provided by Tim Young from OMB)**

Provision 841 of the recently enacted Transportation, Treasury, and HUD bill requires agencies to notify Congress before transferring funds to E-Gov initiatives. OMB drafted a report touting E-Gov and will submit it to Congress on December 22<sup>nd</sup>. In tandem, Clay Johnson will meet with Senate and House staff directors. OMB will meet with subcommittee clerks to walk them through the process. It is important for agencies to let the Hill know of the value added by the E-Gov projects. Explain to your clerk the value that Business Gateway adds to your agency. If you have an MOU pending ask your general council's office for advice. OMB will notify you when the law is clarified or changed. Contact Tim Young if you have questions [Phone: (202) 395-0368; Email: [tkyoung@omb.eop.gov](mailto:tkyoung@omb.eop.gov)].

**Portal Update**

BG will refresh the site in September 2006. Although [www.Forms.gov](http://www.Forms.gov) and [www.Business.gov](http://www.Business.gov) were hosted separately, they will now be hosted together at GSA. The new site will focus not on procurement or on grants, but on *compliance assistance*. The government has mandated easing the burden on business, and our focus groups and research tell us that businesses want points of contact and streamlined access to government resources. Because there is no compliance expertise across the federal space, Business Gateway will fill the void.

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**How will the potential shortfall in funding affect the portal?**

41% of BG's budget is threatened by the Transportation, Treasury, and HUD bill. BG has prioritized activities so that if some funding does not come in we know how to proceed. If fully funded, BG will develop the COMPASS tool. If BG is less than fully funded we will proceed without this tool at this time. We are planning and scheduling priorities based on the expectation of having a \$4.2 million reduction in funding.

**Data Harmonization**

**Status**

The Single Source Coal Reporting (SSCR) project, "The Coal Vertical," launched a pilot reporting mechanism and has met all of its milestones. BG is currently developing a harmonization approach and identifying the next vertical. DOT is exploring a trucking vertical. BG is also working with DHS on an opportunity. The BG PMO considers harmonization a priority and wants to lead other efforts. If you have opportunities within your agency, please contact Shivani: BG may be able to provide seed money.

**Kim Nelson (EPA): Is it risky to develop several isolated verticals?**

Yes, however, no one has been able to identify horizontal opportunities. Verticals are fast and significant wins for businesses and the government. BG communicates with each of the verticals, sharing lessons learned, data dictionaries, and advice. BG hopes that implementing a few verticals will help identify opportunities for horizontal data sharing. BG may use its Governance Board as a forum to set standards for cross-governmental metadata establishment. BG understands the importance of developing standard, government-wide data fields. Standardization will allow agencies to share information easily and will reduce the burden on businesses.

**Upcoming Governance Board Action Items**

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|---|---------------|
| • Comment on Portal Concept of Operations | February 2006 |
| • Respond to Q2 FY06 Data Call            | March 2006    |
| • Kick off FY 08 Funding Group            | March 2006    |
| • Vote on FY 08 funding model             | May 2006      |

**Online meeting materials**

Business Gateway now posts meeting materials and other documentation on [http://www.business.gov/general/pmo\\_doc/pmo\\_documents.html](http://www.business.gov/general/pmo_doc/pmo_documents.html) for your convenience.