



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

September 25, 2012

BULLETIN NO. 12-01

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Guidance on Collection of U.S. Foreign Assistance Data

1. Purpose. This bulletin, which includes three (3) attachments, provides information on the statutory requirement to provide foreign assistance data from all U.S. Government (USG) agencies. The attachments to this bulletin contain the detailed data requirements and further instructions for agencies on how to submit the required data.

This bulletin also lays the groundwork for additional data and information to be published on the Foreign Assistance Dashboard¹, www.ForeignAssistance.gov, in an incremental and thorough way. The Dashboard will provide the public with greater access to foreign assistance data and establish a standardized reporting framework for all U.S. foreign assistance, fulfilling the commitments outlined by the Open Government Directive M-10-06 and the U.S. National Action Plan of the Open Government Partnership. Additionally, the United States is a signatory to the International Aid Transparency Initiative (IATI) and data submitted in accordance with this Bulletin will be used to satisfy IATI reporting standards.

2. Rescissions. This bulletin supersedes prior guidance for collection of data on U.S. Overseas Loans and Grants: Obligations and Loan Authorizations.

3. Effective Date. Effective upon publication of the bulletin, and unless otherwise amended, financial data for the previous calendar year in response to the Greenbook and OECD/DAC data fields specified in Attachment 2, Tab1 is required from all agencies by February 28th each year. Detailed agency data for publication on the Foreign Assistance Dashboard will be submitted in an incremental, phased approach in the order outlined in Attachment 1.

4. Authority. Data solicitation is authorized and required under section 634 of the Foreign Assistance Act of 1961, as amended (22 U.S.C. § 2394). The foreign assistance data and information submitted through this effort will be used to produce a statutorily required report, reports as a condition of membership to an international organization, and inputs for the new online Foreign Assistance Dashboard (www.ForeignAssistance.gov).

¹ The Foreign Assistance Dashboard was created to collect and provide all USG foreign assistance information in a standard, accessible, and easy to use format to enable a wide variety of stakeholders, including U.S. citizens, civil society organizations, Congress, USG agencies, donors, and partner country governments, to examine, research, and track USG foreign assistance investments.

The congressionally required report is the annual report to Congress on *U.S. Overseas Loans and Grants: Obligation and Loan Authorizations* (commonly known as the Greenbook)². Reporting on U.S. Official Development Assistance for the Development Assistance Committee (DAC) of the Organization for Economic Co-operation and Development (OECD) is a requirement of DAC membership³. These reports have been compiled annually for more than 40 years.

5. Background. The United States is taking unprecedented steps to provide greater transparency on its foreign assistance investments around the world. Since January 2009, the Administration has been leading an effort to improve aid effectiveness in accordance with the Paris Declaration on Aid Effectiveness and U.S. G8 and G20 commitments. Part of this effort includes bringing greater transparency to U.S. foreign assistance activities. An Interagency Policy Committee (IPC) on Aid Transparency has agreed to develop a uniform and centralized reporting process⁴ for all agencies that fund or execute foreign assistance programs and an online tool (the Foreign Assistance Dashboard) to make data available to the public in open, machine readable formats and to visualize this data for the public.

The attachments are the result of interagency collaboration to develop the scope of the data submission, identify the appropriate data fields, and create a foreign assistance sector framework.

6. Policy. The USG is committed to making information on foreign assistance programs more transparent, accessible, and compatible with international standards. Improving the transparency of foreign assistance flows will enable us to pursue the following objectives:

- **Make foreign assistance more useful for development:** Greater aid transparency accomplishes this objective by assisting recipient governments to better manage their assistance flows and by empowering citizens to hold governments accountable for how assistance is used.
- **Increase the efficacy of USG foreign assistance:** With a clearer understanding of what we are doing, where, and to what effect, the USG will be better positioned to maximize the impact of its resources and investments.
- **Increase international accountability:** Greater access to information about assistance will help developing country governments and international civil society to hold donors accountable for the quantity and quality of assistance flows.

This assistance transparency effort is built around the following guiding principles:

- a) **A presumption in favor of openness.**

² The Greenbook is the annual report to Congress on USG overseas loans and grants, obligations and loan authorizations. The report contains summary data of USG foreign assistance since 1945 and annual data for the last four fiscal years. The legislative authority for the report is the Foreign Assistance Act of 1961 (P.L. 87-195), Section 634, as amended.

³ ODA is a statistic compiled by the OECD/DAC to measure foreign assistance. The USG has provided ODA levels to the DAC since 1969. It is widely used as an internationally-accepted indicator of assistance flows.

⁴ The centralized process may or may not meet the data and information requirements and formats of each assisted country/organization. Provision of information at the country level by individual program managers may require conformance to local formats, categories or uses not anticipated or accommodated by the centralized system. In conformance with the policy, foreign assistance managers are expected to meet specific country requirements to the maximum extent possible.

- b) **An initial focus on the publication of existing data online in an open format** that can be retrieved, downloaded, indexed, and searched by commonly used web search applications. An open format is one that is platform independent and made available to the public without restrictions that would impede the re-use of that information.
- c) **Detail, Timeliness, and Quality:** Data should be published with the level of detail, quality, and speed needed to enhance government development planning and empower citizens to hold their government accountable. This should include detail on where, when, on what, and to what effect (i.e. results) assistance is planned, obligated, and spent. Multi-year forward projections of this data should be included to the extent permitted by law and regulation. Any such data must be consistent with OMB outyear budget projections.
- d) **Prioritization:** Agencies should prioritize high-value data, information that can be used to increase agency accountability and responsiveness, further the core mission of foreign assistance, or respond to need and demand as identified through public consultation.
- e) **Comprehensiveness and Comparability:** The USG should encourage maximum coverage and comparability across agencies, donors, countries, and types of assistance flows and should publish data in a common standard to ultimately enable global comparisons across data sets.
- f) **Accessibility:** The USG should encourage entrepreneurs and civil society organizations to visualize and package the data in ways that make it easy for non-experts to understand and use. The USG should also develop strategies for delivering the data in useful formats to partner governments.
- g) **Institutionalization:** The USG should institutionalize a process that facilitates the collection and dissemination of data on international assistance flows across agencies.

7. Coverage. All USG departments and agencies that fund or execute foreign assistance activities are subject to these reporting requirements and guidance. The head of each agency is responsible for determining what specific actions, if any, are required at the agency and/or sub-agency level to comply with the Guidance.

The following agencies have been identified as possessing a foreign assistance portfolio and are expected to respond. Additional agencies not listed below that fund or implement foreign assistance are also expected to report.

- Department of Agriculture
- Department of Commerce
- Department of Defense
- Department of Energy
- Department of Health and Human Services
- Department of Homeland Security
- Department of the Interior
- Department of Justice
- Department of Labor
- Department of State
- Department of the Treasury
- Department of Transportation
- Environmental Protection Agency
- Federal Trade Commission
- Inter-America Foundation
- Millennium Challenge Corporation
- Peace Corps
- U.S. African Development Foundation
- U.S. Agency for International Development
- U.S. Trade Development Agency
- Overseas Private Investment Corporation

8. Scope. To meet the needs of multiple reporting requirements, the definition of foreign assistance is broad. Foreign assistance is defined as:

tangible or intangible resources (goods, services, and/or funds) provided by the USG to a foreign country or an international organization for the purpose of assistance to foreign entities or populations as authorized under the Foreign Assistance Act of 1961, as amended, or any other Act.

These resources include, but are not limited to, any training, service, or technical advice; any item of real, personal, or mixed property; any agricultural commodity; and United States dollars and any foreign currency owned by the USG. The scope of foreign assistance information reported by the USG is drawn largely from Section 634 the Foreign Assistance Act of 1961, as amended. As stated in the Act, assistance activities that are not explicitly authorized under the FAA as amended, but meet its definition of assistance are to be included in order to be consistent with historical collection and the spirit of the USG transparency efforts, and to capture fully the breadth of USG foreign assistance.

A core principle of the U.S. assistance transparency policy is a “presumption in favor of openness.” However, there is recognition that the routine and regular availability of detailed information may at times undermine other USG priorities and interests.

For this reason, the following principled exceptions to the presumption in favor of openness are established:

- a) When public disclosure threatens national security interests;
- b) When public disclosure is likely to jeopardize the personal safety of U.S. personnel or recipients of U.S. resources;
- c) When public disclosure would interfere with the agency’s ability to effectively discharge its ongoing responsibilities in foreign assistance activities;
- d) When there are legal constraints on the disclosure of business or proprietary information of non-governmental organizations, contractors, or private sector clients;
- e) When the laws or regulations of a recipient country apply to a bilateral agreement and restrict access to information; or
- f) When data reveal private information about individuals that must be kept confidential consistent with ethical guidelines and federal regulations.

When examining information that falls within these categories, USG agencies have sufficient flexibility to protect sensitive information from disclosure, on a case-by-case basis, in order to protect against potential harm while maintaining a strong presumption in favor of transparency. To ensure that these exceptions are rarely applied, and are used appropriately and consistent with the presumption of openness, agencies will maintain specific case-by-case justifications for all instances of reliance on the principled exceptions established in this section. These justifications will be subject to review as necessary. The 2014 USAID, State/F, OMB, the National Security Staff (NSS), and the White House Office of Science and Technology Policy (OSTP) review

process will include an examination of the agencies' reliance on these exceptions, and determine whether additional guidance is necessary and/or forthcoming.

Application of the principled exceptions should not affect the volume or quality of financial data reporting. All agencies will continue to report the data needed to fulfill the Greenbook and OECD/DAC reporting. These are financial data. The principled exceptions should not be applied for the purpose of reducing the amount of financial data needed to fulfill the Greenbook and OECD/DAC requirements.

9. Required Action. For the purpose of increasing transparency on foreign assistance activities, detailed budget, program, and financial information and data are required from all agencies managing or implementing foreign assistance.

- *Immediate:* All agencies will continue to report the data needed to fulfill the Greenbook and OECD/DAC reporting requirements. Only select agencies will be required to provide a greater level of information and data beyond their previous reporting immediately.
- *Transition:* An incremental, phased approach will be used to collect and publish detailed agency data on the Foreign Assistance Dashboard. The future data needs for the Dashboard are outlined in this bulletin to give agencies advance notice of the data that will be required for publication on the Foreign Assistance Dashboard.
- *On-Board:* Once an agency has begun reporting the data required for the Dashboard, the agency is expected to provide and update data on a quarterly basis thereafter, as required under the 2011 Action Plan for the Open Government Partnership.

Additional technical guidance can be found in Attachment 1.

a. Data Reporting

(1) Content

- (a) The data fields provided in Attachment 2, Tab 2 outline the data content required.
- (b) Effective with the publication of this bulletin, all agencies must provide data for the Greenbook and OECD/DAC data fields as noted in Tab 1 of Attachment 2.
- (c) As required under Treasury Financial Manual Vol 1 Part 2 Chapter 4500, agencies will continue to report to the Foreign Credit Reporting System which will be cross-walked by the Dashboard Team to the Loan data fields as noted in Tab 3 of Attachment 2.
- (d) Agencies will be required to work with the Dashboard team to provide, to the extent possible, the additional data fields for the Dashboard outlined in Tab 2 of Attachment 2 according to the order outlined in Attachment 1.
- (e) Agencies choosing not to report data due to an applicable principled exception (outlined in Section 8 of this Bulletin) are expected to submit to NSS and OMB a statement regarding the justification and the applicable principled exception when submitting the Dashboard data set to the Dashboard team.
- (f) Agencies may also submit their data using the IATI specification (<http://iatistandard.org/>). Agencies are required to use definitions, methods, and

procedures identical to those used by the Dashboard in crosswalking and converting data from the Dashboard to IATI. Consistent with Paragraph 10, Data Quality, the Dashboard will pass agency-formatted data to IATI with no alterations, provided that the agency and Dashboard crosswalks are identical.

(2) Format

- (a) All agencies may initially submit their data in either XML or Excel. Over time, data submissions should be transitioned to XML.
- (b) Each agency will upload its data set to a dedicated data server. Server access and location information will be provided to the agency points of contact.

(3) Frequency

- (a) All agencies may provide data for the Greenbook and OECD/DAC data fields (Attachment 2, Tab 1) on a quarterly basis, but must provide these data at least once a year as stated in Section 3 until the broader set of data in Attachment 2, Tab 2 is required.
- (b) When the Foreign Assistance Dashboard team, in cooperation with the agency in question, makes the determination as outlined in Attachment 1 to publish an agency's data on the Dashboard, the agency will provide detailed data updates on a quarterly basis.
- (c) The agency's initial data and any subsequent updates will be posted to the Dashboard at regular intervals in accordance with a process and schedule published by the Dashboard team.

b. Foreign Assistance Dashboard Agency Narratives

(1) Agency Information

- (a) For each agency overview page on the Foreign Assistance Dashboard, agencies must provide a brief description of the role(s) they fulfill in funding or implementing foreign assistance. This information will be submitted in conjunction with the initial data for the Foreign Assistance Dashboard and may be updated as appropriate.

(2) Budget Process Descriptions

- (a) For the budget process overview page on the Foreign Assistance Dashboard, agencies may provide a brief description of their unique budget process as explanation to the public. This information will be submitted in conjunction with the initial data for the Foreign Assistance Dashboard.

(3) Other Supplemental Narratives

- (a) For other supplemental pages on the Foreign Assistance Dashboard, agencies may provide additional information, such as Frequently Asked Questions, data explanations, terminology definitions, and other clarifying information. This information may be submitted at any time after the Dashboard team begins

consultations with the agency, and may be updated at any time in accordance with a process and schedule published by the Dashboard team.

c. Data Submission:

(1) All data submissions will be uploaded to a dedicated data server. More detailed server access and location information will be provided to the agency points of contact.

d. Agency Points of Contact (POC)

(1) Data Coordination

(a) Each agency must designate a POC who will be available to coordinate and correct any data issues identified by the Department of State or USAID. Agencies are requested to appoint individuals knowledgeable of the foreign assistance activities performed by the Agency, familiar with the Agency's transparency and Open Government policies, and of sufficient authority to coordinate data collection and other matters across the Agency. The following information must be provided with each required data submission: Name, Position, Agency, E-mail address, and Telephone number.

(b) Designation of a POC does not exclude or supersede technical contacts established between the Department of State, USAID, or its respective contractors and individuals in sub-units of each Department or Agency.

(c) Initial agency data sets will not be made public until the POC clears on the representation of the agency data on the Dashboard. For future data set submissions, the submission of data constitutes clearance.

(d) Annual Meeting: The Office of Management and Budget will convene a meeting of agency POCs in January of each year to review changes affecting submission and to confirm the identification of the POCs for each agency.

(2) Public Relations

(a) Each agency must designate a point of contact that will be available to answer any public inquiries submitted to USAID for the Greenbook or OECD/DAC reports or to the Department of State regarding the Foreign Assistance Dashboard. This POC can be an individual, a public inquiry contact e-mail, a web page or other tasked with responding to such inquiries in a timely manner. The identifying information on this POC is due upon submission of initial financial data for the Greenbook and OECD/DAC reporting.

e. Data Review and Presentation

(1) Greenbook and OECD/DAC Reports

(a) The data that fulfills the Greenbook and OECD/DAC data fields as listed in Tab 1 of Attachment 2 will be used by USAID to compile the Greenbook and OECD/DAC reports annually on behalf of the USG.

(b) USAID will continue to be the lead agency in verifying the data and assembling these reports.

(2) The Foreign Assistance Dashboard

- (a) When submitted, the Department of State will use the detailed agency data (the Dashboard data fields in Tab 2 of Attachment 2) to populate the Dashboard and select fields will be used to provide the contextual visualizations.
- (b) The Department of State will continue to be the lead agency in implementing the Dashboard.

(3) International Aid Transparency Initiative

For as long as the Department of State will continue to be the lead agency in implementing the Dashboard,

(a) The Department of State has sole responsibility for communicating to the IATI Registry on behalf of the U.S. Government.

(b) The Department of State has the responsibility of posting U.S. Government data officially crosswalked to the IATI format on the Dashboard website.

f. Agency Statements of Plan and Timeline

Once an agency begins publishing data on the Dashboard, the agency will be expected to improve its capacity to report the required information over subsequent reporting cycles. Agencies are required to provide an update to OMB on a semi-annual basis on the data fields they are able to identify for their foreign assistance portfolio and on plans to enable future reporting on the complete list of applicable data fields. These plans should be specific, but brief, and could include a timeline of when the agency will provide unreported data fields and a description and timeline of any planned enhancements to IT systems that will improve the agency's ability to report data, integrate the reporting process for data elements that are sourced from disparate systems, or increase the automation of the reporting process.

10. Data Quality.

Agencies are responsible for the accuracy and completeness of data provided. Data will be considered ready for publication on the Foreign Assistance Dashboard following quarterly submission.

For the financial data published in the Greenbook and OECD/DAC reports, USAID will initially maintain a verification process until an agency has demonstrated internal capacity to ensure data quality. For relevant agencies, USAID will identify agency-specific discrepancies and request each agency to make the necessary changes or provide a rationale for retaining the original data. The agency-adjusted verified data will be used in the Greenbook and OECD/DAC reporting. In addition, an agency's data published on the Dashboard will be refreshed at the end of each Calendar Year using the agency-adjusted verified data to ensure consistency in published information across various reports.

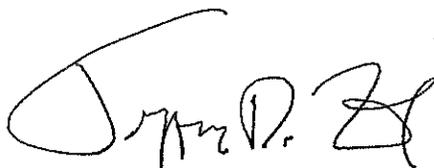
For data crosswalked at agency-level to the IATI standard, the Dashboard team will review the agency submission to verify its consistency with the definitions, methods, and procedures used by the Dashboard for the USG IATI report. The Dashboard team will identify agency-specific discrepancies in the crosswalk for the agency to change to maintain one consistent and identical USG IATI report.

In 2014, USAID, State/F, OMB, NSS, and OSTP will undertake a review of the first two years' experience to assess whether agencies on the Dashboard have demonstrated sufficient internal data quality control to graduate from the USAID verification process, or whether USAID should continue verification for another time period to be specified as an outcome of the 2014 review.

11. Future Data Requirements. The Dashboard data fields in Attachment 2 are an initial set of required data points. Additional information may be required in future data calls. The interagency will review requests to include project-level data, performance measurements, procurement documentation, location-specific geo-tagging, and requirements generated by changes in law, international commitments, or policy. Guidance regarding this data will be included in updates of this Bulletin.

12. OMB Responsibilities. OMB, in conjunction with NSS, will monitor agency responses to the Bulletin and both offices will work with OSTP, State, and USAID in the 2014 review process.

13. Information Contact. Further information may be obtained from the International Affairs Division at OMB by dialing 395-4770. The Foreign Assistance Dashboard team can also be reached at ForeignAssistanceWeb@state.gov. The OECD/DAC and Greenbook team can be reached at USaiddata@usaid.gov.



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Attachments

Attachment 1: Implementing Guidance for Reporting Foreign Assistance Data

This attachment provides instructions and guidelines for all USG agencies to follow in order to collect and submit the foreign assistance data outlined in this Bulletin.

Attachment 2: Foreign Assistance Data Fields and Definitions

This attachment provides a detailed list of the requested data fields and accompanying definitions. The Excel workbook provides three worksheets: 1) Greenbook and OECD/DAC Data Fields 2) Dashboard Data Fields, and 3) Loan Data Fields.

Attachment 3: Foreign Assistance Sector Framework

This attachment provides a listing of the categories and sectors used for assigning foreign assistance funds.

Implementing Guidance for Reporting Foreign Assistance Data

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Section 1 – General Information

1.1 Purpose of this Guidance

The purpose of this guidance is to provide instructions and guidelines for all U.S. Government (USG) agencies to follow in order to collect and provide foreign assistance data to meet the USG's reporting mandates and transparency goals. The guidance outlines the overall reporting requirements, the reporting process, and guidelines regarding specific data issues. More specifically the guidance covers:

- The scope of the data call and its applicability across agencies;
- The process and format for data submission;
- Agency responsibilities for data submission and quality control; and
- Specific data issues to be addressed by each agency.

If you have questions about either the type of data requested or the level of detail available in the financial system of your agency please contact the International Affairs Division at OMB for assistance.

1.2 Reports covered by this Guidance

To provide an efficient means for agencies to report data to fulfill multiple reporting requirements, the data collected will be used to feed at least three reporting requirements – the annual report to Congress on *U.S. Overseas Loans and Grants: Obligation and Loan Authorizations* (commonly known as the Greenbook), the annual Official Development Assistance report for the Organization for Economic Co-operation and Development's Development Assistance Committee (OECD/DAC), and the Foreign Assistance Dashboard (www.ForeignAssistance.gov). Each of the three reports uses some, but not all, of the data elements outlined in Attachment 2. Other, ad hoc reports, as well as emerging reporting requirements, such as the *G8 Accountability Report*, will draw from the data provided.

In addition to these reports, data provided to the Foreign Assistance Dashboard will be used to meet U.S. commitments for publishing data in the International Aid Transparency Initiative (IATI) data format.

At this time no other reporting requirements are covered by this guidance, nor are agencies exempt from any additional reporting requirements as a result of this guidance. To continue to streamline foreign assistance reporting, agencies are encouraged to identify additional reporting requirements that could be considered for inclusion in future data calls.

Section 2 – Scope of Data

2.1 Foreign Assistance Definition

This document defines the scope of USG foreign assistance for the purpose of developing a standard reporting format for foreign assistance investments to be included in a variety of reports. See Section 1.2 for more information on the reporting fulfilled by this data collection.

For the purpose of collecting the information needed to produce each of these reports, this bulletin defines foreign assistance as:

tangible or intangible resources (goods, services, and/or funds) provided by the USG to a foreign country or an international organization for the purpose of assistance to foreign entities or populations as authorized under the Foreign Assistance Act of 1961, as amended, or any other Act.

These resources include, but are not limited to, any training, service, or technical advice; any item of real, personal, or mixed property; any agricultural commodity; and United States dollars and any foreign currency owned by the USG. The scope of foreign assistance information reported by the USG is drawn largely from Section 634 the Foreign Assistance Act of 1961, as amended. As stated in the Act, assistance activities that are not explicitly authorized under the FAA as amended, but meet its definition of assistance are to be included in order to be consistent with historical collection and the spirit of the USG transparency efforts, and to capture fully the breadth of USG foreign assistance.

To capture fully the breadth of U.S. foreign assistance activities, reporting will include the following types of activities, regardless of their source appropriation:

- Grants benefiting foreign entities that consist of funding, commodities, or real or personal property;
- Contracts or cooperative agreements for foreign assistance programs, such as food aid and commodity purchases, infrastructure construction, training and scholarships, and small-enterprise loans;
- Security sector financed infrastructure projects and military articles, including supported technical services;
- Technical assistance provided by USG officials or designated representatives, including training, services, or technical advice to foreign entities;
- Direct loans or credit to foreign countries;
- Debt relief;
- Contributions to international organizations and multilateral development banks (excluding the International Monetary Fund and North American Development Bank); and
- Other implementing mechanisms that contribute to building foreign capacity not identified above.

2.2 Principled Exceptions

A core principle of the U.S. assistance transparency policy is a “presumption in favor of openness.” However, there is recognition that the routine and regular availability of detailed information may at times undermine other USG priorities and interests.

For this reason, the following principled exceptions to the presumption in favor of openness are established:

- a) When public disclosure threatens national security interests;
- b) When public disclosure is likely to jeopardize the personal safety of U.S. personnel or recipients of U.S. resources;
- c) When public disclosure would interfere with the agency’s ability to effectively discharge its ongoing responsibilities in foreign assistance activities;
- d) When there are legal constraints on the disclosure of business or proprietary information of non-governmental organizations, contractors, or private sector clients;
- e) When the laws or regulations of a recipient country apply to a bilateral agreement and restrict access to information; or
- f) When data reveal private information about individuals that must be kept confidential consistent with ethical guidelines and federal regulations.

When examining information that falls within these categories, USG agencies have sufficient flexibility to protect sensitive information from disclosure, on a case-by-case basis, in order to protect against potential harm while maintaining a strong presumption in favor of transparency. To ensure that these exceptions are rarely applied, and are used appropriately and consistent with the presumption of openness, agencies will maintain specific case-by-case justifications for all instances of reliance on the principled exceptions established in this section. These justifications will be subject to review as necessary. The 2014 USAID, State/F, OMB, the National Security Staff (NSS), and the White House Office of Science and Technology Policy (OSTP) review process will include an examination of the agencies’ reliance on these exceptions, and determine whether additional guidance is necessary and/or forthcoming.

Information that is excepted from routine and regular availability under the preceding principles may nevertheless be required to be released under the Freedom of Information Act.

Application of the principled exceptions should not affect the volume or quality of financial data reporting. All agencies will continue to report the data needed to fulfill the Greenbook and OECD/DAC reporting. These are financial data. The principled exceptions should not be applied for the purpose of reducing the amount of financial data needed to fulfill the Greenbook and OECD/DAC requirements.

Agencies choosing not to report data due to an applicable principled exception (outlined in Section 8 of this Bulletin) are expected to submit to NSS and OMB a statement regarding the justification and the applicable principled exception when submitting the Dashboard data set to the Dashboard team.

Section 3 – Reporting Requirements

3.1 Coverage

All USG departments and agencies that fund or execute foreign assistance activities are subject to these reporting requirements and guidance. The head of each agency is responsible for determining what specific actions, if any, are required at the agency and/or sub-agency level to comply with the guidance.

The following agencies have been identified as possessing a foreign assistance portfolio and are expected to respond. Additional agencies not listed below that fund or implement foreign assistance are also expected to report.

- Department of Agriculture
- Department of Commerce
- Department of Defense
- Department of Energy
- Department of Health and Human Services
- Department of Homeland Security
- Department of the Interior
- Department of Justice
- Department of Labor
- Department of State
- Department of the Treasury
- Department of Transportation
- Environmental Protection Agency
- Export-Import Bank of the United States
- Federal Trade Commission
- Inter-America Foundation
- Millennium Challenge Corporation
- Overseas Private Investment Corporation
- Peace Corps
- U.S. African Development Foundation
- U.S. Agency for International Development
- U.S. Trade Development Agency

3.2 Data Reporting Requirements

To fulfill the commitment outlined by the Open Government Directive M-10-06 and in accordance with the Paris Declaration on Aid Effectiveness and U.S. G8 and G20 commitments, this guidance described the increased level of detail on foreign assistance activities that agencies must report.

As part of this data call, agencies must report the data required to develop the Greenbook and OECD/DAC reports (identified in Tab 1 of Attachment 2). When an agency is contacted by the Foreign Assistance Dashboard team as outlined below, the agency must work to provide the additional data fields for publication on the Dashboard (identified in Tab 2 of Attachment 2). As agency data is published to the Dashboard, agencies will be expected to provide regular, quarterly updates to its data set.

Agencies will be incorporated into the Dashboard in a systematic and incremental way. The Dashboard team will work with individual agencies to collect and publish the remaining Dashboard data fields. Below is the proposed order in which agencies will initiate the Dashboard data process. The prioritization of agencies for onboarding reflects the relative size of that agency's foreign assistance portfolio.

- Millennium Challenge Corporation
- U.S. Agency for International Development
- Department of the Treasury
- Department of Defense
- Department of State
- Department of Agriculture
- Department of Health and Human Services
- Inter-American Foundation
- African Development Fund
- Peace Corps
- U.S. Trade Development Agency
- Overseas Private Investment Corporation
- Export-Import Bank of the United States
- Department of Homeland Security
- Department of Justice
- Department of Labor
- Department of Energy
- Department of Commerce
- Department of the Interior
- Department of Transportation
- Environmental Protection Agency
- Federal Trade Commission

As required under Treasury Financial Manual Vol 1 Part 2 Chapter 4500, agencies will continue to report to the Foreign Credit Reporting System which will be cross-walked by the Dashboard Team to the Loan data fields as noted in Tab 3 of Attachment 2.

3.3 Assigning Sector Codes and Organizational Units

Foreign assistance reporting methodologies are often based on describing funds by where they will be used and the purposes for which they will be used. All three reports that use the data collected through this data call rely on these classifications. Consequently, agencies must assign at a minimum Organizational Unit (OU) and Sector codes at each applicable level, with the possible exception of the Request and Appropriation level. Agencies that do not request or receive appropriations at the OU or Sector level, may omit these codes at the Request and Appropriation level.

An OU is defined as a country-specific overseas post, a regional office that provides support that crosses geographic boundaries, or a functional office that manages sector specific or global programs. The OU is the managing USG entity within an agency.

All data must also be classified into one of several distinct sectors that describe what the activity does and enables the aggregation, comparison, and analysis of data without double counting. The Foreign Assistance Framework of Categories and Sectors provides the high-level classification of the type of work that the activity is achieving (Attachment 3).

3.4 Unavailable Data

It is recognized that not all agencies collect all of these data elements as part of their business processes at the current time; however, every agency will be expected to improve its capacity to report the required information over subsequent reporting cycles.

Once an agency begins publishing data on the Dashboard, the agency will be expected to improve its capacity to report the required information over subsequent reporting cycles. Agencies are required to provide an update to OMB on a semi-annual basis on the data fields they are able to identify for their foreign assistance portfolio and on plans to enable future reporting on the complete list of applicable data fields. These plans should be specific, but brief, and could include a timeline of when the agency will provide unreported data fields and a description and timeline of any planned enhancements to IT systems that will improve the agency's ability to report data, integrate the reporting process for data elements that are sourced from disparate systems, or increase the automation of the reporting process.

3.5 Future Data Requirements

Future data calls may include additional data elements that seek to make the data more robust and provide greater transparency into how U.S. funds are spent and the effectiveness of our activities. Although not required in the current Dashboard data fields (Tab 2 of Attachment 2), agencies are advised that in the future they may be required to:

- Provide more robust purpose statements for each activity;
- Include location-specific data at the activity level;
- Incorporate a "project" identifier that classifies individual activities;
- Provide select procurement data or make public select procurement documents; and
- Make performance metrics or documents available.

3.6 Additional Agency Submission Requirements

In its first Foreign Assistance Dashboard data submission, each agency must provide a brief description of its role in funding or implementing foreign assistance activities for its agency-specific page on the Dashboard. Agencies also have the opportunity to provide additional information regarding their unique budget processes, frequently asked questions, terminology definitions, data clarifications, and any other supplemental information that will aid the public in better understanding and interpreting the agency's information, including links to its website.

Agencies must provide a Data Point of Contact (POC) for the purpose of coordinating and correcting any data issues that are identified by the Department of State or USAID in the course of publishing the data to the Dashboard, or in the creation of the Greenbook or OECD/DAC reports. Agencies must also provide a Public Relations POC who will be available to answer any

questions from the general public regarding the data. This POC can be an individual, a public inquiry contact e-mail, a web page or other tasked with responding to such inquiries in a timely manner. The identifying information on this POC is due upon submission of initial financial data for the Greenbook and OECD/DAC reporting. Designation of a POC does not exclude or supersede technical contacts established between the Department of State, USAID, or its respective contractors and individuals in sub-units of each Department or Agency.

Section 4 – Data Reporting Process & Instructions

4.1 Data Reporting Formats

Agencies will be provided a data submission template to assist in collecting agency information or for submitting data. All agencies may initially submit their data in either XML or Excel. Over time, data submissions should be submitted in XML formats. Agencies must ensure that individual data fields are clearly labeled and match the requested format

In addition, agencies may also submit their data using the IATI specification (<http://iatistandard.org/>). Agencies are required to use definitions, methods, and procedures identical to those used by the Dashboard in crosswalking and converting data from the Dashboard to IATI. Consistent with Paragraph 10, Data Quality, the Dashboard will pass agency-formatted data to IATI with no alterations, provided that the agency and Dashboard crosswalks are identical.

4.2 Data Collection Process

Agencies will follow the guidance below in providing their datasets:

1. Agencies will prepare their individual datasets in either XML or Microsoft Excel formats. Over time, all data submissions should be submitted in XML formats.
2. All agencies will provide the data on the Greenbook and OECD/DAC data fields contained in Attachment 2 to a dedicated data server. Server access and location information will be provided to the agency POC. Agency submissions are due by February 28th, 2013 and every February 28th thereafter. The datasets will be downloaded by USAID to be used to compile the Greenbook and OECD/DAC reports.
3. The Dashboard team will work with the agencies individually to collect the additional Dashboard data fields in Attachment 2 according to the sequence provided in section 3.2.
4. Agencies are encouraged to also provide the data set to Data.gov to fulfill open government and transparency mandates.

4.3 Data Collection Timeline

All agencies must submit the Greenbook and OECD/DAC data fields as noted in Tab 1 of Attachment 2 no later than February 28th, 2013 and every February 28th thereafter. Once agencies have been phased onto the Foreign Assistance Dashboard and are reporting on the complete data set outlined in Tab 2 of Attachment 2 on a quarterly basis, this timeline will be merged into the quarterly reporting. The quarterly data reporting for the Dashboard will fulfill the Greenbook and OECD/DAC reporting requirements.

Section 5 – Data Quality & Review

5.1 Dashboard

Individual agencies are responsible for the accuracy, completeness, and integrity of each submission. Agencies are expected to obtain the relevant internal clearances prior to release. Agencies are responsible for reviewing the Dashboard to identify data inaccuracies and must bring any errors to the attention of the Dashboard team.

Initial agency data sets will not be made public until the POC clears on the representation of the agency data on the Dashboard. For future data set submissions, the submission of data constitutes clearance.

For data crosswalked at agency-level to the IATI standard, the Dashboard team will review the agency submission to verify its consistency with the definitions, methods, and procedures used by the Dashboard for the USG IATI report. The Dashboard team will identify agency-specific discrepancies in the crosswalk for the agency to change to maintain one consistent and identical USG IATI report.

5.2 Greenbook and OECD/DAC Reporting

USAID will initially maintain capability to verify the data for these two reports. Verification includes checking for common errors, comparing with third-party sources to identify gaps and more complex errors, accommodating negative entries, and otherwise assuring the highest quality data possible. Upon completion of verification, USAID will provide agency-specific discrepancies it identifies between the agency submissions to the Dashboard and the verified data, and request each agency to make the necessary changes or provide a rationale for retaining the original data. Agency-corrected verified data will be used in the Greenbook and OECD/DAC reporting. A record of the identified discrepancies will be made available individually to agencies via the Dashboard dedicated data server.

In 2014, USAID, State/F, OMB, NSS, and OSTP will undertake a review of the first two years' experience to assess whether agencies on the Dashboard have demonstrated sufficient internal data quality control to graduate from the USAID verification process, or whether USAID should continue verification for another time period to be specified as an outcome of the 2014 review.

Foreign Assistance Data Fields - Dashboard

Agencies will be required to report on the data fields below, as applicable, on a quarterly update schedule after coordinating with the Dashboard team.

Data Field	Definition	Format	User Notes	Comments
Budget Request Data Fields				
<i>The President's annual budget request, submitted to OMB and Congress, for a given fiscal year.</i>				
Requesting Agency	The agency to which the requested funds will be appropriated.	Text (List)		
Treasury Department Regular Code	Represented by a two-digit code, assigned by the Treasury, that represents the department, agency or establishment of the U.S. Government that is appropriated the funds.	2-digit numeric	Required by FAST Book 1; http://www.fms.treas.gov/fastbook/index.html	
Treasury Main Account Code	The account to which the requested funds will be appropriated. Represented by a four-digit code, assigned by the Treasury, representing the type and purpose of each fund.	4-digit numeric	Required by FAST Book; http://www.fms.treas.gov/fastbook/index.html	
Treasury Main Account Title	The title of the account to which the requested funds will be appropriated. Assigned by the Treasury, the text name representing the type and purpose of each fund.	Text (List)	Required by FAST Book; http://www.fms.treas.gov/fastbook/index.html	
Bureau/Division/Office/Service	The bureau/division/office/service within the Agency/Department to which the funds will be allocated.	Text		
Organizational Unit	The organizational unit to which the requested funds will be allotted for use.	Text	Operational Unit; It is possible that the organizational unit may be the same as the Bureau/Office if the requested funds will be used directly by the bureau and not allocated to a lower-level organizational unit.	
Request Amount	The dollar amount of the request for a specific account, operating unit, sector, and country/region submitted to OMB and Congress for a given fiscal year.	Numeric: USD###	Provide in USD; Annual forward planning budget	
Request Year	The fiscal year for which the request was made.	yyyy	e.g. This should be "2012" for funds requested in the FY2012 budget request.	
Framework Sector Code	The sector, sub-sector, and/or element that the requested funds intend to foster based on the sector framework established by the sub-working groups as a common structure and standardized definitions against which to classify funds.	Text (List)	Report the sector ultimately targeted by the contribution and not the means to deliver the aid.	Agencies will be able to assign sectors based on agreed upon framework.
Country / Region / Office	Target beneficiary location	Text (List)		
Funding Type	Indicates whether the funds are program or administrative/operational	Text (List)		
Reporting Date	Date when the data is submitted to the dashboard.	yyyymmdd		
Appropriation Data Fields				
<i>An appropriation is the provision of funds through an annual appropriations act or a permanent law, for federal agencies to make payments out of the Treasury for specified purposes. Where possible, appropriations should be</i>				
Appropriation Year	The fiscal year in which the appropriation was made.	yyyy		
Treasury Department Regular Code	Represented by a two-digit code, assigned by the Treasury, that represents the department, agency or establishment of the U.S. Government that is appropriated the funds.	2-digit numeric	Required by FAST Book 1; http://www.fms.treas.gov/fastbook/index.html	
Treasury Main Account Code	The account to which the funds were appropriated. Represented by a four-digit code, assigned by the Treasury, representing the type and purpose of each fund.	4-digit numeric	Required by FAST Book; http://www.fms.treas.gov/fastbook/index.html	
Treasury Main Account Title	The title of the account to which the funds were appropriated. Assigned by the Treasury, the text name representing the type and purpose of each fund.	Text	Required by FAST Book; http://www.fms.treas.gov/fastbook/index.html	
Appropriated Agency	The agency to which the funds were appropriated.	Text (List)		
Bureau/Division/Office/Service	The bureau/division/office/service within the Agency/Department to which the funds will be allocated.			
Organizational Unit	The organizational unit to which the requested funds will be allotted for use.	Text	Operational Unit; It is possible that the organizational unit may be the same as the Bureau/Office if the funds will be used directly by the bureau and not allocated to a lower-level organizational unit.	
Appropriation Amount	The dollar amount of the appropriation for a specific account, operating unit, sector, and country/region.	Numeric: USD###	Provide in USD.	

Data Field	Definition	Format	User Notes	Comments
Beginning Fiscal Funding Year	In annual and multi-year funds, identifies the first fiscal year of availability under law that an appropriation account may incur new obligations.	yyyy		
Ending Fiscal Funding Year	In annual and multi-year funds, identifies the last fiscal year of funds availability under law that an appropriation account may incur new obligations.	yyyy or "no-year"	For one-year funds, this would match the beginning fiscal funding year field; for multiple-year funds, this should be the last year funds are available for obligation; for no-year funds, there will be an option to select "no-year".	
Framework Sector Code	The sector, sub-sector, and/or element that the requested funds intend to foster based on the sector framework established by the sub-working groups as a common structure and standardized definitions against which to classify funds.	Text (List)	Report the sector ultimately targeted by the contribution and not the means to deliver the aid.	Agencies will be able to assign sectors based on agreed upon framework.
Benefitting Country/Region/Office	Target beneficiary location of the foreign assistance funds.	Text (List)	Provide by country if possible; otherwise by lowest level of geographic granularity (region, worldwide, etc.)	
Funding Type	Indicates whether the funds are program or administrative/operational.	Text (List)		
Reporting Date	Date when the data is submitted to the dashboard.	yyyymmdd		
Agreement/Compact Data Fields (if applicable)				
<i>Two-year commitments to countries or entities outside of the US made with foreign assistance funds. These data fields represent a step in the funding process between appropriation and obligation. These fields are not applicable.</i>				
Agreement/Compact ID	A unique identifier for the Agreement/Compact.	Alphanumeric		
Agreement/Compact Title	The title/name of the Agreement/Compact.	Text		
Agreement/Compact Type	The type of agreement representing or documenting the commitment.	Text		
Agreement/Compact Year	The fiscal year when the agreement/compact is made.	YYYY		
Agreement/Compact Agency	The agency committing the foreign assistance funds.	Text	This may or may not be the funding agency.	
Bureau/Division/Office/Service	The bureau/division/office/service within the Agency/Department committing the foreign assistance funds.			
Organizational Unit	Organizational unit that committed the foreign assistance funds to the agreement/compact.	Text	Operational Unit; It is possible that the organizational unit may be the same as the Bureau/Office if the funds will be used directly by the bureau and not allocated to a lower-level organizational unit.	
Agreement / Compact Amount	The dollar amount of the agreement/compact made by a specific operating unit, for a specific sector and country/region.	Numeric: USD###	Provide in USD	
Beginning Fiscal Funding Year	In annual and multi-year funds, identifies the first fiscal year of availability under law that an appropriation account may incur new obligations.	yyyy		
Ending Fiscal Funding Year	In annual and multi-year funds, identifies the last fiscal year of funds availability under law that an appropriation account may incur new obligations.	yyyy or "no-year"	For one-year funds, this would match the beginning fiscal funding year field; for multiple-year funds, this should be the last year funds available for obligation; for no-year funds, there will be an option to select "no-year".	
Framework Sector Code	The sector, sub-sector, and/or element that the requested funds intend to foster based on the sector framework established by the sub-working groups as a common structure and standardized definitions against which to classify funds.	Text (List)	Report the sector ultimately targeted by the contribution and not the means to deliver the aid.	Agencies will be able to assign sectors based on agreed upon framework.
Benefitting Country/Region/Office	Target beneficiary location of the foreign assistance funds.	Text (List)	Provide by country if possible; otherwise by lowest level of geographic granularity (region, worldwide, etc.)	
Funding Type	Indicates whether the funds are program or administrative/operational.	Text (List)		
Reporting Date	Date when the data is submitted to the dashboard.	yyyymmdd		
Obligation Data Fields				
An obligation is an action that creates a definite commitment, which creates a legal liability of the government for the payment of funds for specific goods or services ordered or received. Obligating instruments may include a range of transactions, e.g., loans, contracts, grants, guarantees, assistance agreements, etc.				
Obligation ID	A unique identifier for the obligation.	Alphanumeric		Based on convention of agency financial system.

Data Field	Definition	Format	User Notes	Comments
Obligation Title	Title of the obligation.	Text		
Obligation Date	Date the funds were obligated.	yyyymmdd		
Obligation Year	The fiscal year during which the funds were obligated.	yyyy		
Obligating Instrument	The type of mechanism that obligates or sub-obligates funds.	Text (List)	Obligating instrument; implementing instrument. Examples of implementing mechanisms include contracts, cooperative agreements, grants, inter-agency agreements, fixed amount reimbursement and performance agreements, cash transfers to host country governments, debt relief, etc. If there are multiple obligating instruments, they should be listed here.	A typical pre-obligation requirement is determination of the instruments (implementing mechanism(s)) to be used to achieve the objective for which the funds are being obligated. Determine whether implementing mechanisms are typically one-to-one with obligations or if there are cases where multiple mechanisms may be funded by a single obligation.
Interagency Transfer Status	Direct Apportionment, 632(a) transfer, or 632(b) interagency agreement.	Text (List)	Equivalent to 632 (a) or (b), if applicable: Only applicable if funds are transferred from USAID. Under a 632(a) Agreement, funds go off of the books of USAID and Recipient agency is responsible for obligating the funds. Under a 632(b) Agreement, funds remain on the books of the funding agency.	
Source Appropriation Agency	If the funds were received through an Interagency Transfer, the name of the agency that transferred the funds (the appropriated agency).	Text (List)		
Source Appropriation Symbol	The appropriation symbol of the funds sent by the agency funding agency under 632(b) interagency transfers.	4-digit numeric	Required by FAST Book; http://www.fms.treas.gov/fastbook/index.html	The account to which the requested funds will be appropriated. Represented by a four-digit code, assigned by the Treasury, representing the type and purpose of each fund.
Obligating Agency	The agency obligating the foreign assistance funds.	Text	This may or may not be the original funding agency.	
Bureau/Division/Office/Service	The bureau/division/office/service within the Agency/Department obligating the foreign assistance funds.			
Organizational Unit	Organizational unit that obligated the foreign assistance funds.	Text	Operational Unit; It is possible that the organizational unit may be the same as the Bureau/Office if the funds are obligated directly by the bureau and not a lower-level organizational unit.	
Obligation Amount (Fiscal Year)	The dollar amount of the obligation made by a specific operating unit, for a specific sector and country/region, in the Fiscal Year.	Numeric: USD###	Provide in USD	Equivalent to FY Obligation.
Obligation Amount (Calendar Year)	The dollar amount of the obligation made by a specific operating unit, for a specific sector and country/region, in the Calendar Year.	Numeric: USD###	Provide in USD	
Obligation Amount	The dollar amount of the obligation made by a specific operating unit, for a specific sector and country/region.	Numeric: USD###	Provide in USD	
Activity Code	The activity or project code (if available).	Alphanumeric		
Activity Name or Title	The activity program or project name.	Text		
Activity Description	The brief description of the program or project.	Text		
DAC Classification	Identifier to show the classification of the flow. Yes = ODA, No = OOF	Text (List)		
Tying Status of Award	Indicates whether the award was untied (assistance and/or acquisitions whose proceeds are fully and freely available to finance procurement from sources in the U.S., all OECD countries, and substantially all developing countries), partially tied (opened only to US sources and the aid recipient country or region), or tied (only US sources).	1-digit numeric	1 = Tied Awards; 2 = Partially Tied Award; 3 = Untied Award. Awards under "Buy America Act" are tied. U.S. commodities and related freight and costs under food aid programs are classified as tied aid. Awards to multilateral organizations are untied.	This field will be used for reporting under the OECD/DAC Recommendation to Untie Aid to Least Developed Countries and Highly Indebted Poor Countries.
Framework Sector Code	The sector, sub-sector, and/or element that the requested funds intend to foster based on the sector framework established by the sub-working groups as a common structure and standardized definitions against which to classify funds.	Text (List)		Agencies will be able to assign sectors based on agreed upon framework.
Benefitting Country/Region/Office	Target beneficiary location of the foreign assistance funds.	Text (List)	Provide by country if possible; otherwise by lowest level of geographic granularity (region, worldwide, etc.)	

Data Field	Definition	Format	User Notes	Comments
Funding Type	Indicates whether the funds are program or administrative/operational.	Text (List)		
Reporting Date	Date when the data is submitted to the dashboard.	yyyymmdd		
Implementing Mechanism Data Fields				
An implementing mechanism is a legally binding relationship established between the implementing agency and an implementing partner to carry out USG-funded programs. Types of implementation mechanisms include grants.				
Implementing Mechanism ID	The unique identifier for the implementing mechanism.	Alphanumeric	This is used to ensure an implementing mechanism in multiple locations is treated as a single intervention. If there is no ID, one will be assigned.	
Implementing Mechanism Title	The official title of the implementing mechanism, preferably the name used in the official documents.	Text	Contract Name, Grant Title, Intervention Title, Activity Title, etc. For material donations, if there is no official title, enter "in-Kind Donation"	
Implementing Mechanism Signing Date	The date when the implementing mechanism between the Implementing Agency and Implementing Partner becomes legally binding.	yyyymmdd	If a day is not provided please enter the first of the month.	
Implementing Mechanism Year	The fiscal year during which the implementing mechanism was signed.	yyyy		
Implementing Mechanism Type	The type of instrument used to fund the foreign assistance activity. e.g., cash transfers, direct contract, direct grant, host government-managed, other USG direct, and Third party-managed. In cases where a lower level of detail is unnecessary, the implementing mechanism may be an "activity" funded by an agency e.g. MCC and DOI.	Text (List)		Agencies will be able to suggest implementing mechanism types.
Implementing Mechanism-Purpose Statement	A brief, but meaningful narrative that provides an understanding of the undertaking for which the implementing mechanism has been funded, its objectives, and the hypothesis of the mechanism's development impact.	Text	Description, Intervention Description, Goals, objectives, impacts, etc. Do not use acronyms. No limitation on the length of the field.	
Source Obligation ID	The alphanumeric unique identifier of the obligation that funds the implementing mechanism.	Alphanumeric		
Interagency Transfer Status	Indicate if the obligation can be identified as a 632(a) or 632(b) transfer.	Text (List)		
Source Appropriation Agency	If the funds were received through an Interagency Transfer, the name of the agency that transferred the funds (the appropriated agency).	Text (List)		
Source Appropriation Symbol	The appropriation symbol of the funds sent by the agency funding agency under 632(b) interagency transfers.	4-digit numeric	Required by FAST Book; http://www.fms.treas.gov/fastbook/index.html	The account to which the requested funds will be appropriated. Represented by a four-digit code, assigned by the Treasury, representing the type and purpose of each fund.
Implementing Agency	The agency that established the legally binding relationship with an implementing entity in the implementing mechanism.	Text (List)	Provide full and proper name. If this is the same as the Appropriated Agency state the name again.	Information tied to this Agency name will serve as the contact information for any queries.
Bureau/Division/Office/Service	The bureau/division/office/service within the Agency/Department implementing the foreign assistance.	Text		
Organizational Unit	Organizational unit implementing the foreign assistance.	Text	Operational Unit; It is possible that the organizational unit may be the same as the Bureau/Office if the funds are obligated directly by the bureau and not a lower-level organizational unit.	
Implementing Mechanism Amount	The dollar amount of the implementing mechanism signed by a specific operating unit, for a specific sector and country/region.	Numeric: USD###	Provide in USD. e.g., total contract cost, total activity cost, total grant cost.	Represents potential amount of contract or grant value.
Implementing Mechanism Obligated Amount	The dollar amount of the obligation funding the implementing mechanism signed by a specific operating unit, for a specific sector and country/region.	Numeric: USD###	Provide in USD.	To be used if source Obligation ID is unavailable.
Implementing Mechanism Disbursed Amount	The dollar amount disbursed for the implementing mechanism signed by a specific operating unit, for a specific sector and country/region.	Numeric: USD###	Provide in USD.	To be used if source Obligation ID is unavailable.
Start Date	The start date identified in the implementing mechanism.	yyyymmdd	If a day is not provided please enter the first of the month.	
End Date	The end date identified in the implementing mechanism.	yyyymmdd	If a day is not provided please enter the first of the month.	
Collaboration Type	Identify whether the funding flow is bilateral, from the Implementing Agency directly to the Benefitting Country, or is multilateral, funds given via an intermediary international organization such as the United Nations.	Text / DAC code	Donor Type. State either bilateral or multilateral.	

Data Field	Definition	Format	User Notes	Comments
Implementing Agent	Organization or party that receives the funds from the Implementing Agency to carry out the foreign assistance work. e.g. an organization or party that has an assistance (grant/agreement/compact) or acquisition (contract) relationship with the Implementing Agency to use foreign assistance funds; a country's government or ministry that receives a direct contribution from the USG; a USG agency or entity that directly carries out the foreign assistance work.	Text (List)	Do not use acronyms. Provide full and proper name. Include DAC code if applicable. If the Implementing Agent is the same as the Implementing Agency, enter the agency as the Implementing Agent.	New partners should be brought to the attention of the Dashboard. For agencies providing technical assistance executed by the U.S., a selection will be made available to denote the funding of such activities.
Implementing Agent Description	Description of the implementing Agent's organization and purpose.	Text	Provide complete sentences.	Implementing Agent Information: These fields may be kept as a separate master table in the Dashboard database.
Implementing Agent Country of Origin	The country where the Implementing Agent is permanently located, i.e., domiciled. For example, the location where the organization is chartered or the organization's principal place of business, i.e., headquarters.	Text	Provide full and proper name. Include ISO code if applicable.	
Implementing Agent DUNS	The DUNS number of the implementing Agent	Text (List)		
Implementing Agent Type	For Profit, Not-For-Profit, Non Governmental Organization, U.S. Government, Foreign Government	Text (List)		
Current Status as of Reporting Date	The current stage in the implementing lifecycle at the time the information is published.	Text	The status as of the date uploaded. Use the best fit of the following classifications: 1. Planning, 2. Implementation, 3. Post-completion, 4. Cancelled.	
Framework Sector Code (Primary)	The sector, sub-sector, and/or element that the requested funds intend to foster based on the sector framework established by the sub-working groups as a common structure and standardized definitions against which to classify funds.	Text (List)	Report the sector ultimately targeted by the contribution and not the means to deliver the aid.	This field will be used to generate the website visualizations on the country pages.
Benefitting Country/Region/Office	Target beneficiary location of the foreign assistance funds.	Text (List)	Provide by country if possible; otherwise by lowest level of geographic granularity (region, worldwide, etc.)	
Funding Type	Indicates whether the funds are program or administrative/operational	Text (List)		
Reporting Date	Date when the data is submitted to the dashboard.	yyyymmdd		
Disbursement Data Fields				
A disbursement is a transfer of funds from the US Government to an Implementing Agent, Foreign Government, or other entity that receives foreign assistance funds. If the Implementing Agent is a USG agency, the funds will be				
Disbursement ID	A unique identifier for the disbursement of funds.	Alphanumeric		
Disbursement Date	The date the funds were disbursed.	yyyymmdd		
Disbursement Year	The fiscal year in which the disbursement is made.	YYYY		
Source Obligation ID	Unique identifier of the obligation against which the disbursement is charged.	Alphanumeric		
Linked Implementing Mechanism ID	Unique identifier of the implementing mechanism for which the funds are being disbursed.	Alphanumeric		
Disbursing Agency	The agency disbursing the foreign assistance funds.	Text (List)	This may or may not be the funding agency.	
Disbursing Bureau/Division/Office/Service	The bureau/division/office/service within the Agency/Department that disbursed the funds.	Text		
Disbursing Organizational Unit	Organizational unit that disbursed the foreign assistance funds.	Text	Operational Unit; It is possible that the organizational unit may be the same as the Bureau/Office if the funds are implemented directly by the bureau and not a lower-level organizational unit.	
Source Appropriation Agency	If the funds were received through an Interagency Transfer, the name of the agency that transferred the funds (the appropriated agency).	Text (List)		
Source Appropriation Symbol	The appropriation symbol of the funds sent by the agency funding agency under 632(b) interagency transfers.	4-digit numeric	Required by FAST Book; http://www.fms.treas.gov/fastbook/index.html	The account to which the requested funds will be appropriated. Represented by a four-digit code, assigned by the Treasury, representing the type and purpose of each fund.
Activity Code	The activity or project code (if available).	Alphanumeric		
Activity Name or Title	The activity program or project name.	Text		
Activity Description	The brief description of the program or project.	Text		
Disbursement Amount (Fiscal Year)	The sum total of disbursements in a given time period (typically a quarter) associated with a single implementing mechanism.	Numeric: USD###	Provide in USD.	Equivalent to FY Disbursement.

Data Field	Definition	Format	User Notes	Comments
Disbursement Amount (Calendar Year)	The sum total of disbursements in a given time period (typically a quarter) associated with a single implementing mechanism.	Numeric: USD###	Provide in USD.	
Disbursement Amount	The sum total of disbursements in a given time period (typically a quarter) associated with a single implementing mechanism.	Numeric: USD###	Provide in USD.	
DAC Classification	Identifier to show the classification of the flow. Yes = ODA, No = OOF	Text (List)		
Implementing Agent	The recipient of the disbursement.	Text (List)	Do not use acronyms. Provide full and proper name. Include DAC code if applicable.	For agencies providing technical assistance executed by the U.S., a selection will be made available to denote the funding of such activities.
Implementing Agent Description	Description of the Implementing Agent's organization and purpose.	Text	Provide complete sentences.	Implementing Agent Information: These fields may be kept as a separate master table in the database and need not be provided by each agency
Implementing Agent Country of Origin	The country where the Implementing Agent is permanently located, i.e., domiciled. For example, the location where the organization is chartered or the organization's principal place of business, i.e., headquarters.	Text	Provide full and proper name. Include ISO code if applicable.	
Implementing Agent DUNS	The DUNS number of the Implementing Agent.	Text (List)		
Implementing Agent Type	For Profit, Not-For-Profit, Non Governmental Organization, U.S. Government.	Text (List)		
Framework Sector Code	The sector, sub-sector, and/or element that the requested funds intend to foster based on the sector framework established by the sub-working groups as a common structure and standardized definitions against which to classify funds.	Text (List)	Report the sector ultimately targeted by the contribution and not the means to deliver the aid.	This field will be used to generate the website visualizations on the country pages.
Benefitting Country/Region/Office	Target beneficiary location of the foreign assistance funds.	Text (List)	Provide by country if possible; otherwise by lowest level of geographic granularity (region, worldwide, etc.)	
Funding Type	Indicates whether the funds are program or administrative/operational.	Text (List)		
Reporting Date	Date when the data is submitted to the dashboard.	yyyymmdd		

Foreign Assistance Dashboard Sector Framework

Categories are in gray

Sectors are in white

1 Peace and Security	2 Democracy, Human Rights, and Governance	3 Health	4 Education and Social Services	5 Economic Development
1.1 Counter-Terrorism	2.1 Rule of Law and Human Rights	3.1 HIV/AIDS	4.1 Basic Education	5.1 Macroeconomic Foundation for Growth
1.2 Combating Weapons of Mass Destruction (WMD)	2.2 Good Governance	3.2 Tuberculosis	4.2 Higher Education	5.2 Trade and Investment
1.3 Stabilization Operations and Security Sector Reform	2.3 Political Competition and Consensus-Building	3.3 Malaria	4.3 Social Policies, Regulations, and Systems	5.3 Financial Sector
1.4 Counter-Narcotics	2.4 Civil Society	3.4 Pandemic Influenza and Other Emerging Threats (PIOET)	4.4 Social Services	5.4 Infrastructure
1.5 Transnational Crime		3.5 Other Public Health Threats	4.5 Social Assistance	5.5 Agriculture
1.6 Conflict Mitigation and Reconciliation		3.6 Maternal and Child Health		5.6 Private Sector Competitiveness
		3.7 Family Planning and Reproductive Health		5.7 Economic Opportunity
		3.8 Water Supply and Sanitation		5.8 Labor Policies and Markets*
		3.9 Nutrition		5.9 Manufacturing*
				5.10 Mining and Natural Resources*

6 Environment	7 Humanitarian Assistance	8 Debt Relief	9 Program Management
6.1 Environment	7.1 Protection, Assistance and Solutions	8.1 Debt Relief	9.1 Direct Administrative Costs
6.2 Natural Resources and Biodiversity	7.2 Disaster Readiness		9.2 Monitoring and Evaluation
6.3 Clean Productive Environment	7.3 Migration Management		9.3 International Contributions