

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

SALARIES AND EXPENSES, HOUSING AND URBAN DEVELOPMENT

BUDGET ACTIVITY 11: CHIEF INFORMATION OFFICER

SUMMARY OF BUDGET REQUEST

For fiscal year 2002, The Chief Information Officer's Salaries and Expenses Budget request is for \$75,000 in contracts funds and \$20,000 in travel funds. This represents no increase over the current estimate for fiscal year 2001.

SCOPE OF ACTIVITY

The Office of the Chief Information Officer (CIO) has the complete authority and responsibility to provide leadership to resolve any concerns about HUD compliance with the requirements of the Clinger-Cohen Act. Moreover, the CIO has the responsibility for proposing the Department's investment strategy and capital planning priorities, providing leadership and technical support for the Technology Investment Board, developing the Department's information technology architecture, and providing for development and implementation of other information technology (IT) policies including business process reengineering, performance measurements, IT skills assessment, and IT education and training. In fiscal year 2001, the Office of Chief Information Officer (OCIO) is aligning IT policy and planning functions at HUD with the Department's IT applications, systems, and infrastructure resources. This new OCIO organization at HUD will foster accountability, consolidate functions, and result in a smarter, more efficient operation. In performing these and other responsibilities, the CIO works collaboratively with other HUD officials including program Assistant Secretaries, the Chief Financial Officer and the Chief Procurement Officer with respect to how the strategies, priorities and policies are implemented throughout the Department. The CIO considers the following core capabilities as essential in carrying out its mission: customer solutions, management resources, security, strategy, policy and innovation, and knowledge management.

WORKLOAD

The workload of the CIO is essentially defined by the following key objectives and responsibilities:

- ensure agency compliance with and prompt, efficient, and effective implementation of the information policies;
- manage information resources;
- ensure that information resources management operations and decisions are integrated with organizational planning, budget, financial management, human resources management, and program decisions;
- maintain current and complete inventory of the agency's information resources; in consultation with the Administrator of General Services, and the Archivist of the United States;
- conduct formal training programs to educate agency program and management officials about information resource management in consultation with the Director of the Office of Human Resources;
- provide advice and other assistance to the Secretary of HUD and other senior management personnel of the executive programs to ensure that information technology is acquired and information resources are managed for the Department

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in a manner that assures the most efficient utilization of the Department's technology resources;

- develop, maintain, and facilitate the implementation of a sound and integrated information technology architecture for the Department;
- promote the effective and efficient design and operation of all major information resources management processes for the Department, including improvements to work processes of HUD; and
- monitor the performance of information technology programs of HUD, evaluate the performance of those programs on the basis of the applicable performance measurements, and advise the Secretary of HUD and senior level management of the programs regarding whether to continue, modify, or terminate a program or project.

The Clinger-Cohen Act of 1996 it requires that the CIO be responsible for Departmentwide technology functions, oversight and initiatives including:

- development and implementation of the Information Technology Architecture (ITA);
- oversight and direction of systems integration and design efficiency;
- Information Technology Investment Strategy and Capital Planning;
- identification and oversight of Business Process Reengineering Opportunities;
- development and implementation of Information Technology Performance Measurements;
- Information Technology Reform;
- Information Technology Skills Analysis for all employees including executives, end-users, IT professionals; and
- Information Resources Management.

ORGANIZATION AND FUNCTION

The Office of the CIO consists of the Chief Information Officer, General Deputy CIO, Deputy CIO for IT Reform, Deputy CIO for IT Operations, Special Assistant, and a Staff Assistant. In addition, the organizational structure will consist of: (1) an Administrative and Management Services Staff; (2) an Office of Central Information Management; (3) an Office of Systems Integration and Efficiency; (4) an Office of Investment Strategies, Policy and Management, (5) an Office of Information Technology Reform; and (6) an Office of IT Operations.

Immediate Office of the Chief Information Officer (CIO)

HUD's CIO reports to the Secretary and Deputy Secretary, and advises the Secretary and other HUD senior managers on the strategic use of information technology (IT) to support core business processes and to achieve mission critical goals.

The CIO is an independent voting member of the Technology Investment Board Executive Committee (TIBEC), which is chaired by the Secretary and is comprised of the Department's Principal Staff. The TIBEC makes decisions and approves the HUD IT Investment Portfolio.

The CIO is responsible for strategic planning and capital investment related to information technology, and the deployment of mission critical information systems and technologies that fulfill the Department's strategic and operational responsibilities. Specific responsibilities include:

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- development and implementation of the Information Technology Architecture (ITA);
- reviewing systems integration and architecture and provides recommendations for improvement;
- information technology investment strategy and capital planning development;
- identification and oversight of business process reengineering opportunities;
- development and implementation of information technology performance measurements;
- being proactive in information technology reform; and
- implementation of processes for information technology skills analysis for all employees, including executives, end-users, and IT professionals.

The General Deputy CIO assists the CIO in the oversight and management of all CIO functions.

Administrative Staff

The Administrative and Management Services Director and Staff provide support services to the Office of the CIO in areas of resource and financial management.

- Manages the formulation, coordination, execution and subsequent analysis of the CIO's Salaries and Expenses and Working Capital Fund Indirect budget.
- Manages the CIO's procurement and contract oversight activities.
- Provides administrative and management support services to the CIO (human capital operations, space planning, travel management, supplies procurement and the maintenance of the CIO calendar).
- Manages the human capital planning and development function (resource plans/programs, career development programs, employee satisfaction programs, recognition programs, and compensation plans/programs).
- Focal point for CIO outreach initiatives such as SDBA, CIO Council, Worker Trainee programs, etc.
- Develops and implements CIO communication strategies (CIO newsletter, Departmental issuances, regulations, and internal/external communications).
- Manages the organizational performance function of the CIO (balance scorecard results, quality assurance, and CIO transformation implementation initiatives).

Office of Central Information Management

The Director, Office of Central Information Management, is the principal advisor to the CIO on the management of HUD's information resources.

- Defines and measures the accessibility, credibility, and usability of the Department's data resources, including the development and implementation of the Department's Information Technology Architecture.
- Provides centralized management of the Department's information architecture.
- Establishes and issues data management policies which will include areas such as data administration and utilization of database resources.

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- Manages information strategy planning program and processes, including facilitating the Department's strategic IT direction; integration; and the information, business systems, and technical architectures.
- Reviews the Department's system development projects' efforts to ensure they support the information needs of the Department and adhere to the appropriate data administration and database administration standards.
- Manages the Department's corporate data administration efforts to promote shareability of information resources (data, processes) and to increase the awareness and use of the Department's information inventory.
- Oversees the development and maintenance of HUD's Enterprise Data Warehouse to ensure enterprisewide availability and access to all data that are critical to HUD's business.

Office of Systems Integration and Efficiency

The Director, Office of Systems Integration and Efficiency, is the principal advisor to the CIO on the management of the Department's critical infrastructure protection assurance, business process reengineering and systems integration; configuration management policy and oversight; program sponsor for enterprisewide systems development; and program area business application support.

- Establishes policies and procedures and oversight for security of HUDwide critical infrastructure.
- Oversees and directs systems integration and design efficiency for HUD's information systems, and develops the plan and approach for identifying HUD's Business Process Improvement (BPI) opportunities.
- Establishes policies, standards, and procedures for configuration management and implementation oversight.
- Serves as a single point of contact to deliver and provide quality products and services to customers in the areas of enterprisewide IT system development.
- Guides the development of integrated enterprisewide Department systems that enable workforce empowerment and support program office execution of Departmental objectives.
- Provides business application support to program areas.
 - Monitors and manages technical performance of contractors
 - Day-to-day management of project and contractor
 - Provides technical direction to contractor
 - Liaison for contractor to other HUD projects
 - Champion of CIO Standards, Policies and Procedures on a day-to-day basis

Office of Investment Strategies, Policy and Management

The Director, Office of Investment Strategies, Policy and Management, is the principal advisor to the CIO on the management of the Department's IT policies and management, and capital planning and investments program.

- Establishes and issues Departmental IT Policy and Management Programs in accordance with Federal policies and guidelines and internal management goals and objectives.

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- Manages the Department's Privacy Act Program, including internal and interagency computer matching activities, and oversees HUD's Data Integrity Board.
- Oversees and manages the Department's Reports Management Program, including the execution of information collection and burden reduction activities, working with OMB, including oversight of the Information Collection Budget.
- Serves as the Department's Circular A-130, Management of Information Resources, focal point with OMB, including oversight of ADP Security policy execution.
- Establishes and implements the Department's E-Gov Program, including the requirements of the Government Paperwork Elimination Act.
- Manages the CIO audit activities, including monitoring and tracking of OIG and GAO audits and reviews.
- Assures information technology resources are accessible to individuals in conformance with Section 504 of the Rehabilitation Act of 1973.

Office of Investment Technology Reform

The Director, Office of IT Reform, is the principal advisor to the CIO concerning all aspects of IT reform at the Department.

- Develops and implements a Departmental information technology performance measurements program.
- Implements a program for information technology skills analysis for all employees, including executives, end-users, and IT professionals of the Department.
- Serves as the Department's IT Capital Planning and Investment Control focal point with the OMB, GAO, and other organizations concerning implementation of government-wide IT Capital Planning and Investment Control policies and procedures.
- Conducts quantitative economic and risk analysis of proposed IT investments.
- Manages and oversees the Department's IT investment strategy, capital planning program, and investment control of the Working Capital Fund including providing support to the TIBEC.
- Directs OMB 300B and 53 initiatives.
- Provides guidance and leadership in the area of Project Management by providing and enforcing Project management policy, standards and procedures.

Office of Information Technology Operations

The Director, Office of IT Operations, is the principal advisor to the CIO on the management of the Department's computer services, operations and maintenance, systems engineering, oversight and performance, systems integrity and quality assurance, cost analysis and estimating, and emerging technology resources.

- Extracts measurably significant improvement in the quality, coherence, consistency and reliability of all HUD system applications through

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integration of a performance/quality-based and security-oriented perspective across the entire IT development life cycle.

- Delivers, links and maintains the information technology infrastructure.
- Provides technical expertise to facilitate the quality development and implementation of HUD's Capital Investment projects.
- Promotes maximum Return on Investment (ROI) within the IT Portfolio.
- Assists the CIO in providing quality customer focused service delivery to all HUD customers.
- Provides the CIO with assessments of technical performance of IT investments to ensure life cycle performance and cost effectiveness.
- Evolves operating and implementation practices to incorporate lessons learned and best practices that seek efficiencies and quality in all IT investments.

TRAVEL

The table below identifies travel requirements unique to this activity.

	ACTUAL 2000	BUDGET ESTIMATE 2001	CURRENT ESTIMATE 2001	ESTIMATE 2002	INCREASE + DECREASE - 2002 vs 2001
	(Dollars in Thousands)				
Travel	\$8	\$20	\$17	\$17
Total.....	\$8	\$20	\$17	\$17

The travel funding requested for fiscal year 2002 is \$17,000. This figure represents the funding needed for the CIO to be effective and efficient in carrying out duties mandated by Congress through the requirements of the Clinger-Cohen Act of 1996. These funds also represent the necessary cost associated with travel of the CIO, General Deputy CIO and staff being available at the request of various programs within HUD, in the field and by other Governmental agencies in carrying out the Department's initiatives of HUD 2020 Management Reform.

CONTRACT

The table below identifies contract requirements unique to this activity.

	ACTUAL 2000	BUDGET ESTIMATE 2001	CURRENT ESTIMATE 2001	ESTIMATE 2002	INCREASE + DECREASE - 2002 vs 2001
	(Dollars in Thousands)				
General Support	\$436	\$75	\$75	\$75
Total.....	\$436	\$75	\$75	\$75

General Support Services: Funding requested in this area for fiscal year 2002 is \$75,000. The funding in this area will allow the CIO to continue her enforcement of various policies and procedures mandated by the Clinger-Cohen Act. It will also allow the CIO to keep current on all upcoming policies and procedures through memberships on various Boards mandated by Congress.