



**Office of the Director, Grants Center of Excellence
Department of Health and Human Services**

**Grants Center of Excellence
Executive Board**

Charter
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I. Purpose

This Charter establishes the Grants Center of Excellence Executive Board (CEB) and defines the mission, scope and authority, membership, voting rights and administration of the Board as a whole. All proposed changes to this document, with supporting rationale, are to be submitted in writing to the CEB for its approval.

II. Mission

The primary mission of the CEB is to support the implementation of a cross agency process that serves the applicant, grantee, and grantor communities by providing cost effective and technically excellent solutions that allow agencies to effectively execute the financial and programmatic stewardship of their grant programs.

The President's FY 2007 budget established, as part of the Presidential E-Gov Initiative, the Grants Center of Excellence (COE) as a Grants Management Line of Business (GMLoB) Consortia lead. The purpose of this initiative is to advance government-wide solutions supporting end-to-end grants management activities that promote citizen access, customer service, and agency financial and technical stewardship.

The Clinger-Cohen Act requires that each agency undertake capital planning and investment control by establishing a "process for maximizing the value and assessing and managing the risks of information technology acquisitions of the executive agency."

Furthermore, Executive Order 13011, "Federal Information Technology," states that executive agencies shall "implement an investment review process that drives budget formulation and the execution for information systems."

III. Authority

The CEB is established consistent with the best practices and objectives of the GMLoB initiative, the Clinger Cohen Act, and Executive Order 13011 and as authorized in the President's FY 2007 Budget.

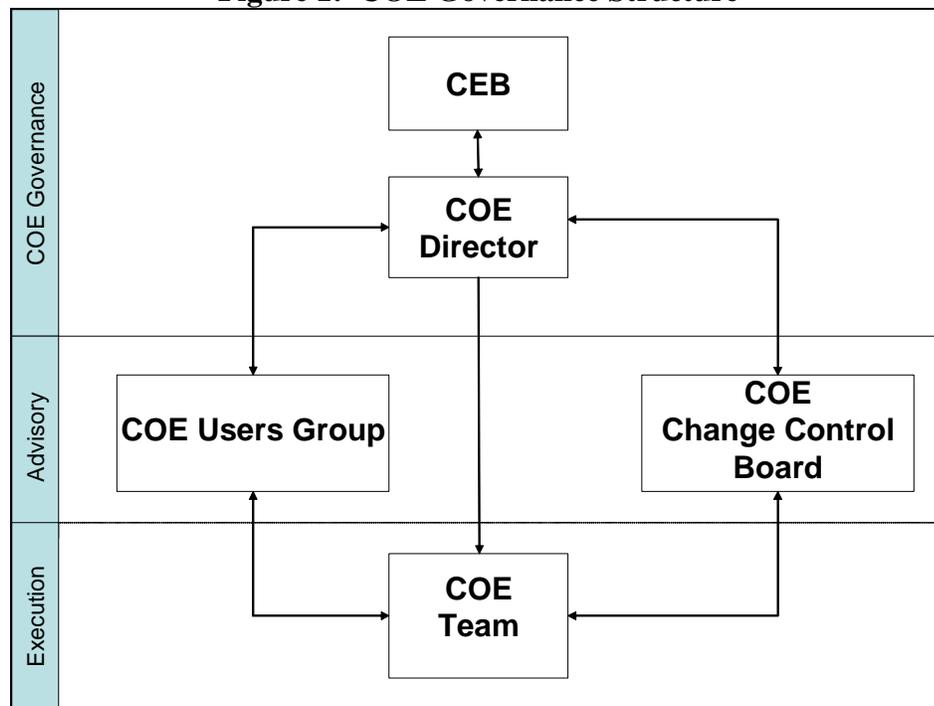
IV. Scope and Responsibilities

The CEB is a multi-agency executive review board responsible for reviewing current base operations of the COE, as defined below, and for approving the budget and business plan for development, modernization and enhancement of grant systems and operations not covered under the base operations budget. Specifically:

- Current base operations are defined as the FY 2007 budget of \$ 5.5M, and the services provided to current COE Members under that budget. This amount represents the total of individual interagency agreements of current COE members and ACF contributions for FY 2007.

- In the future, the CEB will approve the annual budget and services for base operations for any year that base operations for the current COE members (ACF, AOA, OPHS, IHS, CMS and HRSA)exceeds the current base operations budget of \$5.5M.
- The CEB is responsible for approving an annual budget and business plans for all development, modernization and enhancement of grant systems and operations proposed by the COE in excess of the current base operations budget including any such proposals for FY 2007, unless voluntarily funded by an agency.
- The CEB must approve funding for operations and maintenance associated with newly developed systems or modules not included in current base operations budget unless voluntarily funded by an agency.
- Approval by the CEB is also required for all proposed service and service level reductions; and unit cost increases for individual COE partners.
- In addition, the CEB oversees implementation of COE program goals and objectives and provides recommendations for improving COE operations.

Figure 1: COE Governance Structure



The COE Director shall at least twice a year present to the CEB a report on the operations of the COE, including change management, and must request approval for any change in the annual budget or service levels and change in the costs per grant action being charged the partners. However, the CEB can not approve any change in the cost per grant action stipulated in an Inter Agency Agreement (IAA) with a partner, without the approval of that partner.

The CEB will carry out its policy and oversight responsibilities in a manner that is consistent with, and supportive of, the responsibilities of the COE Director to manage independently the day-to-day operations of the COE within the budget and policy framework set by the CEB.

The CEB recognizes that notwithstanding its responsibilities described above, the COE Director has the authority to take whatever actions are necessary to ensure uninterrupted daily operations. This agreement does not supersede government-wide regulations and directives, or prior commitments between the COE and its partners.

V. Membership and Reporting Structure

A. Membership

The CEB shall consist of the following principal members:

- Chair, elected by a majority of the members from among the CEB membership except that the COE Director may not be the CEB Chair.
- Director of the COE. - non-voting member
- One representative from each Managing Partner (see below)
- Chairperson of the COE Change Control Board – non voting member
- Chairperson of the Users Group – non voting member

COE Partners who are not Managing Partners (Service Partners) may attend CEB meetings as observers. In addition, subject matter experts (SMEs) and other advisory members including those representing the business interests of the agencies may be invited to attend CEB meetings as non-voting members with the concurrence of the CEB Chair.

B. Managing Partner

A Managing Partner is defined as an Agency who is a COE Partner, who elects to provide one Full Time Equivalent (FTE) employee to the COE Project Team and who requests to be a Managing Partner. The designation of a COE Partner as a Managing Partner will be included in the IAA between the COE and the Partner. At the discretion of the Director of the COE, the FTE provided by the Managing Partner: 1) does not have to collocate at the COE but must be readily available for Project Team and other COE meetings as determined by the Director of the COE; 2) may be one or more people, such that the combined resource commitment is equivalent to one FTE and; 3) may be either a Federal Employee, a contractor or some combination of the two. Those COE Partners who do not elect to become Managing Partners are called Service Partners and retain all privileges of a COE Partner except for membership on the CEB.

C. Reporting Structure

A CEB Administrator shall be responsible for reporting the recommendations of the CEB and noting any dissenting positions among Board members.

VI. Voting

Recommendations and decisions shall be based on consensus, consisting of 51 per cent concurrence of the shares voted by the voting members in attendance. Each Managing Partner will have voting shares proportional to the number of grant actions agreed upon in their current fiscal year Inter Agency Agreement with the COE. However, until there are 5 or more Managing Partners of the COE, each Managing Partner shall have one vote. Abstentions are recorded and not counted for or against the 51%. In the event of a tie in the voting count, the Chair shall break the tie and make the final decision. The CEB may revisit and revise the voting procedure when there is supermajority of 90% of the shares voting in the affirmative.

VII. Administration

A. Meetings

The CEB shall meet regularly, at a time and place set by the Chair. In addition, the CEB may be convened in emergency session to address time-critical topics as deemed necessary. It is expected that the CEB will meet at least semiannually and one meeting each year shall take place in October in order to establish the annual budget for that fiscal year. More frequent meetings will be held as necessary to monitor development projects to modernize or enhance the COE systems which are funded by one or more partners above the base operating funding specified in their IAAs.

Principals are expected to attend all meetings. Attendance may be in person or any other two-way, interactive communication means, such as conference call or video teleconference. If necessary, a member may be represented by a designated alternate. A majority of the voting members, one of whom is the Chair, or the Chair's designee, must attend the meetings to establish a quorum.

Items presented to the CEB shall be circulated electronically for members' review at least two weeks before a regular meeting. Disposition may be determined by virtual deliberation of the members without convening a CEB meeting.

B. CEB Administrator

A CEB Administrator, appointed by the COE Director from among the COE team, shall perform all CEB administrative activities, including:

- Receiving, recording, and tracking all agenda items submitted for CEB consideration.
- Preparing the agenda, supplemental materials, and minutes for each CEB meeting.
- Tracking action items from the CEB meetings.
- Maintaining current and historical CEB logs, distribution lists, and other records.
- Preparing routine and ad hoc reports of the CEB activities.

VIII. Approval

Date: 6/5/2007

Michael E. Curtis
Director, Grants Center of Excellence
U.S. Department of Health and Human Services

Date:

Dennis P. Williams
Deputy Administrator
Health Resources and Services Administration

Date:

Curtis Coy
Deputy Assistant Secretary
Administration for Children and Families