



# **BY 2023 IT Collect**

## ***Submission Overview***

**August, 2021**

**v3**

**General Services Administration**  
**Office of Government-wide Policy**

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## INTRODUCTION

This Submission Overview provides instructions for Chief Financial Officer (CFO) Act Agencies to comply with OMB Circular A-11 IT investment submission requirements through data elements in the General Service Administration’s (GSA) new IT Collect Application Programming Interface (API). GSA’s Submission Overview is written and maintained by GSA and supports the IT Portfolio submission process directed by A-11.

For data collection samples, please refer to the [IT Collect API Schema documentation](#). The Submission Overview is not a technical replacement of the IT Collect API Schema documentation, but instead an overall data architecture.

## SUBMISSION OVERVIEW

In IT Collect, Agencies are expected to provide the following data elements for each investment type based on that investment’s type selection. Agencies set the Investment Type value during the Descriptive Data submission to IT Collect. See Section 1 below.

<i>Investments Type</i>	<i>Investment Descriptive Data</i>	<i>Investment Financial Data</i>	<i>CIO Ratings</i>	<i>Contracts</i>	<i>Projects</i>	<i>Activities</i>	<i>Operational Analysis</i>
<i>Type 01: Major Investments</i>	Expected	Expected	Expected	Expected	Expected	Expected	Expected
<i>Type 02: Non-</i>	Expected	Expected	Optional	Expected	Optional	Optional	Optional

Investments Type	Investment Descriptive Data	Investment Financial Data	CIO Ratings	Contracts	Projects	Activities	Operational Analysis
Major Investments							
Type 03: Migration Investments	Expected	Expected	Optional	Optional	Optional	Optional	Optional
Type 04: Funding Transfer Investments	Expected	Expected	Optional	Optional	Optional	Optional	Optional
Type 05: Standard Investments	Expected	Expected	Expected	Expected	Optional	Optional	Optional

## Baselined Data

OMB mandates that to change certain data fields, once established on IT Collect, Agencies must associate those changes with a Baseline Change Event. Agencies can create Baseline Change Events in IT Collect at the portfolio level by providing the following fields:

Data Field	Data Input
Baseline Change Type	Select one of the following enumerated codes: <ul style="list-style-type: none"> <li>1: Rebaseline - significant changes in funding level or availability of fund</li> <li>2: Rebaseline - significant change in contracting</li> <li>3: Rebaseline - scope and objectives evolve due to incremental or iterative system development</li> <li>4: Rebaseline - current baseline is no longer useful as a management tool</li> <li>5: Rebaseline - other reason consistent with agency policy and M-10-27</li> <li>6: Replan - adding or modifying detail within the overall cost and schedule goals</li> <li>7: Correction</li> </ul>
Baseline Change Date	Enter the date of the Baseline Change Event Date   YYYY-MM-DD
Comment	Enter a comment   2500 character max

In Section 5 and Section 6, certain fields are marked with an asterisk (\*). Per OMB request, Agencies are asked to align all changes to fields marked with an asterisk (\*) with a Baseline Change Event. Furthermore, anytime Agencies wish to un-retire a record they must associate that change with a Baseline Change Event (more details on retiring and un-retiring IT Collect resources can be found on the [IT Collect API Schema documentation](#)).

## Section 1: Investment Descriptive Data

*Descriptive data is required for all investments.*

The following data fields compose investment descriptive data:

Data Field	Data Input
Current UII	Enter a Unique Investment Identifier Unique Investment Identifiers should be structured using the following format. UIIs must be unique across IT Collect:

Data Field	Data Input
	<ul style="list-style-type: none"> <li>• 123-xxxxxxx These first three digits must correspond with your Agency Code. (See: Appendix C of OMB Circular No. A-11)</li> <li>• xxx-123456789 These last nine digits are an Agency assigned unique identifier</li> </ul>
Previous UII	<p>Enter an identifier depicting Agency Code and unique investment number used to report the Investment in the previous BY 2022 Agency IT Portfolio Summary submission to OMB</p> <p>Array of UIIs must correspond with either active or formerly active UIIs in IT Collect. All Investments where Change in Status does not equal "new" must provide Previous UII data.</p>
Investment Title	Open Text Box   255 character max
Investment Description	Enter and explain the purpose of the Investment and what program(s) it supports, including the value to the public  2500 character max
Shared Services Category	<p>Select one of the following enumerated codes:</p> <ul style="list-style-type: none"> <li>• 00: Not Applicable</li> <li>• 24: E-Gov initiatives or an individual Agency's participation in one of the E-Gov/LoB initiatives</li> <li>• 48: Any Multi-Agency (Inter- or Intra-Agency) IT collaboration or an individual Agency's participation in one of these initiatives, such as use of a centralized FOIA portal</li> </ul>
Shared Services Identifier	Enter four-digit code applicable to all shared service categories of 24 and 48
Mission Support Investment Category	<p>Select one or more of the following enumerated codes:</p> <ul style="list-style-type: none"> <li>• 01: Not Applicable</li> <li>• 02: Financial Management</li> <li>• 03: Human Resources</li> <li>• 04: Procurement</li> <li>• 05: Travel / Transportation</li> <li>• 06: Grants Management</li> <li>• 07: Electronic Records Management</li> <li>• 08: Cybersecurity Services</li> <li>• 09: Other</li> </ul>
Bureau Code	Two-digit code to indicate the bureau code of the Investment. If this is a department-level or an Agency-wide activity, use "00" as your bureau code. (See: Appendix C of OMB Circular No. A-11)
Part of Agency IT Portfolio	<p>Select one of the following enumerated codes:</p> <ul style="list-style-type: none"> <li>• 01: Part 1. IT Investments for Mission Delivery</li> <li>• 02: Part 2. IT Investments for Mission Support Services</li> <li>• 03: Part 3. IT Standard IT Investments</li> </ul>
Standard Infrastructure and Management Category	<p>Select one of the following enumerated codes. All Part 3 Investments should select one of the following codes other than "01: Not Applicable," while all Part 1 and 2 Investments should select "01: Not Applicable":</p> <ul style="list-style-type: none"> <li>• 01: Not Applicable</li> <li>• 02: IT Security and Compliance</li> <li>• 03: IT Management</li> <li>• 04: Network</li> <li>• 05: Data Center and Cloud</li> <li>• 06: End User</li> <li>• 07: Output</li> <li>• 08: Application</li> </ul>

Data Field	Data Input
	<ul style="list-style-type: none"> <li>• 09: Delivery</li> <li>• 10: Platform</li> </ul>
Mission Delivery and Management Support Area	<p>Enter a two-digit code to indicate the mission delivery and management support area. Agencies shall provide a reference table for mission areas via email (ofcio@omb.eop.gov) to include:</p> <ul style="list-style-type: none"> <li>• Agency Code</li> <li>• Mission Delivery &amp; Management Support Area</li> </ul>
Type of Investment	<p>Select one of the following enumerated codes:</p> <ul style="list-style-type: none"> <li>• 01: Major IT Investments</li> <li>• 02: Non-major IT Investments</li> <li>• 03: IT Migration Investments: The portion of a larger asset and for which there is an existing Business Case for the overall asset. The description of the IT Investment should indicate the UII of the major asset Investment of the managing partner.</li> <li>• 04: Funding Transfer Investments: These are primarily used to indicate the partner contribution to a Lead Agency Investment through inter- or intra-Agency transfers. The description of the IT Investment should indicate the UII of the Lead Agency's Investment.</li> <li>• 05: Standard IT Investments.</li> </ul>
National Security Systems	<p>Select one of the following enumerated codes:</p> <ul style="list-style-type: none"> <li>• 01: Non-National Security System Investment</li> <li>• 02: National Security System Investment (these investments will not be publicly viewable on IT Collect)</li> </ul>
Public URL(s)	<p>Enter an array of any website or digital service that is supported primarily by this Investment. The array must be comma delimited.</p>
Change in Status Identifier	<p>Select one of the following enumerated codes:</p> <ul style="list-style-type: none"> <li>• 01: Upgraded from non-major to major IT Investment</li> <li>• 02: Downgraded from major to non-major IT Investment</li> <li>• 03: Split into multiple Investments</li> <li>• 04: Consolidation of Investments</li> <li>• 05: Reorganization</li> <li>• 06: Eliminated by funding</li> <li>• 07: Eliminated by split</li> <li>• 08: Eliminated by consolidation</li> <li>• 09: Eliminated by reorganization</li> <li>• 10: New</li> <li>• 11: No Change in Status</li> </ul>
Agency Description of Change in Status	<p>Enter your Agency's description of the Change in Status Identifier selection. This data is optional in BY 2023   255 character max</p>
Return on Investment	<p>Enter and briefly describe the Investment's quantitative and qualitative return on Investment (ROI)   3500 character max</p> <p>Return on Investment is required for Investments that select Investment Type 01: Major only</p>

## Section 2: Investment Financial Data

*In BY 2023, all investments must report financial data at the Budget Account, Cost Pool, and IT Tower level for the following fiscal years: 2021, 2022, and 2023. Agencies will submit a collection of the cost objects, as detailed below, to report Budget Account, Cost Pool, and IT Tower data within these fiscal years. Please note the cost objects are a new technical concept related to IT Collect; however, the submission requirements from*

the BY 2022 Guidance related to Budget Account, Cost Pool, and IT Tower data remain unchanged. Major investments can use these cost objects to report DME and O&M funding for out-years (2020, 2024, 2025, 2026 & Beyond).

### Section 2a: Funding Data Cost Objects

Agencies should use the following table to report financial totals at the Budget Account level for the following fiscal years: PY 2021, CY 2022, and BY 2023.

Data Field	Data Input
Budget Account Code	Specify which Budget Account code the cost object is associated with. Additional information can be found in OMB Circular A-11 Appendix C. Budget Account Codes should be structured using the following format: <ul style="list-style-type: none"> <li>123-xx-xxx-x These first three digit must correspond with your Agency Code. (See: Appendix C of OMB Circular No. A-11)</li> <li>xxx-12-xxx-x These next two digits correspond with your Bureau Code. (See: Appendix C of OMB Circular No. A-11)</li> <li>xxx-xx-1234-x These next four digits correspond with a Budget Code. (See: Section 79.2 of OMB Circular No. A-11)</li> <li>xxx-xx-xxx-1 This last digit corresponds with an optional transmittal code. (See: Section 79.2 of OMB Circular No. A-11)</li> </ul>
Amount	Financial total in \$millions   6 decimal max
Year	Fiscal Year   YYYY
DME or O&M	Specify whether the cost object is associated with either: <ul style="list-style-type: none"> <li>DME</li> <li>O&amp;M</li> </ul>
Internal Funding or Contributions	Specify whether the cost object is associated with either: <ul style="list-style-type: none"> <li>Internal Funding</li> <li>Contributions</li> </ul>

### Section 2b: Cost Pool Cost Objects

For the BY 2023 submission, Agencies should use the following table to report financial totals at the cost pool level for the following fiscal years: PY 2021, CY 2022, and BY 2023. If an investment does not have any funding associated with a given Cost Pool, Agencies do not need to submit cost objects associated with that Cost Pool.

Data Field	Data Input
Cost Pool	Specify which cost pool the cost object is associated with: <ul style="list-style-type: none"> <li>Internal Labor</li> <li>External Labor</li> <li>Outside Services</li> <li>Hardware</li> <li>Software</li> <li>Facilities &amp; Power</li> <li>Telecom</li> <li>Other</li> <li>Internal Services</li> </ul>
Amount	Financial total in \$millions   6 decimal max

Data Field	Data Input
Year	Fiscal Year   YYYY

IT Collect will build the following report using submitted cost objects:

Cost Pool	PY 20XX	CY 20XX	BY 20XX
Internal Labor			
External Labor			
Outside Services			
Hardware			
Software			
Facilities & Power			
Telecom			
Other			
Internal Services			

*Section 2c: IT Tower Cost Objects*

For the BY 2023 submission, Agencies should use the following table to report financial totals at the IT tower level for the following fiscal years: PY 2021, CY 2022, and BY 2023.

Data Field	Data Input
IT Tower	Specify which IT tower the cost object is associated with: <ul style="list-style-type: none"> <li>• End User</li> <li>• Application</li> <li>• Delivery</li> <li>• Security &amp; Compliance</li> <li>• IT Management</li> <li>• Data Center</li> <li>• Network</li> <li>• Compute</li> <li>• Storage</li> <li>• Platform</li> <li>• Output</li> </ul>
Amount	Financial total in \$millions   6 decimal max
Year	Fiscal Year   YYYY

IT Collect will leverage submitted cost objects to build the following report:

IT Tower	PY 20XX	CY 20XX	BY 20XX
End User			
Application			
Delivery			
Security & Compliance			
IT Management			
Data Center			
Network			
Compute			

IT Tower	PY 20XX	CY 20XX	BY 20XX
Storage			
Platform			
Output			

### Section 2d: Budget Authority Cost Objects

Agencies should use the following table to report Budget Authority financial totals at the Budget Account level for fiscal year 2023.

Data Field	Data Input
Budget Account Code	Enter a Budget Account Code matching a value submitted in a Section 2a cost object
Amount	Financial total in \$millions   6 decimal max
Year	Fiscal Year   YYYY
DME or O&M	Specify whether the cost object is associated with either: <ul style="list-style-type: none"> <li>• DME</li> <li>• O&amp;M</li> </ul>
Internal Funding or Contributions	Specify whether the cost object is associated with either: <ul style="list-style-type: none"> <li>• Internal Funding</li> <li>• Contributions</li> </ul> <p>Agencies are only expected to provide Budget Authority cost objects associated with Internal Funding</p>

### Section 3: CIO Evaluation Report Data

CIO Evaluation Data is expected for Type 01: Major and Type 05: Standard investments.

The following data fields compose investment CIO Evaluation Report data:

Data Field	Data Input
Rating	Select one of the following enumerated codes: <ul style="list-style-type: none"> <li>• 1: High Risk</li> <li>• 2: Moderately High Risk</li> <li>• 3: Medium Risk</li> <li>• 4: Moderately Low Risk</li> <li>• 5: Low Risk</li> </ul>
Comment	Open Text Box   2500 character max
Date	Date of evaluation: YYYY-MM-DD

### Section 4: Contracts Data

Contracts data is expected for Type 01: Major, Type 02: Non-Major, and Type 05: Standard investments.

The following data fields compose investment Contracts data:



Data Field	Data Input
Procurement Investment Identifier (PIID)	Enter the unique identifier for each contract, agreement, or order associated with this Investment (Federal Procurement Data Systems (FPDS) data element). Please see the latest <a href="#">FPDS data dictionary</a> for more information   255 character max
Reference PIID	Enter the Reference PIID per FPDS instructions for element. Please see the latest <a href="#">FPDS data dictionary</a> for more information   255 character max

## Section 5: Projects Data

*Projects data is expected for Type 01: Major investments.*

The following data fields compose investment projects data:

Data Field	Data Input
Unique Project ID	Enter an Agency-specified code that uniquely identifies the project   255 character max
Project Name	Enter a name used by the Agency to refer specifically to the project   100 character max
Project Goal	Enter a brief description of primary goal/outcome the project is planning to provide for the Investment upon completion   250 character max
Project Start Date*	Date   YYYY-MM-DD
Project Completion Date*	Date   YYYY-MM-DD
Project Total Lifecycle Cost*	Financial total in \$millions   6 decimal max
Primarily a Software Development or Deployment Project?	Enter whether this project is developing or deploying software solutions a primary focus of this project Boolean: <ul style="list-style-type: none"> <li>• True</li> <li>• False</li> </ul>
Incremental Development	Enter whether information technology projects are adequately implementing incremental development methodology Boolean: <ul style="list-style-type: none"> <li>• True</li> <li>• False</li> </ul>
Release Iteration Frequency Amount	Enter the frequency of the incremental development release iterations   6 decimal max
Release Iteration Release Frequency Unit	Select the frequency of incremental development release iterations units using the following options: <ul style="list-style-type: none"> <li>• Days</li> <li>• Weeks</li> <li>• Months</li> <li>• Years</li> </ul>
Iterative Description	Enter a description of the iterative development methodology being employed   500 character max

## Section 6: Activities Data

Activities data is expected for all projects established in Section 5.

The following data fields compose project activities data:

Data Field	Data Input
Unique Project ID	Enter the parent project associated with this activity   255 character max
Activity Name	Enter a short description consistent with the critical steps within the Agency project management methodology   100 character max
Activity Description	Enter a description of what work is accomplished by the activity   250 character max
Structure ID	Enter a structure ID in the format of "x.x.x.x" where the first string is the Unique Project ID and each following string (separated by periods) matches the structure ID of a parent activity   255 character max
Lowest Level	Based on the provided structure ID, enter whether this activity is considered the lowest level. In other words, specify if this activity has no child activities nested underneath it Boolean: <ul style="list-style-type: none"> <li>• True</li> <li>• False</li> </ul>
Start Date Planned*	Date   YYYY-MM-DD
Start Date Projected	Date   YYYY-MM-DD
Start Date Actual	Date   YYYY-MM-DD
Completion Date Planned*	Date   YYYY-MM-DD
Completion Date Projected	Date   YYYY-MM-DD
Completion Date Actual	Date   YYYY-MM-DD
Total Cost Planned*	Financial total in \$millions   6 decimal max
Total Cost Projected	Financial total in \$millions   6 decimal max
Total Cost Actual	Financial total in \$millions   6 decimal max

## Section 7: Operational Analysis Data

Operational Analysis data is expected for Type 01: Major Investments.

The following data fields compose investment operational analysis data:

Data Field	Data Input
Date of Analysis	Date   YYYY-MM-DD
Analysis Results	Enter a summary of the results including identified actions   2500 character max
Analysis Conclusion	Drop-down List: <ul style="list-style-type: none"><li>• continue as-is</li><li>• initiate remediation action</li><li>• initiate innovation action</li><li>• initiate modernization/replacement action</li><li>• initiate disposal action</li></ul>

## Section 8: Budget Account Summary

Agencies should report Section 8 data at the portfolio level and NOT the investment level.

The following data fields compose portfolio Budget Account Summary data:

Data Field	Data Input
Budget Account Code	Enter a Budget Account Code matching a value submitted in a Section 2a cost object
CIO Oversight Authority	Financial total in \$millions   6 decimal max
Year	Fiscal Year   YYYY

## BY 2023 Submission Overview Addendum: Pre-Decisional Process and Dates

The BY 2023 Pre-Decisional Process and Dates document is an addendum of the [BY 2023 Submission Overview document](#). Readers of this document should familiarize themselves with the [BY 2023 Submission Overview document](#) prior to reading this document.

## BY 2023 Submission Dates

- BY 2023 Draft AITPS due on [Max.gov](#): **August 31, 2021 to September 7, 2021** 5:00:00 PM EST
- BY 2023 Submission open on IT Collect: **September 16, 2021** 1:00:00 AM EST
- BY 2023 Pre-Decisional Funding Lock due on IT Collect: **September 30, 2021** 5:00:00 PM EST
- BY 2023 Section 6: Activities Data expected to be submitted on IT Collect: **October 28, 2021** 5:00:00 PM EST
- BY 2023 President's Budget Funding Lock due on IT Collect: Exact date TBD - estimated for January or February of 2022
  
- For e-Gov/LoB Initiative Investments due on Max.gov:
  - The instructions page for the collect exercise: <https://community.max.gov/x/dwxKTQ>
  - The e-Gov/LoB Initiative Investments data collection page: <https://community.max.gov/x/WZoxio>

## New Business Processes and Terminology for the BY 2023 Submission Cycle

With the start of the BY 2023 Budget Cycle, agencies should be aware of several new business processes and their associated terminology:

- **Funding Lock:** Starting in BY 2023, agencies are asked to submit a funding lock to IT Collect once agencies are complete with submitting their IT Portfolio Financial Data. Section 1: Investment Descriptive Data, Section 2: Investment Financial Data, and Section 8: Budget Account Summary Data. This new funding lock functionality replaces the old AITPS submission confirmation functionality. Please note there is no direct replacement of the AITPD submission confirmation functionality in IT Collect. Thus, OMB expects agencies to continuously update Section 3: CIO Evaluation Report Data, Section 4: Contracts Data, Section 5: Projects Data, Section 6: Activities Data, and Section 7: Operational Analysis Data.
- **IT Portfolio Financial Data:** When referenced throughout this process document and elsewhere, IT Portfolio Financial Data encompasses the following submission areas of data in the BY 2023 Submission Overview document:
  - Section 1: Investment Descriptive Data
  - Section 2: Investment Financial Data
  - Section 8: Budget Account Summary Data
- **Retired Investments:** Starting in BY 2023, agencies must actively retire an investment to remove that investment from their IT Portfolio. IT Collect will no longer auto-eliminate investments from agencies' IT Portfolios. With IT Collect, agencies will now have full control of their IT Portfolio content.
- **IT Collect Data Retention:** In IT Collect, agencies will submit to a centralized environment, in contrast to the legacy IT Dashboard process of submitting to unique environments for each budget year. As a result, agencies will no longer have to overwrite all their AITPS data each budget cycle. Instead, agencies will update their existing data in IT Collect each budget cycle where applicable. All data in IT Collect will remain active, and retained by IT Collect for distribution purposes, until agencies either retire or delete that data.

## Reporting Cadence

Agencies should anticipate updating submission areas established within the BY 2023 Submission Overview document at the following cadence:

- Section 1: Investment Descriptive Data – continuously update, *except when agencies have a Funding Lock set*
- Section 2: Investment Financial Data – continuously update, *except when agencies have a Funding Lock set*
- Section 3: CIO Evaluation Report Data – continuously update

- Section 4: Contracts Data – continuously update
- Section 5: Projects Data – continuously update
- Section 6: Activities Data – continuously update
- Section 7: Operational Analysis Data – continuously update
- Section 8: Budget Account Summary Data – continuously update, *except when agencies have a Funding Lock set*

### **What is due on September 30, 2021?**

Agencies must set their IT Collect ‘Funding Lock’ by 5pm EST on September 30. By setting the Funding Lock, agencies are indicating that they approve and sign off on their BY 2023 Pre-Decisional IT Portfolio Financial Data for OMB analysis. In IT Collect, agencies will no longer be able to add new investments, change any Section 2: Investment Financial Data, or change any Section 8: Budget Account Summary Data once the Funding Lock is set. Following OMB analysis of BY 2023 Pre-Decisional data, and at OMB’s discretion, the IT Collect team will revert agency Funding Locks. This reversion will allow agencies to resume updating their IT Portfolio Financial Data on IT Collect.

### **Do I need to submit Projects, Contracts, CIO Rating etc. data by September 30, 2021?**

Agencies are expected to continuously update the following non-IT Portfolio Financial Data related submission areas following the opening of IT Collect on September 16:

- Section 3: CIO Evaluation Report Data
- Section 4: Contracts Data
- Section 5: Projects Data
- Section 6: Activities Data
- Section 7: Operational Analysis Data

To that end, agencies should plan to submit the five submission areas above where applicable, starting on September 16. Agencies should also understand that they can continue updating these five submission areas following the closure of the BY 2023 Pre-Decisional Window on September 30. The only “hard” data deadline involving September 30 is what is noted in the above “What is due on September 30” question.

### **How frequently should agencies update IT Collect data?**

Per definitions established during the OMB BY 2022 Capital Planning Guidance (and updated for IT Collect), agencies should make every effort to maintain current data on IT Collect. When providing updates to IT Collect, OMB expects that updates are provided within 30 days from the corresponding event (e.g., TechStat sessions, baseline changes, CIO evaluations, status change in projects/activities, etc.).

### **What happens if I am unable to submit Projects, Contracts, CIO Rating etc. data during the September 16–September 30 window?**

If agencies face constraints in submitting entire sections of data during the September 16 through September 30 Pre-Decisional window (i.e. unable to submit any contracts), either due to IT Collect integration efforts or any other circumstances, agencies should reach out to OMB and the IT Collect team. In general, if agencies do face constraints on submitting entire sections of data, then agencies should prioritize submitting IT Portfolio Financial Data.

### **What happens if I am unable to submit IT Portfolio Financial Data during the September 16 – September 30 window?**

If agencies are constrained in their submission efforts to the extent that they are unable to submit IT Portfolio Financial Data, then agencies should reach out to OMB and the IT Collect team.

### Do agencies need to submit out-year (non PY, CY, or BY) cost object data to IT Collect?

Agencies may submit Section 2a: Funding Data Cost Objects to IT Collect outside of the current PY, CY, or BY (2021, 2022, and 2023 respectively) to provide a more holistic view of the lifecycle funding of any given investment. IT Collect will allow the submission of Cost Objects if the year is within the range of 2014 to 2033. This flexibility of Cost Object submissions allows agencies to create a financial lifecycle narrative for each investment.

That said, OMB is only expecting agencies to submit the following:

- Major investments provide Section 2a: Funding Data Cost Objects for PY 2021, CY 2022, and BY 2023. Plus, agencies can opt into providing Section 2a Cost Objects for PY -1 2020, BY +1 2024, BY + 2 2025, BY + 3 2026, & Beyond
- All other investments provide Section 2a: Funding Data Cost Objects for PY 2021, CY 2022, and BY 2023

### How should agencies submit their Draft AITPS?

Agencies should plan to upload their Draft AITPS to [BY 2023 CPIC page](#) on Max.gov by 5pm EST on September 7. The Draft AITPS submission should highlight the overall portfolio structure and include the following fields from Section 1: Investment Descriptive Data for all Non-National Security investments:

- Current UII
- Previous UII
- Investment Title
- Investment Description
- Shared Service Category
- Shared Service Identifier
- Mission Support Investment Category
- Bureau Code
- Part of Agency IT Portfolio
- Standard Infrastructure and Management Category
- Type of Investment
- Change in Status Identifier
- Agency Description of Change in Status