BY 2026 IT Collect

Submission Overview

August 2024

v2

General Services Administration

Office of Government-wide Policy

DOCUMENT CHANGE LOG

Version Number	Date	Description
1	August 15, 2024	Initial document release
2	August 16, 2024	Updated requirements for CIO Evaluation Report submissions, to reflect this data element as optional for Standard investments.

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INTRODUCTION

This Submission Overview provides instructions for all reporting agencies who are required to comply with OMB Circular A-11 Section 55 Information Technology Investments submission requirements through data elements in the General Services Administration's (GSA) 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 Submissions 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 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.

Investment Type	Investment Descriptive Data	Investment Financial Data	CIO Evaluations	Contracts	Projects	Operational Analysis	Performance Metrics	Investment Risks
Type 01: Major Investments	Expected	Expected	Expected	Expected	Expected	Expected	Expected	Expected
Type 02: Non-Major Investments	Expected	Expected	Optional	Expected	Optional	Optional	Optional	Optional
Type 03: Migration Investments	Expected	Expected	Optional	Optional	Optional	Optional	Optional	Optional
Type 04: Funding Transfer Investments	Expected	Expected	Optional	Optional	Optional	Optional	Optional	Optional
Type 05: Standard Investments	Expected	Expected	Optional	Expected	Optional	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. In Section 5 and Section 7, 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 Submission Schema documentation).

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: • 1: Rebaseline - significant changes in funding level or availability of funds • 2: Rebaseline - significant change in contracting

Data Field	Data Input
	• 3: Rebaseline - scope and objectives evolve due to incremental or iterative system development • 4: Rebaseline - current baseline is no longer useful as a management tool • 5: Rebaseline - other reason consistent with Agency policy and M-10-27 • 6: Replan - adding or modifying detail within the overall cost and schedule goals • 7: Correction
Baseline Change Date	Enter the date of the Baseline Change Event Date | YYYY-MM-DD
Comment	Enter a comment | 2500 character max

Field Requirements

The submission expectations for each data field are categorized by four different requirement types:

- **Required** – the field must be included in all submissions to IT Collect
- **Conditionally required** – the field's requirement status depends on certain criteria (e.g., Previous UII is required for all investments not reported as Change in Status of "10")
- **Required, if applicable** – the field is expected to be included in all submissions where relevant data exists. If agencies do not have the relevant data, 'Required, if applicable' fields may be omitted
- **Optional** – the field is optional. Agencies may choose whether to report an 'Optional' field

Section 1: Investment Descriptive Data

Submission Expectations: Descriptive data is required for all investments.

The following data fields compose investment Descriptive Data:

Data Field	Data Input	Required?
Current UII	Enter a Unique Investment Identifier Unique Investment Identifiers should be structured using the following format. UIIs must be unique across IT Collect: • 123-xxxxxxxxx These first three digits must correspond with your Agency Code. (See: Appendix C of OMB Circular No. A-11) • xxx-123456789 These last nine digits are an Agency assigned unique identifier	Required
Previous UII	Enter an identifier depicting Agency Code and unique investment number used to report the investment in the previous BY 2025 Agency IT Portfolio submission to OMB. 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.	Required, if Change in Status ≠ 10 (New)
Investment Title	Open Text Box | 255 character max	Required

Data Field	Data Input	Required?
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	Required
Shared Services Category	Select one of the following enumerated codes: • 00: Not Applicable • 24: E-Gov initiatives or an individual Agency's participation in one of the E-Gov/LoB initiatives (see Circular A-11, Section 55.6 for a list of E-Gov/LoB initiatives) • 48: Any Multi-Agency (Inter- or Intra-Agency) IT collaboration or an individual Agency's participation in one of these initiatives that is not an E-Gov/LoB initiative.	Required
Shared Services Identifier	Enter four-digit code applicable to Shared Service Code 24 (see Circular A-11, Section 55.6)	Required, agencies are required to submit the Shared Service Identifier four-digit code whenever one is available
Mission Support Investment Category	Select one or more of the following enumerated codes: • 01: Not Applicable • 02: Financial Management • 03: Human Resources • 04: Procurement • 05: Travel / Transportation • 06: Grants Management • 07: Electronic Records Management • 08: Cybersecurity Services • 09: Other	Required
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)	Required
Part of Agency IT Portfolio	Select one of the following enumerated codes: • 01: Part 1. IT Investments for Mission Delivery • 02: Part 2. IT Investments for Mission Support Services • 03: Part 3. IT Standard Investments	Required
Type of Investment	Select one of the following enumerated codes: • 01: Major IT Investments • 02: Non-major IT Investments • 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. • 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. • 05: Standard IT Investments.	Required
Standard Infrastructure and Management Category	Select one of the following enumerated codes. All Part 3 investments should select a code other than "01: Not Applicable," while all Part 1 and 2 investments should select "01: Not Applicable": • 01: Not Applicable	Required

Data Field	Data Input	Required?
	• 02: IT Security and Compliance • 03: IT Management • 04: Network • 05: Data Center and Cloud • 06: End User • 07: Output • 08: Application • 09: Delivery • 10: Platform	
Mission Delivery and Management Support Area	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: • Agency Code • Mission Delivery & Management Support Area	Optional
National Security Systems	Select one of the following enumerated codes: • 01: Non-National Security System Investment • 02: National Security System Investment (these investments will not be publicly viewable on the IT Dashboard)	Required
Public URL(s)	Enter an array of any website or digital service that is supported primarily by this investment | Comma delimited array	Required, if applicable
Change in Status Identifier	Select one of the following enumerated codes: • 01: Upgraded from non-major to major IT investment • 02: Downgraded from major to non-major IT investment • 03: Split into multiple investments • 04: Consolidation of investments • 05: Reorganization • 06: Eliminated by funding • 07: Eliminated by split • 08: Eliminated by consolidation • 09: Eliminated by reorganization • 10: New • 11: No Change in Status	Required
Agency Description of Change in Status	Enter your Agency's description of the Change in Status Identifier selection. This data is optional | 255 character max	Optional
Return on Investment	Enter and briefly describe the investment's quantitative and qualitative return on investment (ROI) | 3500 character max Return on Investment is only required for investments that select Investment Type 01: Major	Required, if Type of Investment = 01 (Major IT Investment)
System IDs	Enter an array of all Continuous Diagnostics and Mitigation (CDM) designated systems supported by this investment, both High Value Assets (HVA) and other systems | Comma delimited array	Required, if applicable
Federal Enterprise Architecture Business Reference Model Function	Enter the predominant business function Federal Enterprise Architecture (FEA) Business Reference Model (BRM) v3.1 code supported by this investment | Three-digit code	Optional

Section 2: Investment Financial Data

Submission Expectations: In BY 2026, all IT investments must report financial data (Ledgers) at the Budget Account, Cost Pool, IT Tower, and Technical Solution level for the following fiscal years: 2024, 2025, and 2026. Technical Category financial reporting is optional for all investments in BY 2026. Please see the IT Collect API Submissions Schema for more detail on the "Ledger Element Style" options for submitting Ledger cost objects outlined below.

Prior Year (PY) / Current Year (CY) / Budget Year (BY) Designations	
PY	2024
CY	2025
BY	2026

In the BY 2026 Pre-Decisional submission window, no Business Solution layer reporting will be available to agencies. **Optional** financial data reporting at the Business Solution layer for all investments will be available during the BY 2026 President's Budget submission window. More detail will be provided on the reporting requirements and technical implementation ahead of this second submission window.

Section 2a: Funding Data Cost Objects

Agencies should use the following table to report financial data at the Budget Account level for the following fiscal years: PY 2024, CY 2025, and BY 2026.

Data Field	Data Input	Required?
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: • 123-xx-xxxx-x These first three digits must correspond with your Agency Code. (See: Appendix C of OMB Circular No. A-11) • xxx-12-xxxx-x These next two digits correspond with your Bureau Code. (See: Appendix C of OMB Circular No. A-11) • xxx-xx-1234-x These next four digits correspond with a Budget Code. (See: Section 79.2 of OMB Circular No. A-11) • xxx-xx-xxxx-1 This last digit corresponds with an optional transmittal code. (See: Section 79.2 and 79.3 of OMB Circular No. A-11)	Required
Amount	Financial total in $millions | 6 decimal max	Required
Year	Fiscal Year | YYYY	Required
DME or O&M	Specify whether the cost object is associated with either: • DME (Development, Modernization, Enhancement) • O&M (Operations & Maintenance)	Required
Internal Funding or Contributions	Specify whether the cost object is associated with either: • Internal Funding • Contributions	Required

Section 2b: Cost Pool Cost Objects

For the BY 2026 submission, Agencies should use the following table to report financial data at the TBM 4.0 Taxonomy Cost Pool level for the following fiscal years: PY 2024, CY 2025, and BY 2026.

Data Field	Data Input	Required?
Cost Pool	Specify which Cost Pool the cost object is associated with: • Internal Labor • External Labor • Outside Services • Hardware • Software • Facilities & Power • Telecom • Other • Internal Services	Required
Amount	Financial total in $millions | 6 decimal max	Required
Year	Fiscal Year | YYYY	Required

Section 2c: IT Tower Cost Objects

For the BY 2026 submission, Agencies should use the following table to report financial data at the TBM 4.0 Taxonomy IT Tower level for the following fiscal years: PY 2024, CY 2025, and BY 2026.

Data Field	Data Input	Required?
IT Tower	Specify which IT Tower the cost object is associated with: • End User • Application • Delivery • Security & Compliance • IT Management • Data Center • Network • Compute • Storage • Platform • Output	Required
Amount	Financial total in $millions | 6 decimal max	Required
Year	Fiscal Year | YYYY	Required

Section 2d: Technical Solution Cost Objects

In the BY 2026 submission, Agencies should use the following table to report financial data for all investments at the TBM 4.0 Taxonomy Technical Solution level for the following fiscal years: PY 2024, CY 2025, BY 2026.

Data Field	Data Input	Required?
Technical Solution	Specify which TBM 4.0 Technical Solution the cost object is associated with: • Delivery • Platform • Infrastructure	Required
Technical Category	Specify which TBM 4.0 Technical Category the cost object is associated with: *Delivery Subset* • Strategy & Planning • Support • Security & Compliance • Development • Operations *Platform Subset* • Application • Data *Infrastructure Subset* • Data Center • Compute • Network • Storage	Optional
Amount	Financial Total in $millions | 6 decimal max	Required
Year	Fiscal Year | YYYY	Required

Section 2e: Budget Authority Cost Objects

Agencies should use the following table to report Budget Authority financial data at the Budget Account level for fiscal year 2026.

Data Field	Data Input	Required?
Budget Account Code	Enter a Budget Account Code matching a value submitted in a Section 2a cost object	Required
Amount	Financial total in $millions | 6 decimal max	Required
Year	Fiscal Year | YYYY	Required
DME or O&M	Specify whether the cost object is associated with either: • DME • O&M	Required

Data Field	Data Input	Required?
Internal Funding or Contributions	Specify whether the cost object is associated with either: • Internal Funding • Contributions Agencies are only expected to provide Budget Authority cost objects associated with Internal Funding	Required

Section 3: CIO Evaluation Report Data

Submission Expectations: CIO Evaluation Data is expected for Type 01: Major Investments.

The following data fields compose investment CIO Evaluation Report data:

Data Field	Data Input	Required?
Rating	Select one of the following enumerated codes: • 1: High Risk • 2: Moderately High Risk • 3: Medium Risk • 4: Moderately Low Risk • 5: Low Risk	Required
Comment	Open Text Box |2500 character max	Required
Date	Date of evaluation: YYYY-MM-DD	Required

Section 4: Contracts Data

Submission Expectations: 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	Required?
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 FPDS data dictionary for more information |255 character max	Required
Reference PIID	Enter the Reference PIID per FPDS instructions for element. Please see the latest FPDS data dictionary for more information |255 character max	Required, if applicable

Section 5: Projects Data

Submission Expectations*:* Projects data is expected for Type 01: Major Investments. Agencies must also report all projects data for technology projects that are financed by a Technology Modernization Fund (TMF) funding award regardless of the parent investment's Type designation.

The following data fields compose investment Projects data:

Data Field	Data Input	Required?
Unique Project ID	Enter an Agency-specified code that uniquely identifies the project |255 character max	Required
Project Name	Enter a name used by the Agency to refer specifically to the project |100 character max	Required
Project Goal	Enter a brief description of primary goal/desired outcome the project is planning to provide for the investment upon completion | 250 character max	Required
Planned Start Date*	Enter the planned start date of this project | YYYY-MM-DD	Required
Projected Start Date	Enter the projected start date of this project | YYYY-MM-DD	Required
Actual Start Date	Enter the actual start date of this project | YYYY-MM-DD	Required, if Project Status = In Progress or Completed
Planned Completion Date*	Enter the planned completion date of this project | YYYY-MM-DD	Required
Projected Completion Date	Enter the projected completion date of this project | YYYY-MM-DD	Required
Actual Completion Date	Enter the actual completion date of this project | YYYY-MM-DD	Required, if Project Status = Completed
Planned Total Cost*	Enter the planned total cost of this project in $millions | 6 decimal max	Required
Projected Total Cost	Enter the projected total cost of this project in $millions | 6 decimal max	Required
Actual Total Cost	Enter the actual total cost of this project in $millions| 6 decimal max	Required, if Project Status = Completed
Project Status	Enter the project's current status: • Not started • In progress • Completed • Deferred • Canceled	Required
Project Health	Enter the Agency self-assessment of the current health for 'In-Progress' projects: • Red • Yellow • Green	Required, if Project Status = In Progress
TMF Initiative	Enter the Technology Modernization Fund (TMF) Initiative that finances this project. Enter N/A if this project is not financed by the TMF.	Required, if applicable

Data Field	Data Input	Required?
Primarily a Software Development or Deployment Project?	Enter whether this project is developing or deploying software solutions as a primary focus of this project Boolean: • True • False	Required
Incremental Development	Enter whether information technology projects are adequately implementing incremental development methodology for software projects Boolean: • True • False	Required, if Software Project = True
Release Iteration Frequency Amount	For projects implementing incremental development methodology, enter the frequency of the incremental development release iterations | 6 decimal max	Required, if Incremental Development = True
Release Iteration Release Frequency Unit	For projects implementing incremental development methodology, select the frequency of incremental development release iterations units using the following options: • Days • Weeks • Months • Years	Required, if Incremental Development = True
Iterative Description	For projects implementing incremental development methodology, enter a description of the iterative development methodology being employed| 500 character max	Required, if Incremental Development = True

Section 6: Operational Analysis Data

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

The following data fields compose investment Operational Analysis data:

Data Field	Data Input	Required?
Date of Analysis	Date |YYYY-MM-DD	Required
Analysis Results	Enter a summary of the results, including identified actions |2500 character max	Required
Analysis Conclusion	Drop-down List: • Continue as-is • Initiate remediation action • Initiate innovation action • Initiate modernization/replacement action • Initiate disposal action	Optional

Section 7: Performance Metrics

Submission Expectations: Performance Metrics data is expected for Type 01: Major Investments.

Each Major investment shall report a minimum of five performance metrics, drawing on those that best reflect the value of the investment based upon the following 'Performance Measurement Category Mapping' selection criteria:

1. Customer Satisfaction (Process Results): Provide a minimum of one metric that reflects this category.
2. Strategic and Business Results: Provide a minimum of three metrics that reflect this category.
    a. At least one of the metrics must have a monthly reporting frequency.
3. Financial Performance: Reporting metrics that reflect this category is optional.
4. Innovation: Reporting metrics that reflect this category is optional.

(Note: The fifth metric, or more as Agencies may report more than five metrics, can come from any category.)

Section 7a: Performance Metrics

The following data fields compose investment Performance Metrics data:

Data Field	Data Input	Required?
Service ID	Enter the Service (Investment) Agency ID of the investment that this performance metric applies to here	Required
Metric Description	Enter a description to help the user understand what is being measured. In this field, describe the units used, any calculation algorithm used, and the definition or limits of the population or "universe" measured | 500 character max	Required
Unit of Measure*	Enter a brief indication of what quantity is measured (e.g., number, percentage, dollar value) for each metric | 50 character max	Required
Performance Measurement Category Mapping	Identify the measurement category of this metric: • Customer Satisfaction • Strategic and Business Results • Financial Performance • Innovation Definitions of each Performance Measurement Category Mapping are available within Section III.3 of Capital Programming Guide in OMB Circular No. A-11	Required
Agency Baseline Capability*	Enter the quantitative value of your Agency's capability per this metric prior to this investment's life cycle. If your Agency has not measured this capability before, you may leave this field blank; otherwise, provide the numeric value of the historic capability measurement | 6 decimal max	Optional
PY Target*	Enter the metric target value from FY 2024, relative to the reporting frequency | 6 decimal max	Required, if applicable
CY Target*	Enter the metric target value from FY 2025, relative to the reporting frequency | 6 decimal max	Required
Measurement Condition*	Indicate whether a desired result would be "Over target," indicating that the trend should maintain or increase, or "Under target," indicating that the trend should maintain or decrease: • Over target • Under target	Required

Data Field	Data Input	Required?
Reporting Frequency*	Indicate how often actual measurements will be reported (monthly, quarterly, semi-annually, or annually). Annual reporting frequencies are reserved for annual operating cost measures, performance measures associated with the Agency's annual performance plan, or other measures that can only be appropriately measured on an annual basis: • Monthly • Quarterly • Semi-Annual • Annual	Required
Agency Strategic Objective or Priority Goal	Provide the Agency Strategic Objective or Priority Goal code for this metric | 11 character max	Optional
Is Metric Retired?*	Set this value to true when this performance metric is no longer useful for investment management (Baselined for changing isRetired = 'True' to isRetired = 'false' only) Boolean: • True • False	Required

Section 7b: Metric Actual Results

Submission Expectations: Metric Actual Results data is expected for all metrics established in Section 7a.

Agencies should report Section 7b: Metric Actual Results data for each Performance Metric and NOT at the investment level.

The following data fields compose Metric Actual Results data:

Data Field	Data Input	Required?
Actual Result*	Enter the actual result measured | 6 decimal max	Required
Date of Actual Result	Enter the end date of the most recent reporting period Date | YYYY-MM-DD	Required
Comment	Provide a comment for results that have not met their target | 500 character max	Optional

Section 8: Investment Risks

Investment Risks data is expected for Type 01: Major Investments.

The following data fields compose investment Risks data:

Data Field	Data Input	Required?
Risk Area	Provide data for relevant risks related to the A-11 Risk Area below. Definitions of each Risk Area are provided in the Capital Programming Guide Appendix 5 within OMB Circular No. A-11. Risk Areas include: • Technology • Project Schedule and Resources	Required

Data Field	Data Input	Required?
	• Business • Organizational and Change Management • Strategic • Security • Privacy • Data • Integration • Project Team • Requirements • Cost • Project Management • Climate	
Active Risk	For each Risk Area, indicate whether the investment has identified at least one active risk Boolean: • True • False	Required
Risk Probability	The likelihood that risk associated with each Risk Area will become realized as an issue. Investments should only report Risk Probability for Risk Areas that reported "True" to Active Risk: • Very Low • Low • Medium • High • Very High For the purposes of standard reporting across Agencies, the following probability benchmarks have been provided for each response to indicate the estimated likelihood that a given risk will become realized as an issue: 1) Very Low – 0-10%, 2) Low – 11-30%, 3) Medium – 31-60%, 4) High – 61-90%, 5) Very High – 91-100%	Required, if Active Risk = True
Risk Impact	The level of a potential negative impact for the Risk Area if realized as an issue. Investments should only report Risk Impact for Risk Areas that reported "True" to Active Risk: • Very Low • Low • Medium • High • Very High For the purposes of standard reporting across Agencies, the following impact benchmarks have been provided for each response to indicate the estimated detriment to investment outcome objectives in the event that a given risk is realized as an issue: 1) Very Low – little or no impact on achieving investment objectives 2) Low – some impact on achieving investment outcome objectives, but has little or no impact on achieving the Agency's mission 3) Medium – significant impact on achieving investment outcome objectives, with moderate impact on the Agency's ability to deliver core mission functions 4) High – significant impact on both achieving investment outcome objectives and the Agency's ability to deliver core mission values but has little or no impact on the Government as a whole 5) Very High – severe impact on executing the Agency's core mission with	Required, if Active Risk = True

Data Field	Data Input	Required?
	ramifications for the Government as a whole	
Mitigation Strategy / Contingency Plan	For each Risk Area with a risk score of a "10" or greater, provide a short description of each individual risk with a risk score of "10" or greater along with both the investment's mitigation strategy for preventing each risk from becoming realized as an issue and the contingency plan should the mitigation strategy fail. The risk score will be the product of the probability and impact estimates using the numerical designations for each probability and impact benchmark provided; for example, a Risk Area with probability rated as "Low" (2) and impact rated as "High" (4) will have a risk score of 2 x 4 = 8. The mitigation strategy and contingency plan should deal with methods for avoiding or pre-empting risk as well as addressing any realized issues | 1000 character max This field is optional for Risk Areas with scores of "9" or lower. Investments should only report Mitigation Strategy/Contingency Plan data for Risk Areas that reported "True" to Active Risk	Required, if Risk Score ≥ 10

Section 9: Budget Account Summary

Agencies should report Section 9 data at the portfolio level and NOT the investment level.

The following data fields compose portfolio Budget Account Summary data:

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

BY 2026 Submission Overview Appendix: Key Terms and Submissions Processes

BY 2026 Pre-Decisional Submission Dates

- **Saturday, August 31, 2024:** BY 2025 submissions close on IT Collect
- **Wednesday, September 11, 2024 1:00 AM EST:** BY 2026 Pre-Decisional submissions open on IT Collect
- **Tuesday, September 24, 2024 5:00 PM EST:** BY 2026 Pre-Decisional Funding Locks are due on IT Collect to certify their IT investment portfolio budget data. All Section 1: Investment Descriptive Data, Section 2: Investment Financial Data, and Section 9: Budget Account Summary Data must be submitted prior to setting Funding Lock.
- **Friday, October 25, 2024 5:00 PM EST:** All additional BY 2026 data is due on IT Collect. This includes all Section 3: CIO Evaluation Report Data, Section 4: Contracts Data, Section 5: Projects Data, Section 6: Operational Analysis Data, Section 7: Performance Metrics Data, and Section 8: Investment Risks Data.

Key Business Processes and Terminology for the BY 2026 Submission Cycle

With the start of the BY 2026 Budget Cycle, Agencies should be aware of key business processes and their associated terminology:

- **Funding Lock**: 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 9: Budget Account Summary Data. OMB expects Agencies to continuously update Section 3: CIO Evaluation Report Data, Section 4: Contracts Data, Section 5: Projects Data, Section 6: Operational Analysis Data, Section 7: Performance Metrics Data, and Section 8: Risks 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 2026 Submission Overview document:
    - Section 1: Investment Descriptive Data
    - Section 2: Investment Financial Data
    - Section 9: Budget Account Summary Data
- **Retired Investments:** Agencies must actively retire an investment to remove that investment from their IT Portfolio. IT Collect does not auto-eliminate investments from Agencies' IT Portfolios. With IT Collect, Agencies will have full control of their IT Portfolio content.
- **IT Collect Data Retention:** In IT Collect, Agencies 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 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 2026 Submission Overview document at the following cadence:

- Section 1: Investment Descriptive Data – update during OMB specified BY 2026 ITPfM Budget submission windows (note: Investment Descriptive Data can continuously be updated for existing investments, but new investments cannot be added outside of OMB specified submission windows)

- Section 2: Investment Financial Data – update during OMB specified BY 2026 ITPfM Budget submission windows
- Section 3: CIO Evaluation Report Data – continuously update
- Section 4: Contracts Data – continuously update
- Section 5: Projects Data – continuously update
- Section 6: Operational Analysis Data – continuously update
- Section 7: Performance Metrics Data – continuously update
- Section 8: Risks Data – continuously update
- Section 9: Budget Account Summary Data – update during OMB specified BY 2026 ITPfM Budget submission windows

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).

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 (2024, 2025, and 2026 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 2016 to 2035. 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 2024, CY 2025, and BY 2026. Plus, Agencies can opt into providing Section 2a Cost Objects for PY-1 2023, BY +1 2027, & Beyond
- All other investments provide Section 2a: Funding Data Cost Objects for PY 2024, CY 2025, and BY 2026