

## Business Case: Capital Asset Summary

### Part I: Summary Information and Justification (All Capital Assets)

#### Section A: Overview & General Information

**Date Investment First Submitted:** 2019-09-13  
**Date of Last Change to Activities:** 2021-03-30  
**Investment Auto Submission Date:**  
**Date of Last Investment Detail Update:** 2021-04-26  
**Date of Last Business Case Update:** 2021-04-26  
**Date of Last Revision:** 2021-08-26

**Agency:** 005 - Department of Agriculture      **Bureau:** 10 - Office of the General Counsel

- 1. Name of this Investment:** SO-OGC-FOIAXpress
- 2. Unique Investment Identifier (UII):** 005-000003355

#### Section B: Investment Detail

- 1. Provide at least one Agency Strategic objective code ([A-11 Section 230](#)) and/or Agency Priority Goal code ([A-11 Section 250](#)) that this investment aligns to on performance.gov. If this investment aligns to more than one Agency strategic objective code and/or Agency Priority goal code list all that apply. If your agency does not report to performance.gov please use "0". This is required for Agency IT Portfolio Summary Part 1 and Part 2 Investments, not for Part 3 Investments.**

Agency Strategic Objective(s):

005SO18001: Modernize information technology infrastructure, facilities and support services to improve the customer experience.

Agency Priority Goal(s):

- 2. Briefly describe the investment's return on investment, including benefits internal and external to the government and outcomes achieved or planned.**  
The DFO ensures the Department's statutory compliance with the FOIA and processes FOIA requests, administrative appeals, and consultations on behalf of the Office of the Secretary (OSEC), the Under Secretaries, USDA's staff offices, and the Research, Education and Economics and Trade and Foreign Agricultural Affairs mission areas. FOIAXpress and PAL are necessary IT solutions for the DFO's mission.
- 3. If this investment will result in the elimination or the reduction of another major or non-major investment(s), please complete the following:**

**Table I.B.1 Affected Investment Information**

Investment UII	To Be Status
----------------	--------------

005-000001696

to be reduced

4. **Does the Investment currently include an intra- or inter-Agency shared service (common, shared, or centralized solution)?:**  
YES
5. **Does the Investment plan to include an Intra- or Inter-Agency shared service that it does not currently include (common, shared, or centralized solution)?:**  
NO
6. **If systems contained in this Investment collect data from the public, please identify the OMB Control Numbers which authorize that data collection as per the Paperwork Reduction Act. Use [Reginfo](#) at the following link to identify information collection requests and OMB control numbers. Agencies can work with their Records Officers to determine the applicability.**
7. **Provide the name of the Investment-level project manager:**  
Evan Chen
8. **Select the qualification/experience level of the Investment-level project manager (select one):**  
1 - FAC-P/PM(DAWIA-3)- Senior

## Section C: Life Cycle Costs

1. Provide the total estimated life cycle costs for the investment in millions. Note: Do not enter information in the grey cells as these will be calculated.

Table I.C.1 Life Cycle Costs				
	PY-1 & Prior	PY 2021	CY 2022	BY 2023
Planning Costs:	0	0	0	0
DME (Excluding Planning) Costs:	0	0	0	0
DME (Including Planning) Govt. FTEs:	0	0	0	0
Sub-Total DME (including Internal Labor (Govt. FTE)):	0	0	0	0
O & M Costs:	0	\$0.222000	\$0.217000	\$0.217000
O & M Internal Labor (Govt. FTE):	0	0	0	0
Sub-Total O & M Costs (Including Internal Labor (Govt. FTE)):	0	\$0.222000	\$0.217000	\$0.217000
Total Cost (Including Internal Labor (Govt. FTE)):	0	\$0.222000	\$0.217000	\$0.217000
Total Cost Internal Labor (Govt. FTE) costs:	0	0	0	0
# of FTE rep by costs:	0	0	0	0
Total change from prior year final President's Budget (\$)		0	0	
Total change from prior year final President's Budget				

Table I.C.1 Life Cycle Costs

	PY-1 & Prior	PY 2021	CY 2022	BY 2023
(%)				

2.
  - a. In which year did or will this investment begin? (specify year - e.g., PY-1= 2019)  
2020
  - b. In which year will this investment reach the end of its estimated useful life? (specify year - e.g., FY+5 = 2027)  
2030
3. Compare the funding levels for PY and CY to the final FY 2022 President's Budget for those same years. Briefly explain any significant changes. When making comparisons, ensure that you compare same-year-to-same-year (e.g., the FY20 level for 2020 versus the FY21 level for 2020):

## Business Case Detail: Performance Measurement Report

### Section A1: General Information

1. **Name of this Investment:** SO-OGC-FOIAXPRESS
2. **Unique Investment Identifier (UII):** 005-000003355

## Section C1: Projects Table

Projects Table C.1

Unique Project ID	Project Name	Project Goal	Project Start Date	Project Completion Date	Project Lifecycle Cost (\$M)	Software Project?
179181	FOIAXPRESS	To ensure FOIAXPRESS is paid for	10/01/2019	09/29/2020	\$0.2	No
227263	FOIAXPRESS	To provide coordination and ensures agency-wide compliance with the FOIA.	10/01/2020	09/29/2021	\$0.2	No

## Section C2: Project Activities

1. Provide all non-agile project activities for projects in Table C.1 that started in a previous FY (PY and earlier) and that have not been completed by the beginning of the CY, as well as activities that are scheduled to start in the current FY and BY.

Project Activity Table C.2.1

Unique Project ID	Activity Name	Activity Description	Structure ID	Planned Start Date	Projected Start Date	Actual Start Date	Planned Completion Date	Projected Completion Date	Actual Completion Date	Planned Total Costs	Projected Total Costs	Actual Total Costs
179181	FOIAXPRESS FY20 Activities Part 1	FOIAXPRESS FY20 Activities	179181.1	2019-10-01	2019-10-01	2019-10-01	2020-05-29	2020-05-29	2020-05-29	0.096000	0.096000	0.096000
179181	FOIAXPRESS Project Activities Part 2	FOIAXPRESS Project Activities Part 2	179181.2	2020-06-01	2020-06-01	2020-09-29	2020-09-29	2020-09-29	2020-09-29	0.096000	0.096000	0.096000
227263	FOIAXPRESS	FOIAXPRESS FY21 Activity 1	227263.1	2020-10-01	2020-10-01	2020-10-01	2021-05-31	2021-05-31		0.108000	0.108000	
227263	FOIAXPRESS FY21 Project Activities 2	FOIAXPRESS FY21 Project Activity 2	227263.2	2021-06-01	2021-06-01		2021-09-29	2021-09-29		0.109000	0.109000	

## Section D: Operational Data

1. Provide the date and results of the last Operational Analysis (for operational and mixed life cycle systems/Investments):

1. **Date of Analysis:**
2. **Analysis Results:**
3. **Analysis Conclusion:** continue as is

2. **Report a minimum of 5 metrics using the following table to provide metrics and actual results for each individual metric:**

Metrics Definitions and Actual Results Table D.2 / D.3										
Metric ID	Metric Description	Unit of Measure	Performance Measurement Category Mapping	Agency Baseline Capability	2020 Target	2021 Target	Measurement Condition	Reporting Frequency	Agency Strategic Objective / Agency Priority Goal	Is Metric Retired?
29098	Timely Expedition Decision	Percentage	2 - Strategic and Business Results	10.000000	45.000000	45.000000	Over target	Quarterly	005SO18001 : Modernize information technology infrastructure, facilities and support services to improve the customer experience.	No

  

Metric ID	Actual Result ID	Actual Result	Date of Actual Result	Comment
29098	291256	45.650000	07/01/2020	FY20 Q3 - 42 adjudicated within 10 days / 92 total requests granted/denied
29098	289801	70.370000	07/01/2021	FY21 Q3 - 19 adjudicated within 10 days / 27 total requests granted/denied
29098	283128	60.000000	04/02/2021	FY21 Q2 - 18 adjudicated within 10 days / 30 total requests granted/denied
29098	278490	58.820000	01/01/2021	FY21Q1 - 20 adjudicated within 10 days / 32 total requests granted/denied

Metrics Definitions and Actual Results Table D.2 / D.3

Metric ID	Metric Description	Unit of Measure	Performance Measurement Category Mapping	Agency Baseline Capability	2020 Target	2021 Target	Measurement Condition	Reporting Frequency	Agency Strategic Objective / Agency Priority Goal	Is Metric Retired?
					29098	278489	57.140000	10/01/2020	FY20 Q4 - 24 adjudicated within 10 days / 42 total requests granted/denied	
					29098	278487	64.520000	04/01/2020	FY20 Q2 - 20 adjudicated within 10 days / 31 total requests granted/denied	
29097	New Users Trained	Percentage	2 - Strategic and Business Results	75.000000	49.500000	49.000000	Over target	Quarterly	005SO18001 : Modernize information technology infrastructure, facilities and support services to improve the customer experience.	No
					Metric ID	Actual Result ID	Actual Result	Date of Actual Result	Comment	
					29097	291255	33.000000	04/02/2021	FY21 Q2 - 7 trained / 21 new users	
					29097	291254	50.000000	10/01/2020	Q3 - 8 trained / 16 new users	
					29097	289800	100.000000	07/01/2021	FY21 Q3 - 10 trained / 10 new users	
					29097	278486	54.550000	01/01/2021	Q4 - 6 trained / 11 new users	
					29097	278484	63.500000	07/01/2020	Q2 - 10 trained / 14 new users	
					29097	278483	55.560000	04/01/2020	Q1 - 15 trained / 27 new users	
					29097	264253	0.000000	03/02/2020	New Major Investment	
29096	User satisfaction	Percentage	1 - Customer Satisfaction (Process Results)	80.000000	80.000000	80.000000	Over target	Annual	005SO18001 : Modernize information technology	No



Metrics Definitions and Actual Results Table D.2 / D.3

Metric ID	Metric Description	Unit of Measure	Performance Measurement Category Mapping	Agency Baseline Capability	2020 Target	2021 Target	Measurement Condition	Reporting Frequency	Agency Strategic Objective / Agency Priority Goal	Is Metric Retired?
									infrastructure, facilities and support services to improve the customer experience.	
					Metric ID	Actual Result ID	Actual Result	Date of Actual Result	Comment	
					29096	278482	84.070000	01/01/2021		
29095	Cost Escalation	Percentage	3 - Financial Performance	10.000000	10.000000	10.000000	Under target	Annual	005SO18001 : Modernize information technology infrastructure, facilities and support services to improve the customer experience.	No
					Metric ID	Actual Result ID	Actual Result	Date of Actual Result	Comment	
					29095	278481	-1.960000	08/01/2020	lower annual cost due to loss of one-time FOIA Portal integration charge, fewer licenses, and IV&V costs covered under DAITO agreement	
29094	System Uptime	Percentage	2 - Strategic and Business Results	98.000000	95.000000	95.000000	Over target	Monthly	005SO18001 : Modernize information technology infrastructure, facilities and support services to improve the customer experience.	No
					Metric ID	Actual Result ID	Actual Result	Date of Actual Result	Comment	

Metrics Definitions and Actual Results Table D.2 / D.3

Metric ID	Metric Description	Unit of Measure	Performance Measurement Category Mapping	Agency Baseline Capability	2020 Target	2021 Target	Measurement Condition	Reporting Frequency	Agency Strategic Objective / Agency Priority Goal	Is Metric Retired?
					29094	291253	99.400000	08/01/2021	Disk Space/Database Errors	
					29094	289799	99.590000	07/01/2021		
					29094	287154	97.100000	06/01/2021		
					29094	285797	100.000000	05/01/2021		
					29094	283126	99.990000	04/02/2021	AINS Email Server Problem	
					29094	281845	100.000000	03/01/2021		
					29094	278480	99.580000	12/01/2020	AINS issue	
					29094	278479	99.700000	11/01/2020	eAuth Issue	
					29094	278478	98.610000	10/01/2020	Install new version	
					29094	278477	98.320000	09/01/2020	PAL and dev issues	
					29094	278476	95.160000	08/01/2020	eAuth Issues	
					29094	278475	99.930000	07/01/2020	AINS Servers	
					29094	278474	96.980000	06/01/2020	AINS Server move to secure facilities	
					29094	278473	100.000000	05/01/2020		
					29094	278472	100.000000	04/01/2020		
					29094	278471	100.000000	03/01/2020		
					29094	278470	100.000000	02/01/2020	for January	

Metrics Definitions and Actual Results Table D.2 / D.3

Metric ID	Metric Description	Unit of Measure	Performance Measurement Category Mapping	Agency Baseline Capability	2020 Target	2021 Target	Measurement Condition	Reporting Frequency	Agency Strategic Objective / Agency Priority Goal	Is Metric Retired?
					29094	278469	100.000000	02/01/2021		
					29094	278468	100.000000	01/01/2021		