



8.1 Introduction

The Office of Business Administration (BA) is the central organization for all shared Energy Efficiency and Renewable Energy (EERE) business products, processes, and information technology systems; providing a full suite of business services to EERE. BA implements the EERE Strategic Management System (SMS), a business management framework developed to increase the efficiency and effectiveness of the planning, performance budget formulation, program implementation, and program analysis and evaluation functions.

The SMS, as depicted in Figure 8.1-1, is a comprehensive set of key activities and products that EERE organizations perform annually to accomplish their mission and achieve their goals. The SMS identifies these activities and products, describes them, shows how they relate to each other, and provides a schedule for their accomplishment.

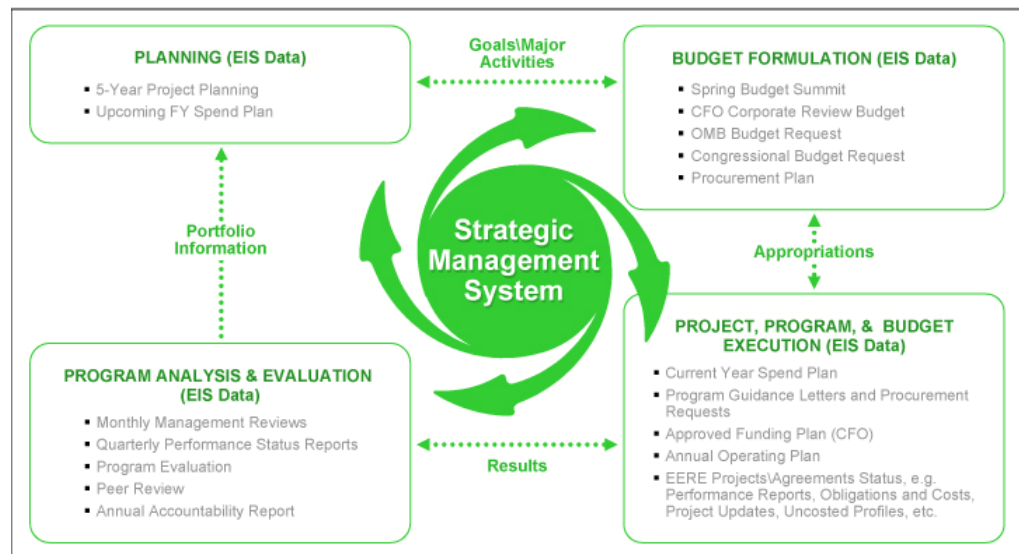


Figure 8.1-1 SMS Framework

Implementation of programmatic and business management activities, aligned with SMS, provides critical information at the right time for key decision-making and it also increases the responsiveness of EERE programs by considering the insights, interests, and requirements of customers and stakeholders. The SMS guides and integrates the EERE programmatic and business activities from the organizational level down to and including the project/agreement level.

The U.S. Department of Energy (DOE) Enterprise Architecture and the President's Management Agenda (PMA) are directly supported through EERE's implementation of the SMS framework. Enterprise Architecture is fundamentally concerned with identifying or creating common or shared assets, which resolve the business issues of an organization—whether they are strategies, business processes, investments, data, systems, or technologies.

To further implement this business strategy and establish a single way of doing business, EERE consolidated four sector-specific budget execution systems into a single EERE corporate management and reporting solution. EERE has also consolidated its procurement and purchasing processes, bringing those capabilities to the user's desktop for easy access and execution.

EERE's information and business management systems continue to evolve for federal employees and contractors. EERE's information management systems cover an array of EERE-specific tasks from corporate planning and reporting to human resources to federal hiring practices. This chapter will describe some of the critical information management systems used throughout EERE.

Currently, EERE operates three business systems: the Corporate Planning System (CPS), the EERE Information System (EIS), and the Systems Approach to Grants Administration for Windows (WinSAGA). It is EERE's goal to consolidate the systems it operates. This chapter contains information about each system's operation. However, in the future the various functions and features discussed within each application are likely to be concentrated in one system.

The following EERE systems may be accessed:

Corporate Planning System at <http://cps.ee.doe.gov>;

EERE Information System at <http://ee-report.net.ee.doe.gov>; and

Systems Approach to Grants Administration for Windows at

<https://www.eere-pmc.energy.gov/winsaga.aspx>

8.2 DOE and Field System Interfaces Applicable to EERE

Many DOE and Field system interfaces are used by EERE as critical planning and management tools. These interfaces are generally role-based and require permission to access. The following information management systems serve as data interfaces to CPS and/or the EERE Data Mart illustrated in Figure 8.2-1:

System	Description	EERE Users
Correspondence and Action Tracking System (CATS)	A Lotus Notes database system used primarily to provide a centralized electronic assignment and tracking of critical correspondence for EE.	Controlled Correspondence Office (CCO); Program Office Administrators.
Corporate Human Resources Information System (CHRIS)	DOE Personnel - Human Resources; updated bi-weekly.	All EERE personnel.
Strategic Integrated Procurement System (STRIPES)	Future DOE System for planning, awarding, and administering unclassified acquisition and financial assistance instruments; updated daily. Also will be the Grant Management Line of Business Solution interfacing with grants.	Not yet in operation. Access expected to be role-based.
I-Manage Data Warehouse (IDW)/ Standard Accounting and Reporting System (STARS)	Financial management system that is the foundation for linking budget formulation, budget execution, financial reporting, cost accounting, and performance measurement; updated daily.	All authorized users.
Program Activity by Location System (PALS)	Collects program funding amounts by the location where the service, production, or research and development is performed. The data is proprietary every year until the beginning of the fiscal year.	TD Program Offices and others, as appropriate.
Joule	A web-based performance reporting system for the Department's annual performance goals and measures contained in the Annual Performance Plan.	OPBA.
Windows Systems Approach to Grants Administration (WinSAGA)	Tracks expenses related to formula grants from Weatherization and the State Energy Program; updated quarterly. Transitioning to Grant Management Line of Business Solution during FY08.	WIP, PMC, and EE-authorized users.
Project Management Information System (ProMIS)	Project management system that tracks funding and agreement information for NETL awards. Interfaces with CPS to convey critical agreement-level data.	NETL and authorized users.
Electronic Proposal Management Application (ePMA)	Processes information contained within the National Laboratory systems as submitted through Field Work Proposals.	National Laboratories.
Golden Database Management System	Project management system that tracks funding and agreement information for GO awards. Also serves as EE's solicitation tracking system. Interfaces with CPS to convey critical agreement-level data.	GO, PMC and other EE- authorized users.

Table 8.2-1 Information Management System Data Interfaces to the EERE Data Mart

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8.3 EERE Corporate Planning System

The CPS may be accessed at <http://cps.ee.doe.gov>

The Corporate Planning System (CPS) is a comprehensive strategic planning system developed in response to EERE’s need to aggregate and report project data across program offices. Prior to CPS, individual sectors and programs used their own systems to collect project information and respond to inquiries. These individual systems lacked common data definitions and software packages, and did not interface with one another. Maintaining numerous financial management systems was costly and did not provide EERE with integrated system benefits. Through one system, EERE management has to complete, accurate, and uniform information from which to make access informed decisions and respond to inquiries from Congress or other government entities in a timely manner. See Figure 8-3.1.

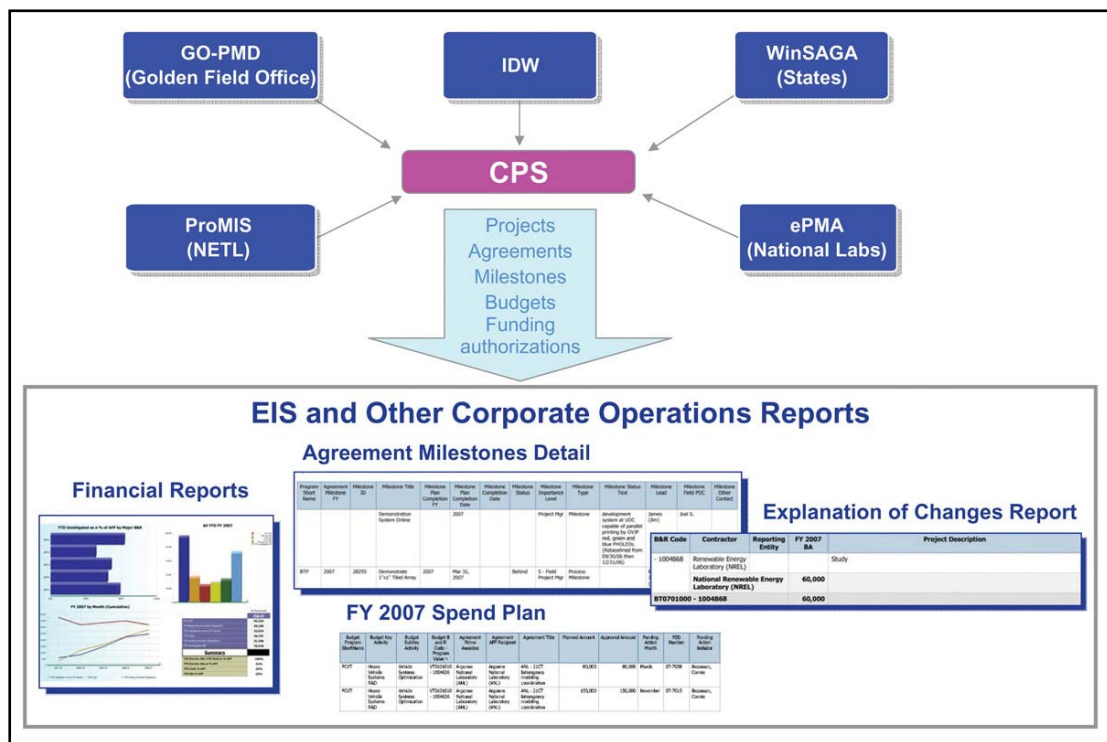


Figure 8.3-1 Corporate Planning System/EERE Information System Integration

The CPS is also EERE’s corporate system for monitoring, tracking, and managing program operations. It is a Web-based system that contains planning, financial, and technical data to support EERE’s need for uniform corporate planning, execution, and reporting. As a central repository for program and project information, it provides management with the capability to create Multi-Year Program Plans (MYPP), Annual Operating plans (AOP), and annual Spend Plans; develop and execute program guidance, projects, and

agreements; and issue standard reports on performance such as schedules, costs, and milestones.

The CPS has connectivity to three field systems: the National Energy Technology Laboratory's ProMIS, Golden Field Office's Database Management System, and EERE's Project Management Center (PMC) WinSAGA. CPS also interfaces with the HQ financial system and the Office of Science's Electronic Proposal Management Application. These interfaces are integral to ensuring that CPS has accurate and up-to-date data from corporate systems of record information to support EERE's program and project management activities.

8.3.1 CPS Goals

To operate a user-friendly system in support of EERE's business operations and for implementing EERE's SMS framework inclusive of Planning, Budget Formulation, Program Implementation, and Program Analysis and Evaluation. This goal is envisioned through the development of a unified network of systems and tools, where the key components include a central repository for the collection of EERE mission-relevant information, and a robust system for the generation of program-relevant reports and management dashboards. Through a single point-of-entry, the system can provide EERE managers with need-to-know information, when they need to know it. This capability will facilitate decision-making on Research, Development & Deployment (RD&D) investments, provide a better perspective of the RD&D portfolio, and improve overall management of EERE RD&D investments.

The following program objectives are envisioned in meeting this goal:

- 1) To establish a comprehensive database of program and project information EERE management can use to plan, record, track, monitor, and evaluate EERE RD&D investments;
- 2) To establish connectivity with other DOE corporate and national laboratory systems for the collection and exchange of mission-related information and data; and,
- 3) To establish the capability for EERE managers to retrieve and analyze the mission-critical information and data, and compile that information into value-added reports.

8.3.2 Functionality

The CPS helps manage, monitor, and develop Congressional Budget Requests, Spend Plans, budgets, project data, and portfolio performance. It supports multi-year program planning, AOP development, and Automated Program Guidance Letter creation. CPS allows the user to create and manage portfolios in real time, tie projects and milestones to fiscal year budgets, and track contact information for managing organizations. Additionally, CPS allows field personnel to review and modify project data. The system stores a range of necessary data, such as DOE investments, carry-over, and cost-share, total project development time, and technical progress. The data collected in CPS enables EERE to generate monthly, quarterly, and annual reports. CPS functionality is illustrated in Figure 8.3-2.

- Program and Project Data Modification
- MYPP/AOP Development and Planning
- Automated Program Guidance Creation
- Historical Technical and Budget Perspectives
- Congressional Budget Request Monitoring and Development

File Directory for Program Specific Information

Project Name	Total	Active	Commented	Closed
Total	29	28	0	0
Buildings Technologies	1	1	0	0
Hydrogen Technology Program	1	1	0	0
Res Bldgs Int	3	3	0	0
Com Bldgs Int	2	2	0	0
Energy Tech	11	11	0	0
Sup Bldg & Anal	1	1	0	0

AOP Reporting Features

Project ID	Agency	Budget	FPM Month	Initiator
16765	Laboratory Building National Laboratory (LBNL)	\$550,000.00	Oct	Drainis
16765	National Renewable Energy Laboratory (NREL)	\$732,000.00	Oct	Drainis
16765	Lawrence Berkeley National Laboratory (LBNL)	\$922,000.00	Oct	Drainis
16765	TMU, Inc.	\$625,000.00	Oct	Pruce
16765	National Energy Technology Laboratory (NETL)	\$145,000.00	Oct	Drainis
16765	National Renewable Energy Laboratory (NREL)	\$150,000.00	Aug	Ravip
16765	National Energy Technology Laboratory	\$100,000.00	Aug	Ravip

Information Captured at the Project Level

Formal Title: Commercial Building Lighting Controls Assessment and Recommendations (Agreement #1-07-01)

Short Title (Optional): 15075 Commercial Building Lighting Controls

Description: The primary objectives of this subtask are to: identify key barriers to implementation of lighting controls in US commercial buildings by collecting a snapshot of current commercial sector input; evaluate a wide range of actions the DOE might take to lower those barriers.

Figure 8.3-2 EERE Corporate Planning System Functionality

8.3.3 CPS System Responsibilities

The CPS allows EERE to plan short-term and long-term activities at both the program and project levels. This ongoing planning process features three broad stages, beginning with the determination of overall program activities, continuing with the management of specific project information, and culminating in the management of project funding information. Figure 8.3-3 illustrates the CPS work flow and operational roles and responsibilities among Headquarters (HQ) Executives, Technology Development Managers, Budget Analysts, Field Project Management Personnel, and System Administrators.

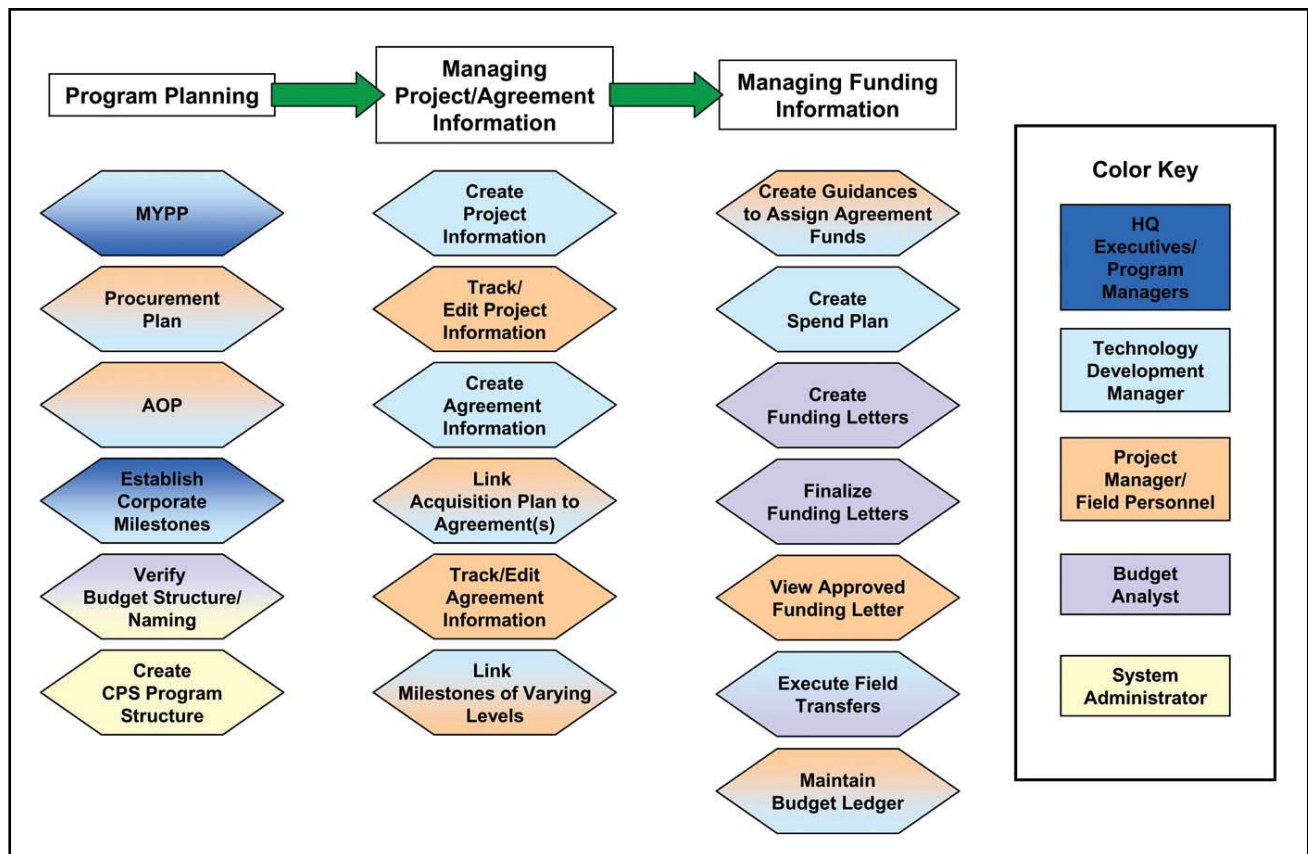


Figure 8.3-3 Corporate Planning System Work Flow and Primary Roles and Responsibilities

8.3.4 Work in Progress

The CPS is appropriately updated when EERE mission needs change. In the future, CPS will introduce additional functionalities which include:

- Linking and tracking EERE and program-level milestones to agreement-level milestones;

- Tracking national laboratory agreement-level costed and obligated dollars;
- Ability to link budget to performance;
- Budget formulation module for connectivity to DOE's standard budget system; and,
- Integration of EERE's Customer Service Center and CPS with DOE's STRIPES.

8.3.5 CPS and the SMS

The CPS contains information to support every stage of the SMS framework. For planning, CPS is able to produce the program AOP and annual Spend Plan. It contains information to generate program MYPPs and Gantt charts with program-to-project milestones. For Budget Formulation, CPS provides multi-year funding projections for projects and agreements; mortgages; multi-year acquisition plans; multi-year Spend Plans; and can tie budget to performance by linking program-to-project milestones.

The strength of CPS lies in its support of the program implementation stage of the SMS. CPS enables EERE managers to create, edit, and manage the technical content of their projects and agreements; to create, edit, and manage program and project milestones; to manage the allocation and execution of funds; to create, edit, and manage guidance letters; to monitor PMC-initiated fund transfers; and to monitor the flow of funds. CPS provides an audit trail for all system changes, and contains contact information for corporate, field, and national laboratory key points of information. Recognizing the scope of these activities, CPS can support the EERE manager in maintaining the quality of the information through exception reports that indicate areas where updates to projects, agreements, Spend Plans, and milestones are needed.

As for the program analysis and evaluation stage of the SMS, CPS is able to link, track, and report on EERE corporate-, program-, and project-level milestones. CPS captures EERE's JOULE, Program Assessment and Rating Tool statistics, and PMA milestones; and allows financial reporting of project commitments, obligations, and costed and uncosted balances.

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8.4 EERE Information System

The EERE EIS can be accessed at <http://ee-report.net.ee.doe.gov>

The EIS is EERE's primary reporting tool. The EIS brings all EERE-relevant data from various databases into a single information warehouse (called the DataMart) for ease in formatting and reporting. The EIS standardizes and integrates EERE financial, procurement, and acquisition information in a virtual warehouse where DOE-level databases have been selected and downloaded specifically for EERE use, including CPS and STARS data.

The EIS is a two-unit operation:

- The DataMart unit is the collection point (warehouse) for all EERE-relevant information from the various EERE and DOE databases;
- The reporting software formats the information to meet the reporting requirements.

Generic reports, dashboards, and analysis “cubes” are created that can combine data from these two systems to provide an integrated view of the work being performed under the direction of EERE. EIS contains a broad array of standard reports and graphs for analysis, as well as providing an ad-hoc capability. Several dashboard, report, and analysis elements support “drill-through,” which allows users to begin at a high level (e.g., EERE and program) and traverse summarized information to reveal its lower-level details (e.g., subprograms or program activities). Each of the systems is represented in Figure 8.4-1 with a description of DOE systems in Subsection 8.2, “DOE and Field System Interfaces Applicable to EERE.”

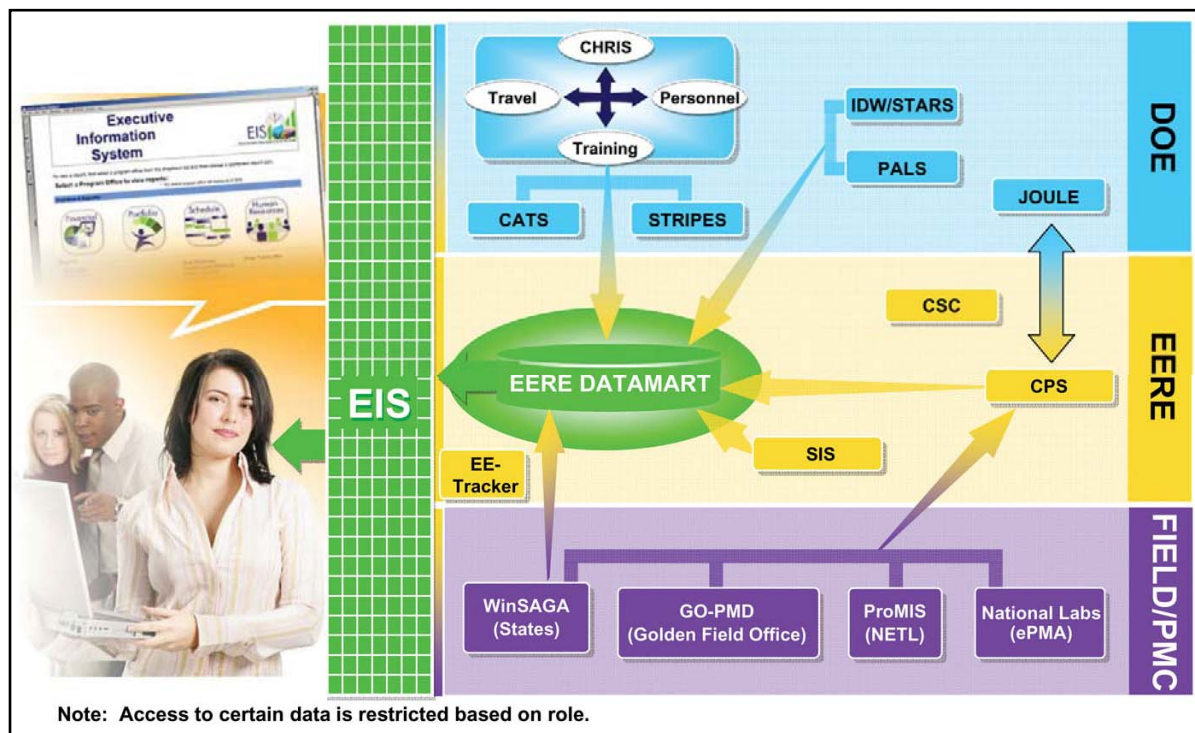


Figure 8.4-1 EIS: EERE’s Central Repository and Reporting Environment

8.4.1 EERE Information System Goals

EERE has three primary goals for the EIS:

- Establish a comprehensive repository of corporate information for the quick and uniform response to inquiries;
- Compile and assemble all EERE personnel-, budget-, procurement-, project-, and milestone-relevant information for ease in reporting; and
- Provide EERE managers and staff with need-to-know information in a user-friendly report format.

The EIS provides access to much of the information required to support the planning, budget formulation, program implementation, and program analysis and evaluation cycles. Some parts of the EIS provide data extracted from Departmental and national laboratory systems that are used in EERE reports. Information on DOE departmental budget and finance systems is found at: <http://www.cfo.doe.gov/crorg/products.cfm> under the “Major Systems” category. Some of the key parts of the EIS include the following types of data: 1) monthly IDW cost, procurement and travel, 2) monthly national laboratory downloads, 3) CPS Spend Plans, and 4) CPS milestone and project data.

8.4.2 EERE Reports

The financial reports include information on funding, obligations, costs, and uncosted obligations for each EERE contract or financial assistance award by Budget and Reporting code, appropriation symbol, office, national laboratory, and awardee. These reports are useful in the execution part of the cycle to identify cost trends and to assure that the timing of obligations and costs is consistent with the needs of the particular project.

The reports also help those involved with program execution by providing procurement data to: 1) ascertain the status of all current procurements, 2) plan procurement actions required to replace expiring procurements, and 3) answer questions regarding the location (state or congressional district) or type (small business set-aside) of EERE contracts, cooperative agreements, and grants. “Drill-through” enables visibility into the details which make up the summarized information such as small business awards, planned dollars for agreements, obligations by program, etc.

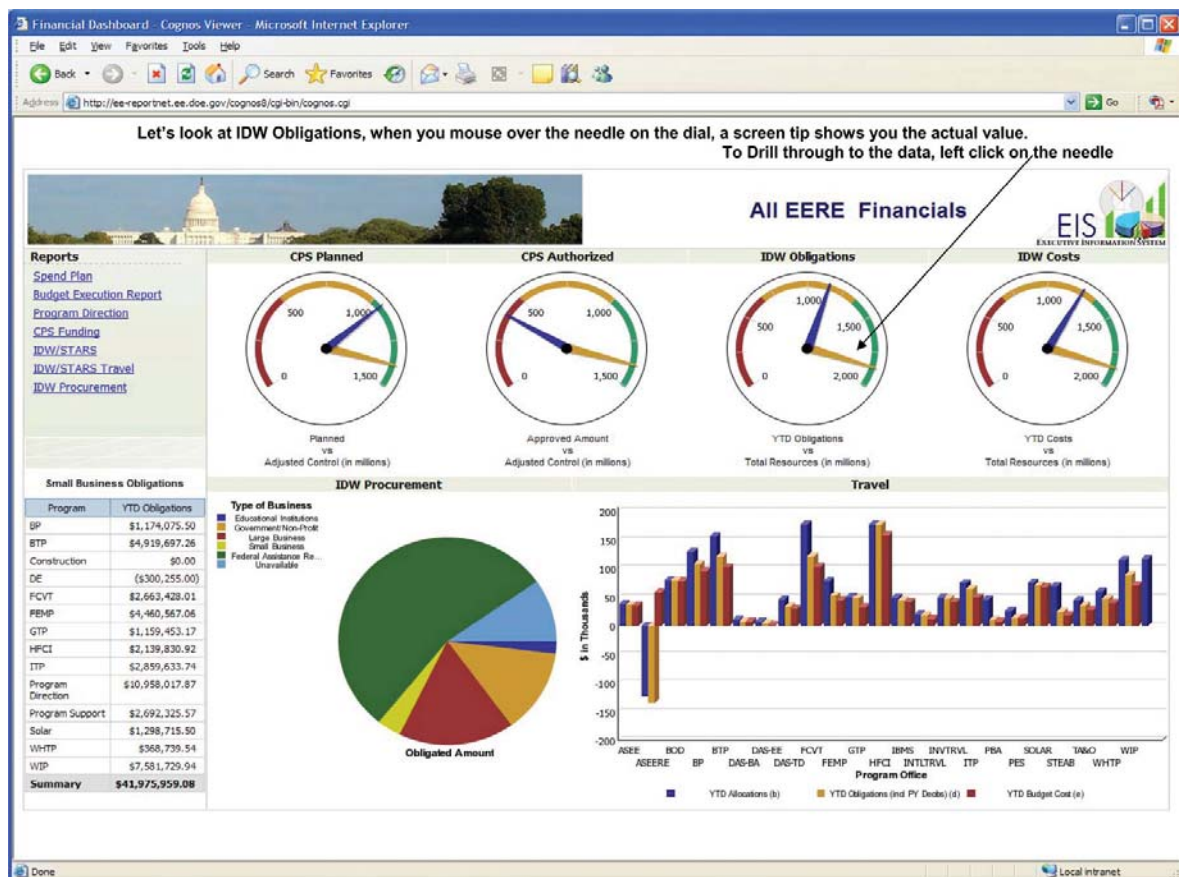


Figure 8.4-2 EIS Financial Report Web Page

The Spend Plan also can be downloaded from the financial reports database. The Spend Plan relates to the budget formulation, program implementation, and program analysis and evaluation phases by assisting each EERE organization to plan, track, and report each funding action over the course of a fiscal year. The Spend Plan is one of the three key components (along with the Milestones and Projects) of the EERE AOP.

8.4.2.1 EERE Portfolio Reports

The EERE Portfolio Reports section of the EIS allows users to have access to procurement and related operations data as well as monthly operations data from the DOE national laboratories. To date, no other departmental system contains or provides such a comprehensive picture of operations information. Integration of these data sources provide the only standard means for EERE organizations to review and report on the timeliness and status of PMC and national laboratory activities. “Drill-through” enables managers to see the agreement details, in particular: agreements per state, analysis of unknown projects, national laboratory agreements, earmarked grants, etc.

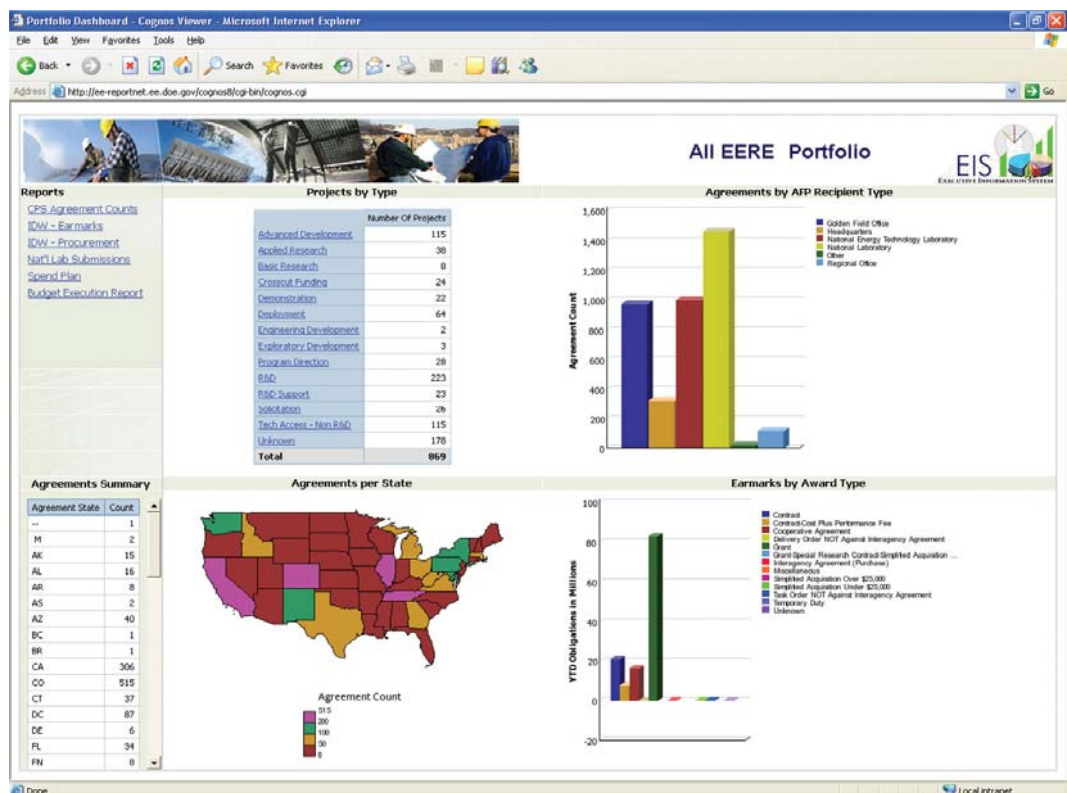


Figure 8.4-3 EERE Portfolio Page

8.4.2.2 EERE Schedule Milestones

EERE is integrating performance management functions into its operations. EERE develops appropriate performance targets and tracks those targets (i.e., JOULE, program level, project, and agreement milestones) in CPS for analysis and evaluation purposes. The following are features and reports that EIS provides based on the data collected through CPS:

- Links corporate-to-program-to-project milestones;
- Ties budget to performance by linking program-to-project milestones;
- Allows tracking and reporting: program, project, agreement, and acquisition; and
- Provides corporate milestone reporting.

“Drill-through” enables managers to see the complete current status of JOULE targets and program agreement milestones, as shown in Figure 8.4-4.

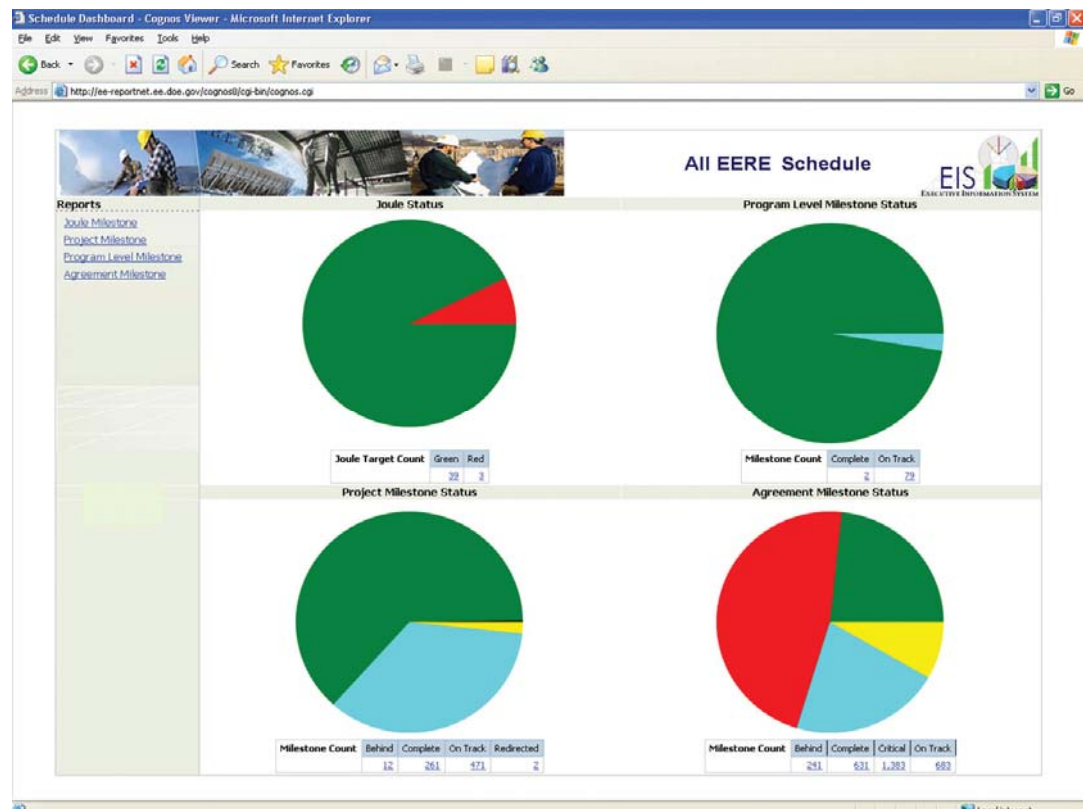


Figure 8.4-4 EIS Schedule Web Page

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8.5 Windows-Based Systems Approach to Grants Administration

WinSAGA may be accessed in the PMC database at: <https://www.eere.pmc.energy.gov/winsaga.aspx>

The Windows-Based Systems Approach to Grants Administration (WinSAGA) is a national database of program management information that supports the administration of all EERE grants awarded by the EERE PMC, including those awarded to the states. The system has been installed in almost every state and interfaces with other DOE information and accounting systems. Compared with previous requirements, WinSAGA reduces data redundancy and paperwork.

WinSAGA collects the following data for the Weatherization Assistance Program and State Energy Program:

- State applications, including master and annual files;
- Grant applications and awards;
- Budgets;
- Payment information;
- Financial status reports;
- Quarterly program reports, including program status reports;
- Other quarterly and semiannual reports; and
- Assurances and certifications.

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8.6 Other EERE Information and Business Management Tools

EERE's other information management tools are easily available to all EERE federal employees primarily through the Customer Service Center (CSC) and EE-Tracker. This set of tools allows the employee to conduct business easily and quickly and within the security of DOE's vast user system.

8.6.1 Customer Service Center

The CSC provides centralized administrative services in procurement, financial assistance, credit card purchasing, logistics, building operations, budget execution, human resources, and training and security. Many of the tools described in the CSC require a username and password and are accompanied by various levels of federal and contractor support.

8.6.1.1 CSC Request Form

The CSC Request Form is a browser-based application that automates online requests for various personnel, logistics and procurement services. The user is automatically notified of the progress of his/her request and can view the full history of in-process or past requests. The CSC Request Form may be accessed via the EERE Insider at: <http://eis.ee.doe.gov/csc>.

8.6.1.2 EERE Insider

The EERE intranet serves as a portal to EERE tools and information and increases employees' ability to communicate with one another. Some practical ways of using the EERE intranet, also known as the "EERE Insider," are:

- To access the array of documents at EERE, including standard operating procedures, speech transcripts, testimony transcripts, and final versions of key documents, such as budget documents;
- To access a centralized set of applications provided by the Chief Information Officer (CIO) to assist with job tasks, including tools developed by the CIO office, such as CPS and the Search Portal of Technology (SPOT);

- To provide a gateway to all EERE tools and information, as well as those from DOE, such as the CHRIS, and others;
- To allow staff to communicate easily on self-created topics; and,
- To facilitate collaboration on document preparation and finalization.

The EERE intranet utilizes Red Dot for simplified Web page creation. Please refer to: <http://eere-intranet.ee.doe.gov>.

8.6.1.3 Employee Self Service

The Employee Self Service (ESS) homepage enables DOE employees to view their payroll, personal, and training information. Employees are able to update the following information online: home address, emergency contacts, education, license and certification information, voluntary allotments, federal and state tax withholdings, paycheck direct deposit, locator information, and their Thrift Savings Plan. Employees can also complete and submit an automated Individual Development Plan. The ESS homepage may be accessed via the EERE Insider at: <https://mis.doe.gov/ess>.

8.6.1.4 Federal Jobs Kit

The Federal Jobs Kit outlines guidelines pertaining to federal hiring practices. The guidelines familiarize the user with many of the policies related to federal employment. It also answers many commonly asked questions that job seekers may have.

8.6.1.5 GovTrip

GovTrip is a government-wide, web-based self-service travel system. It incorporates traditional reservation support and includes an automated booking engine that fully automates the booking process. Online booking will only work for trips scheduled six or more days in advance. Any trip scheduled less than five days in advance must be done over the phone. The GovTrip Web site is at: <http://www.govtrip.com>.

8.6.1.6 OPM and DOE Vacancies

DOE job vacancies are posted to the Office of Personnel Management's (OPM) Web site. The OPM job search Web site is at: <http://jobsearch.usajobs.opm.gov/a9doe.asp>.

8.6.1.7 Library Services Homepage

The virtual Energy Library offers extensive resources to all DOE employees. It serves as a major clearinghouse of energy-related information and access to scientific, technical, administrative, law and management materials. The resources cover the total energy area with emphasis in physics, chemistry, biology, engineering, environment, economics, social issues, administration, and management. The Energy Library homepage allows the user to search for their requested topic online and may be found at:

http://www.management.energy.gov/administrative_services/1477.htm.

8.6.1.8 Project Management Center Web Page

This site is a “virtual hub” of project management information and resources for EERE customers, stakeholders, staff, and contractors. This site is useful for locating and tracking funding opportunities, uploading and downloading reports and information updates, and researching EERE projects. The PMC Web site is at: <https://www.eere-pmc.energy.gov>.

8.6.1.9 EERE Activity Planning Calendar

The EERE Activity Planning Calendar displays EERE activities in a calendar format. It describes invitations to the Secretary’s office and the programs for national conferences, annual meetings, ground-breaking ceremonies, and other such events. The EERE Activity Planning Calendar may be accessed via the EERE Insider at: <http://eel3.ee.doe.gov/eventcalendar>.

8.6.1.10 EERE Conference Database

The EERE Conference Database allows the user to add new conferences, search for conferences, or edit planned conferences. The EERE Conference Proposal System may be accessed via the EERE Insider at: <http://eere-intranet.ee.doe.gov/conference>.

8.6.1.11 Search Portal of Technology

The Search Portal of Technology (SPOT) is a concept search engine that allows the user to search selected data repositories and various file formats (e.g., Web sites, EERE Local Area Network servers, databases). The application may also be utilized to search for content on a daily basis. The SPOT homepage may be accessed via the EERE Insider at:

<http://ee-autonomy2.ee.doe.gov/EE/user/home/home.jsp>.

8.6.1.12 People Locator

The People Locator program allows the user to search for employee information by the employee's name. The results of the search will be displayed in a list where more detailed information about the employee may be accessed at: <http://eere-intranet.ee.doe.gov/org/>

8.6.1.13 Simple Inventory System

The Simple Inventory System (SIS) allows tagged equipment holders to claim and update computer equipment, cell phones, laptops and Personal Data Assistants. The user may update their inventory by adding the tag number of each item. The user can also generate a personal equipment report real time. The SIS homepage may be accessed via the EERE Insider at:

<http://eis.ee.doe.gov/sis>.

8.6.2 EE-Tracker

EE-Tracker records and tracks the status of an action(s): 1) assigned by the Assistant Secretary's office; 2) assigned at an EERE senior staff meeting; 3) assigned from a program office; and 4) assigned within a program office. EE-Tracker provides all HQ staff with a centralized, easy-to-use database for assigning and tracking internal actions as well as EE-1 (Assistant Secretary) level activities assigned to their offices.

8.7 Electronic Government

During his February 2002 budget submission to Congress, President George W. Bush introduced and outlined a new management agenda that called for expanding Electronic Government (E-Gov). Through the use of improved internet-based technology, the E-Gov initiative was designed to make it easy for citizens and businesses to interact with the government, save taxpayer dollars, and streamline citizen-to-government communications.

The E-Gov strategy has identified 24 high-payoff, government-wide initiatives to integrate agency operations and information technology investments. The goal will be to eliminate redundant systems and significantly improve the government's quality of customer service for citizens, businesses, and other interested stakeholder groups. The following figure lists the various E-Gov initiatives and their respective portfolios, as well as the E-Gov Lines of Business (LoB).



Figure 8.7-1 E-Gov Initiatives and Lines of Business

8.7.1 E-Gov and the DOE

All E-Gov initiatives implemented at DOE are the responsibility of the agency's CIO. Under the CIO's direction, DOE is actively working towards laying a foundation that will meet the requirements of the E-Gov and the President's Management Agenda, ensuring that DOE will remain one of the federal government's best-managed departments.

Over the past four years, DOE has participated in 18 of the 24 E-Gov initiatives. As a result, DOE has significantly improved agency-wide information management and cyber security. At present, DOE is continuing its focus on implementing several E-Gov strategies in the following areas: Government to Business; Government to Government; Internal Efficiency and Effectiveness; and, Lines of Business. The chart below (Figure 8.7-2) represents the focus of DOE's FY 2007 E-Gov funding.

<p>Government to Business I</p> <ul style="list-style-type: none"> • Business Gateway • E-Rulemaking 	<p>Government to Government Portfolio</p> <ul style="list-style-type: none"> • Grants.gov
<p>Internal Efficiency and Effectiveness Portfolio</p> <ul style="list-style-type: none"> • Integrated Acquisition Environment 	<p>Lines of Business (LoB)</p> <ul style="list-style-type: none"> • Budget Formulation and Execution LoB • Financial Management LoB • Geospatial LoB • Grants Management LoB • Human Resources Management LoB • IT Infrastructure LoB

Figure 8.7-2 E-Gov Initiatives and Lines of Business

8.7.1.1 Government to Business Portfolio

Business Gateway: Through the creation of a single portal for business information, Business Gateway directly benefits DOE's customers and stakeholders through the reduction of forms processing, systems development, and maintenance costs.

EERE Benefit: Business Gateway further enables EERE's mission to increase the viability and deployment of renewable energy technologies and increasing energy efficiency through its ability to allow stakeholders increased access to

EERE information. Through *Business.gov*, business can learn more about energy-efficient technologies and can also access information about the financing resources available to fund industrial energy efficiency improvements.

E-Rulemaking: DOE manages rulemaking materials (such as *Federal Register* documents) and public comments, storing them in secure, centralized repositories (e.g., DOE Public Reading Room and the EERE Public Web site), which provide the public with a single point of contact at: Regulations.gov.

EERE Benefit: From January 2006 through September 2006, Regulations.gov posted approximately 63 *Federal Register* rules and notice documents, and six public comments on behalf of EERE.

8.7.1.2 Government-to-Government Portfolio

Grants.gov: Perhaps the most overarching initiative in use by DOE, Grants.gov services multiple DOE agencies by providing a single location for the publication of grant opportunities and application packages, allowing the grants community to locate and apply for grants using common forms, processes, and other systems.

EERE Benefit: As the single source to find federal government-wide competitive grant opportunities, Grants.gov will help the EERE grant community learn more about available opportunities in a standardized manner, avoiding the need for applicants to learn multiple agency or program-specific application processes/systems.

8.7.1.3 Internal Efficiency and Effectiveness Portfolio

Integrated Acquisition Environment (IAE): Through the adoption of the tools and services provided by the IAE, DOE will improve its ability to make informed and efficient acquisition decisions, allowing for the eventual replacement of manual processes.

EERE Benefit: Improved automated acquisition systems will enable EERE acquisition personnel to have access to multiple databases that store important information—provided by other agencies—on vendor performance. In addition, improved systems technology will reduce other paper-based and labor-intensive efforts.

8.7.1.4 E-Gov Lines of Business

In addition to the E-Gov initiatives, the E-Gov LoB outlines several Information Technology (IT) strategies that will enable government agencies to improve overall efficiency within the following business lines:

- Budget formulation and execution;
- Financial management;
- Geospatial;
- Grants management;
- Human resources; and
- IT infrastructure.

EERE Benefit: Perhaps the most influential LoB to EERE, the Grants Management Line of Business (GMLoB) is a government-wide solution to support end-to-end grants management activities that promote citizen access, customer service, and agency financial and technical stewardship. Initiative goals are to: improve customer access and efficiency of submission process, improve decision making, integrate with Financial Management processes, improve efficiency of reporting procedures in order to increase usable information content, and optimize post-award and closeout actions.

The first component of the GMLoB is a simple, unified “storefront” for all customers of federal grants to electronically find opportunities, apply, and manage grants. The storefront is accessible at: <http://www.grants.gov>. Additionally, this capability should facilitate the quality, coordination, effectiveness, and efficiency of operations for grant makers and grant recipients. The benefits of this effort are as follows:

- Eliminate the burden of redundant or disparate electronic and paper-based data collection requirements;
- Define and implement simplified standard processes and standard data definitions for federal grant customer interactions;
- Protect the confidentiality, availability, and integrity of data; and
- Standardize the collection of financial and progress report data in support of audit and performance measurement activities.

As the GMLoB evolves, program and project management teams in EERE will be required to comply with its rules and procedures. Assistance in this regard will be provided by the Office of Program Execution Support and by field procurement officials and analysts.

References

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<http://CPS.ee.doe.gov/CPSWEB/reference/dataElement.pdf>.

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Executive Office of the President of the United States. (FY 2007) *Report to Congress on the Benefits of the President's E-Government Initiatives*. United States Federal Government. USA. Access at

http://www.whitehouse.gov/omb/egov/g-10-Section_841.html.

Information on DOE departmental budget and finance systems is found at

<http://www.cfo.doe.gov/crorg/products.cfm>.

The homepages for Grants.gov and Regulations.gov may be accessed at:

<http://www.grants.gov> and <http://www.regulations.gov> respectively.

EERE Information and Business Management Systems:

Corporate Planning System

<http://cps.ee.doe.gov/>

EERE Information System

<http://ee-reportnet.ee.doe.gov>

Windows-Based Systems Approach to Grants Administration

<https://www.eere-pmc.energy.gov/Winsaga.aspx>

CSC Request Form

<http://eis.ee.doe.gov/csc>

EERE Insider

<http://eere-intranet.ee.doe.gov>

Employee Self Service

<https://mis.doe.gov/ess>

GovTrip

<http://www.govtrip.com>

OPM and DOE Vacancies

<http://jobsearch.usajobs.opm.gov/a9doe.asp>

Library Services Homepage

http://www.management.energy.gov/administrative_services/1477.htm.

Project Management Center Web Page

<https://www.eere-pmc.energy.gov>

EERE Activity Planning Calendar

<http://eeln3.ee.doe.gov/eventcalendar>

EERE Conference Database

<http://eere-intranet.ee.doe.gov/conference>

Search Portal of Technology

<http://ee-autonomy2.ee.doe.gov/EE/user/home/home.jsp>.

People Locator

<http://eere-intranet.ee.doe.gov/org/>

Simple Inventory System

<http://eis.ee.doe.gov/sis>