

In response to agency's questions on the Joint 300s, OMB is providing these additional instructions on Joint 300s. Questions on these instructions should be referred to William McVay at wmcvay@omb.eop.gov.

Preparing and Submitting Joint 300s (Business Cases) Questions & Answers	
Question	Answer
1. The managing partner for each e-gov initiative will take the lead for writing the business case. Do the partnering agencies that are including in the business case also need to write a separate business case?	No. The Managing Partner takes full responsibility for reporting the business case – one business case for the solution. Secondly, the partner agencies information is identified in the project and funding plan section, identifying the appropriation or funding source. The Partner agency also reports the item on the Exhibit 53 and in the description indicates the funds are for participation in the E-Gov initiative where the business case is submitted by the Managing Partner.
2. How should a partner agency demonstrate their approval for the joint business case?	Partnership shows up in all sections of the business case in a collaborative fashion in terms of justification, acquisition strategy, etc., and shows up on their Exhibit 53 as a line item with the description.
3. What does it mean for a joint 300 to have gone through a capital planning process?	The investment amount from the Exhibit 53 of the partnering agencies goes through the partnering agencies CPIC process and is approved for the Exhibit 53. The business case goes through the Managing Partner's CPIC process and shows through the Project and Funding Plan who the participating agencies are.
4. What is a valid IRB to review the 300 if it is a joint 300?	This is in fact the IRB in the Managing Partner Agency, the E-Gov PMO and the PMC.
5. To which agency will funds be allocated if the joint business case is approved?	To the individual agencies participating in the business case and solutions. Appropriations and funds remain in the partnering agencies.
6. Where should the migration strategy appear for those agencies who are not the managing partner? (Scenario: Agency X requests FY04 funds to support migration to the e-gov project. Agency X needs funding in FY04 but is also partnering with the Managing partner Agency Y.)	In these cases, the existing operations in the partnering agencies are not part of the overall E-Gov initiative and must be reported in the partnering agency as an existing IT Investment. This existing investment must answer the e-Gov strategy questions and define how they are transitioning to the E-Gov Solution while maintaining current state of business within their agency. This means no development or enhancements at all.

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<p>7. In the case of E-payroll the final providers will be selected at the end of September. Should each potential provider do a business case that will modernize their environment in anticipation that each will be selected or should they write their case as if they are in a business as usual situation?</p>	<p>The providers who have submitted proposals must make full FY04 business cases that will be reviewed for the FY04 process. In the event that their solution is not selected, agency will revert to steady state operations, without development or modernization, and the business case will have to be updated to reflect how they are transitioning to the overall E-Payroll initiative.</p>
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