

# **Advisory Group Meeting**

**July 12, 2006**

SBA, Eisenhower Conference Room

Presented by: Nancy Sternberg, BG Acting PM

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# Purpose and Outcomes

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## PURPOSE:

### **Inform the Advisory Group of:**

- Program Management Updates,
- BG Outreach Update,
- BG Portal Demonstration,
- FY08 Business Case Update, and
- Forms Catalog & ROCIS Integration Status

## EXPECTED OUTCOMES:

- A clear understanding of what the portal will provide users in September, the current status and next steps for the FY 08 business case development and the forms/ROCIS integration.

# Meeting Agenda

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## **PROJECT MANAGEMENT REVIEW:**

- **MOU Update**
- **Reprogramming Update**
- **June 28, 2006 SBPRA Report**

## **PROJECT STATUS:**

- **Outreach Plan/Activities**
- **Business Case Update & Next Steps**
- **Forms Catalog Update**
- **Forms/ROCIS Integration**

## **NEXT STEPS:**

- **July 21, 2006 Business Case Review**
  - ❖ **1st Review**
- **August 9, 2006 Advisory Group Meeting**
  - ❖ **2nd Review**
- **August 29, 2006 Governance Board Meeting**
  - ❖ **Business Case Vote**

# Project Management Review

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## MOU Update

- BG has completed MOU's and transferred funds for 18 agencies

## Reprogramming Update

### June 28, 2006 Update

- BG successfully launched all required SBPRA contacts and resources on Business.gov (<http://www.business.gov/sbpra>)

# Outreach: What BG Needs from Partner Agencies

- **Conduct Meetings with Agency Communications Offices**
  - Please schedule a teleconference with us if you haven't already
- **Provide Dates and Contacts**
  - Please provide dates for conferences, newsletters, distribution lists, potential working groups, etc.
- **Provide Rotating Banner Ad Artwork and Dates**
  - These ads will be placed on the Business.gov home page to highlight timely conferences, compliance deadlines, or other business-related events (BG will provide a style guide)
- **Provide Keywords for Featured Resources**
  - If agencies are interested, Business.gov can feature results on search results pages
- **Provide Agency RSS Feeds**
  - Especially business compliance-related ones, to post in the Business.gov Newsroom

# FY08 Business Case Update and Next Steps

## Status

- **Currently making updates to new sections required under new A-11 guidance**
  - Updating several sections of the business case to better reflect refined compliance assistance scope for September re-launch
- **Updating metrics based upon approved FY08 Funding Model**
  - Utilizing metrics identified during FY08 Funding Model development
  - (\*Please note these metrics are not final and will be re-visited after we have received updated data from users usage after September re-launch)
- **Requesting assistance from AG members with experience/SME knowledge regarding 300 development**
  - If any members have 300 knowledge that might be leveraged in the development of the BG 300 please let us know we welcome your knowledge and input!

## Next Steps

- **Review and comment schedule for FY08 Business Case**
  - BG will provide the AG with a first review of the updated 300 July 21, 2006.
  - BG thankfully requests that all comments be provided to Franklyn Matthews, [franklyn\\_matthews@sra.com](mailto:franklyn_matthews@sra.com) by July 31, 2006
  - BG will provide an update based upon comments received August 4, 2006

# Development Status

The two key development areas are both on schedule and coordinated:

## BEA Portal

- **Design Locked Down**
  - Key design themes: Vertical Search & Business Library
  - Portal framework up and running; development on schedule
  - Tweaks in usability and presentation continue
- **Key Milestones**
  - 508 review of site in progress
  - Demonstration to Advisory Group on July 12<sup>th</sup>
  - Beta testing with Advisory Group volunteers in mid-August

## Search Portlet

- **Search Index**
  - Updated seed list created to bridge gap with the data call
  - Crawling continues; approximately 100K resources and growing
- **Key Milestones**
  - 2<sup>nd</sup> Beta drop delivered June 30<sup>th</sup> (part of demo)
  - Product portlet to be delivered July 30<sup>th</sup>

# Business.gov Design Highlights

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## Vertical Searching:

- Search oriented site ... Simplicity; content driven by use
- Focus on depth of information rather than general breadth available from competing sites
- State of the art technology and algorithms continually index regulatory and compliance information
- Intelligently guide users to topic areas that focus their search

## Business Reference Library:

- Provide links to key industry resources, guides for doing business with the federal government
- Organize information in “business speak” by topic areas and industries
- Provide links to state information [local SBA offices & key state resources]

# Screen Shots

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**For reference, this presentation contains actual screen shots, but the look and features of the site are in flux at this point in development:**

- [Business.gov homepage](#)
- [Search Results](#)
- [Contacts & FAQs](#)
- [About Us](#)
- [Newsroom](#)

# Business.gov Home



The screenshot shows the Business.gov homepage. At the top left is the logo "Business.GOV" with the tagline "THE OFFICIAL BUSINESS LINK TO THE U.S. GOVERNMENT". To the right of the logo are two images: one of two business professionals in an office and another of a chef in a kitchen. Below the logo is a navigation bar with links for "Home", "Newsroom", "About Us", and "Help". The main content area features a large heading: "The official resource to help business quickly find compliance information, forms and contacts from multiple government Web sites." Below this is a pagination control showing "2 of 4" with navigation icons. A "Compliance Search" section includes a search input field and a "Search" button. Underneath is a "Search Within A Compliance Topic" section with two columns of topic buttons: "Agriculture" and "Finance". The "Agriculture" column lists "Agriculture Pollution Prevention", "Food And Supplement Health Claims Guidance", and "Food Hazard Analysis". The "Finance" column lists "Bank Regulations", "Bankruptcy", and "Credit Unions". On the right side, there are three promotional boxes: "Federal Forms" (Find government forms by agency, form number, or name.), "Compliance Contacts & FAQs" (Find compliance experts and contacts at government agencies.), and the SBA logo with the text "Launching, Managing, Growing, and Getting Out your Business".

**Business.GOV**  
THE OFFICIAL BUSINESS LINK TO THE U.S. GOVERNMENT

Home Newsroom About Us Help

The **official resource** to help business quickly find **compliance information**, forms and contacts from multiple government Web sites.

<< || >> 2 of 4

Compliance Search

Search

Search Within A Compliance Topic

**Agriculture**

- Agriculture Pollution Prevention
- Food And Supplement Health Claims Guidance
- Food Hazard Analysis

**Finance**

- Bank Regulations
- Bankruptcy
- Credit Unions

**Federal Forms**  
Find government forms by agency, form number, or name.

**Compliance Contacts & FAQs**  
Find compliance experts and contacts at government agencies.

**SBA**  
Launching, Managing, Growing, and Getting Out your Business

# Business.gov Search Results



**Business.GOV**  
THE OFFICIAL BUSINESS LINK TO THE U.S. GOVERNMENT

Home Newsroom About Us Help

Compliance Search

lead poisoning Search All Topics

### Search Results

... for *lead poisoning*

Displaying results 1-10 of 523

**EPA/OPPT/Lead: Lead in the News**  
This rule proposes that for most housing built before 1978, contractors and construction professionals be trained in **lead**-safe work practices ... EPA wants contractors to understand that there are simple steps they can take to minimize **lead** hazards and protect residents, including children, during renovation, repair ...  
<http://www.epa.gov/lead/new.htm> - 25K - May 17, 2006

**Information and Guidance for HUD's Lead Safe Housing Rule**  
Department of Housing and Urban Development (HUD) has implemented a new regulation to protect young children from **lead**-based paint hazards in housing that is ... The requirements apply to housing built before 1978, the year **lead**-based paint was banned nationwide for consumer use ...  
<http://www.hud.gov/offices/lead/leadsaferule/index.cfm> - May 17, 2006

**Safety and Health Topics: Lead**  
Of the overexposures in industry, **lead** is one of the most common and is a leading cause of workplace illness ... Therefore, OSHA has established the reduction of **lead** exposure to be a high strategic priority ...  
<http://www.osha.gov/SLTC/lead/index.html> - 26K - May 17, 2006

### Focus Your Search

Searching within one of the 3 topics below may help you find what you are looking for.

**Environment**

- Pollution Prevention

**Finance**

- Housing And Urban Development

**Workplace Safety And Health**

- Worker Safety Regulations

Filter By Agency: none

Your Recent Searches

# Business.gov Contacts & FAQs



**Compliance Contacts & FAQs** 

## SBPRA AND COMPLIANCE ASSISTANCE POINTS OF CONTACT BY AGENCY

If you do not find the compliance assistance that you are looking for please contact the designated SBPRA point of contact for the agency. If you need further assistance please contact the Business Gateway Program Office at [BGPMO@sba.gov](mailto:BGPMO@sba.gov)

<< **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z** >>

### Agency for International Development

**SBPRA Points of Contact:**

Marilyn Marton    202-712-1500    [mmarton@usaid.gov](mailto:mmarton@usaid.gov)

**Agency for International Development also provides the following links to agency Frequently Asked Questions and Other related Information:**

- Information for Small Businesses about Subcontracting

**Agency for International Development also provides the following agency hot lines or contacts:**

- USAID OSDBU Contact Sheet

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# Business.gov About Us



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## About Us

The U.S. business community is faced with a multitude of Federal rules, regulations, and information and guidance on complying with these rules and regulations. In fact, there are over 22 different Federal agencies providing information and instruction in a variety of ways. However, as a recent study indicates, the U.S. business community spends over 8 billion hours annually of otherwise productive time in order to research and comply with these rules and regulations.

The goal of Business.gov is to reduce the time U.S. business community expends in this effort. Business.gov is the single access point to all government services and information to help businesses operate within the parameters of Federal rules and regulations. This includes resources on compliance information on Federal rules and regulations; forms that may be either printed or electronically completed and submitted to government agencies; access to state and local government web-based resources; and additional information and services provided by the occasional non-profit or for-profit organization in support of the U.S. business community.

Business.gov is one of the Presidential E-Government initiatives created to provide better customer service for businesses interacting with the Federal Government. The U.S. Small Business Administration manages Business.gov as a collaborative effort with 22 Federal Agencies that most directly impact the U.S. business community.

Please click [here](#) for help with navigating the site [guidance on navigating this website](#) .

Please click [here](#) to understand the [intended use of content](#) provided within this website. If you wish to report a "dead" link or offer suggestions for improvement, please feel free to [contact us](#).

Included in the About Us section is information about the [Business Gateway Program Management Office](#) and the [Business Gateway Project Charter](#).

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# Business.gov Newsroom



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### Recent Compliance Related News Releases

**SBA Recovery Loans for Gulf Coast Residents Surpass \$10 Billion**  
WASHINGTON – With 99.5 percent of applications processed, the U.S. Small Business Administration has approved an unprecedented.....  
[Download the complete .pdf document](#)

**SBA Extends Disaster Loan Deadlines For Small Businesses Suffering Economic Losses After Hurricanes Katrina and Rita**  
WASHINGTON – SBA Administrator Hector V. Barreto announced today that small business owners dealing with financial losses in the aftermath of Hurricanes Katrina and Rita have more time to apply for an ...  
[Download the complete .pdf document](#)

**SBA Stands Ready to Respond as 2006 Hurricane Season Begins**  
WASHINGTON – With today marking the beginning of the 2006 hurricane season, the U.S. Small Business Administration stands ready to respond quickly and efficiently in the event of disaster. SBA currently...  
[Download the complete .pdf document](#)

### Business.gov News Releases

**Business.gov Monthly Update – September 2005**  
By the end of FY05, the business.gov (BG) team will have completed the following enhancements to...  
[Download the complete .pdf document](#)

**Business.gov Monthly Update – October 2005**  
After completing minor FY05 enhancements to Business.gov, the Business.gov (BG) team continued working toward more significant site enhancements for the site's re-launch in September 2006.  
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# Business.gov: Beta Testing

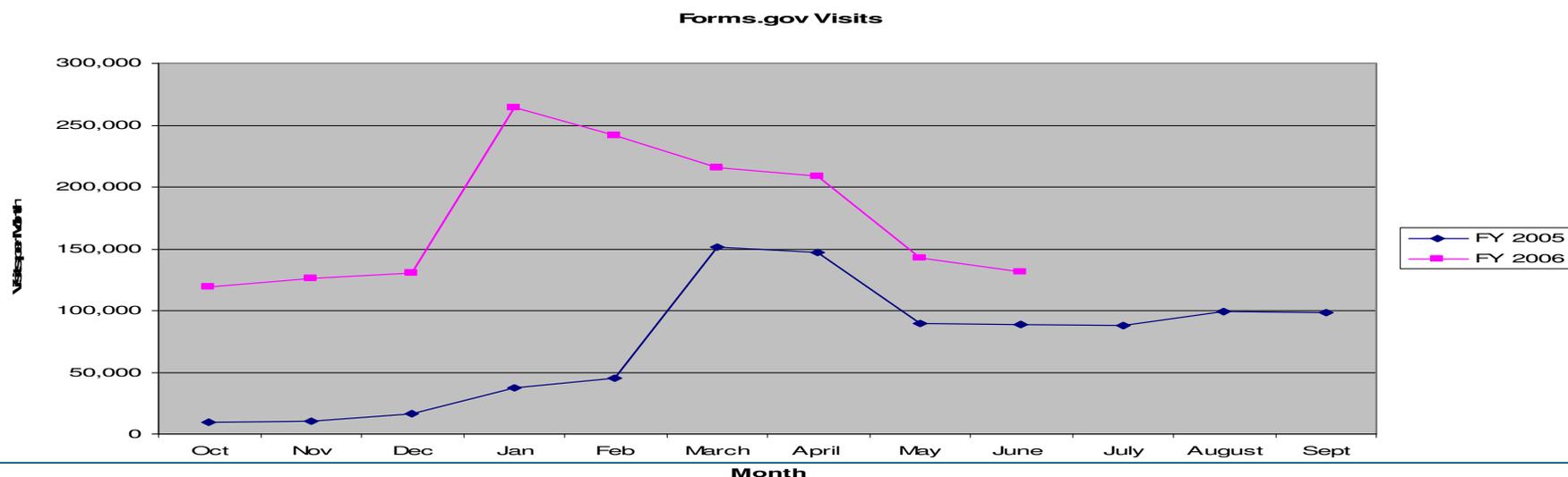
The BG team requests the support of our partner agencies in conducting a beta test of Business.gov portal during the mid-August timeframe.

## The Beta test process:

- Each partner agency will identify two (2) beta testers by July 26th
  - One (1) who is familiar with the business.gov re-launch
  - One (1) who has little or no knowledge of the re-launch
  - Beta testers should have Internet access and be familiar with using a web browser
- During the week of August 14<sup>th</sup> each beta tester will receive instructions via email
  - How to access and log on to the new business.gov site
  - A script that provides direction on testing the site -- some testers will be asked to follow a detailed script; some will be asked to freely investigate the site
  - Beta testing should take no more than one (1) hour
  - A feedback form on usability, organization and content of the site will be provided
- Feedback forms should be emailed back to the BG team by August 18<sup>th</sup>
  - [bgpmo@sba.gov](mailto:bgpmo@sba.gov)

# Forms.gov Status

- Number of Forms in Catalog: 5,524
- Total Documents in Catalog: 6,831
- Agencies Participating: 52
- Hosting Status
  - Conducted successful technical meetings with provider
  - Supplied code, directories, and documentation
  - Launch in Staging Environment for testing on July 17
  - Launch to public prior to August 12
- Version 2.3 will launch with new Business.gov
- ROCIS interface complete and awaiting application launch
  - Distribute Forms.gov training information to contact list
  - Materials and contact list available today



# Agency Participation

Agency	Items	Forms	Agency	Items	Forms
Commodities Futures Trading Commission (CFTC)	21	21	Federal Reserve System (FRS)	161	94
Consumer Product Safety Commission (CPSC)	1	1	General Services Administration (GSA)	133	70
Corporation for National Community Service (CNCS)	2	2	IAP - Overseas Private Investment Corporation (OPIC)	8	6
Department of Agriculture (USDA)	560	520	IAP - US Agency for International Development (USAID)	7	7
Department of Commerce (DOC)	994	679	International Trade Commission (ITC)	0	0
Department of Defense (DOD)	111	110	Merit Systems Protection Board (MSPB)	4	1
Department of Education (ED)	57	49	National Aeronautics and Space Administration (NASA)	9	6
Department of Energy (DOE)	208	86	National Archives and Records Administration (NARA)	20	19
Department of Health and Human Services (HHS)	477	356	National Endowment for Humanities (NEH)	1	1
Department of Homeland Security (DHS)	334	208	National Endowment for the Arts (NEA)	0	0
Department of Housing and Urban Development (HUD)	389	387	National Labor Relations Board (NLRB)	11	11
Department of Justice (DOJ)	113	87	National Mediation Board (NMB)	9	9
Department of Labor (DOL)	229	209	National Science Foundation (NSF)	19	19
Department of State (STATE)	38	38	Nuclear Regulatory Commission (NRC)	51	51
Department of the Interior (DOI)	334	307	OCB - Federal Energy Regulatory Commission (FERC)	14	14
Department of the Treasury (TREASURY)	1007	825	OCB - National Transportation Safety Board (NTSB)	1	1
Department of Transportation (DOT)	155	153	OCB - Office of Government Ethics (OGE)	7	3
Department of Veterans Affairs (VA)	197	155	OCB - Securities and Exchange Commission (SEC)	170	170
Environmental Protection Agency (EPA)	174	110	Office of Management and Budget (OMB)	14	13
Equal Employment Opportunity Commission (EEOC)	1	1	Office of Personnel Management (OPM)	74	69
Export- Import Bank (EXIM)	29	29	Office of Special Counsel (OSC)	6	3
Federal Communications Commission (FCC)	126	98	Pension Benefit Guarantee Corporation (PBGC)	37	23
Federal Deposit Insurance Corporation (FDIC)	62	57	Railroad Retirement Board (RRB)	36	36
Federal Housing Finance Board (FHFB)	0	0	Small Business Administration (SBA)	71	70
Federal Maritime Commission (FMC)	17	15	Social Security Administration (SSA)	191	191
Federal Mediation and Conciliation Service (FMCS)	7	6	U.S. Postal Service (USPS)	134	128

**Total**

7/12/06

**Business.GOV**

**6831**

**5524**

**17**

# Next Steps

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- Distribute first draft of Business Case for Review July 21, 2006
- Conduct Next Advisory Group Meeting August 9, 2006
- Conduct Next Governance Board Meeting August 29, 2006