Tour of MAPS

Last updated: Jan 2022

Overview

OPRE issues contracts and grants for the conduct of research, evaluation, and data activities that support ACF programs.

OPRE uses MAPS to support their administrative work related to:
- Initiating requisitions and awarding contracts
- Issuing grants
- Entering into IAAs or IDDAs with other offices to give or receive funds
- Tracking budgets
- Invoicing

MAPS is not a system of record and does not connect to any external systems. Instead, its intent is to provide a place where information from across OPRE teams, HHS's financial systems, and procurement systems can be consolidated into a comprehensive view.

The Budget Team is responsible for inputting information into external systems to trigger financial or procurement-related actions, and for inputting information from those systems back into MAPS.

MAPS has 5 overarching functionalities (conceptually, not architecturally):

Budget management	Track where all the money is and where it is going. See how much is allocated to which things, and make sure you have "spent" all the money you've been given.
Invoice management	Approve invoices. Let the Budget Team know which "accounts" (budget lines) you'd like payments to be drawn from.
Procurement management	Let the Budget Team know what acquisitions you want to make and communicate where you are in the process.
Reporting	Pull data out of the system for internal reporting, external reporting, or to support data entry with external systems.
Administration / Sys Admin	E.g., manage users, configure the system, etc.

User feedback

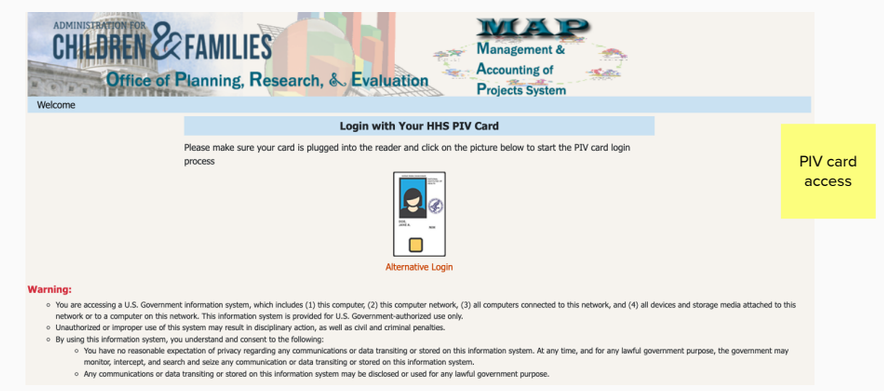
User feedback about how OPRE staff use MAPS, what works well, and what could be better:

Summary — User feedback by module

Main pages

Note: All screen shots are from an Admin account. A Project Lead or CAN Lead would see much less.

Log in



Administration for Children & Families — Office of Planning, Research, & Evaluation — MAP Management & Accounting of Projects System

Welcome

Login with Your HHS PIV Card

Please make sure your card is plugged into the reader and click on the picture below to start the PIV card login process

Alternative Login

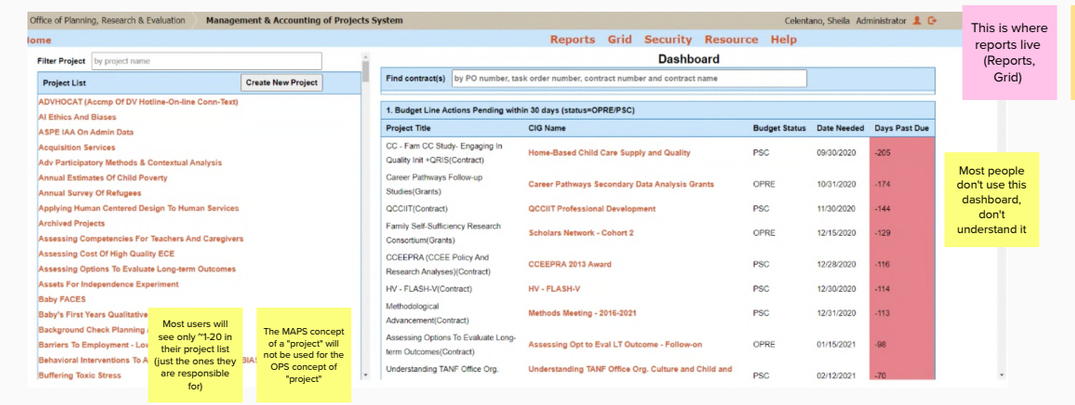
Warning:
- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
  - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
  - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

PIV card access

2FA

Home page / Landing page

Project List; Dashboard; Access to reports, admin stuff, and help docs



Office of Planning, Research & Evaluation — Management & Accounting of Projects System — Celentano, Sheila Administrator

Reports Grid Security Resource Help

Filter Project: by project name — Create New Project

Project List: ADVHOCAT (Accomp Of DV Hotline-On-line Conn-Text); AI Ethics And Biases; ASPE IAA On Admin Data; Acquisition Services; Adv Participatory Methods & Contextual Analysis; Annual Estimates Of Child Poverty; Annual Survey Of Refugees; Applying Human Centered Design To Human Services; Archived Projects; Assessing Competencies For Teachers And Caregivers; Assessing Cost Of High Quality ECE; Assessing Options To Evaluate Long-term Outcomes; Assets For Independence Experiment; Baby FACES; Baby's First Years Qualitative Substudy; Background Check Planning; Barriers To Employment; Behavioral Interventions To A…; Buffering Toxic Stress

Dashboard — Find contract(s): by PO number, task order number, contract number and contract name

1. Budget Line Actions Pending within 30 days (status=OPRE/PSC)

Project Title	CIG Name	Budget Status	Date Needed	Days Past Due
CC - Fam CC Study: Engaging In Quality Init +QRIS(Contract)	Home-Based Child Care Supply and Quality	PSC	09/30/2020	-205
Career Pathways Follow-up Studies(Grants)	Career Pathways Secondary Data Analysis Grants	OPRE	10/31/2020	-174
QCCIIT(Contract)	QCCIIT Professional Development	PSC	11/30/2020	-144
Family Self-Sufficiency Research Consortium(Grants)	Scholars Network - Cohort 2	OPRE	12/15/2020	-129
CCEEPRA (CCEE Policy And Research Analyses)(Contract)	CCEEPRA 2013 Award	PSC	12/28/2020	-116
HV - FLASH-V(Contract)	HV - FLASH-V	PSC	12/30/2020	-114
Methodological Advancement(Contract)	Methods Meeting - 2016-2021	PSC	12/31/2020	-113
Assessing Options To Evaluate Long-term Outcomes(Contract)	Assessing Opt to Eval LT Outcome - Follow-on	OPRE	01/15/2021	-98
Understanding TANF Office Org.	Understanding TANF Office Org. Culture and Child and	PSC	02/12/2021	-70

Most users will see only "1-20 in their project list (just the ones they are responsible for)

The MAPS concept of a "project" will not be used for the OPS concept of "project"

This is where reports live (Reports, Grid)

This is where Admin stuff lives (Security, Resource)

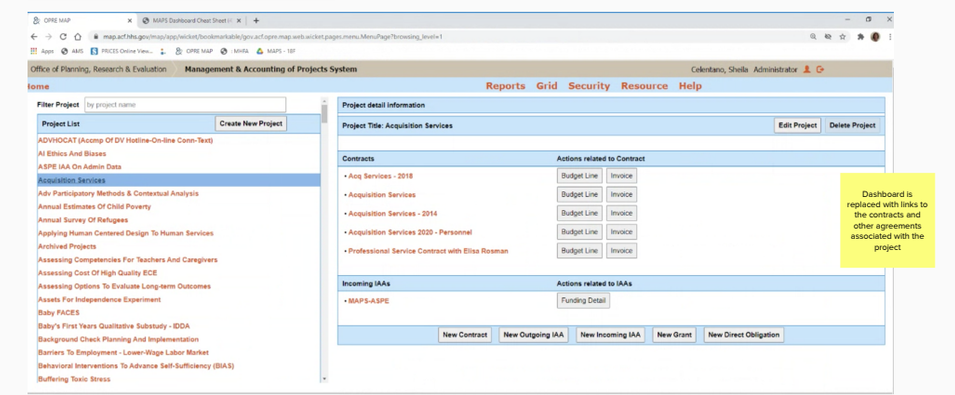
This is where help docs live

Most people don't use this dashboard, don't understand it

Click on a project name
Budget
Invoice
Procurement

Project page

Links to associated contracts, grants, and other agreements; links to actions



Project detail information — Project Title: Acquisition Services — Edit Project — Delete Project

Contracts: Acq Services - 2018; Acquisition Services; Acquisition Services - 2014; Acquisition Services 2020 - Personnel; Professional Service Contract with Elisa Rosman — Actions related to Contract: Budget Line, Invoice

Incoming IAAs: MAPS-ASPE — Actions related to IAAs: Funding Detail

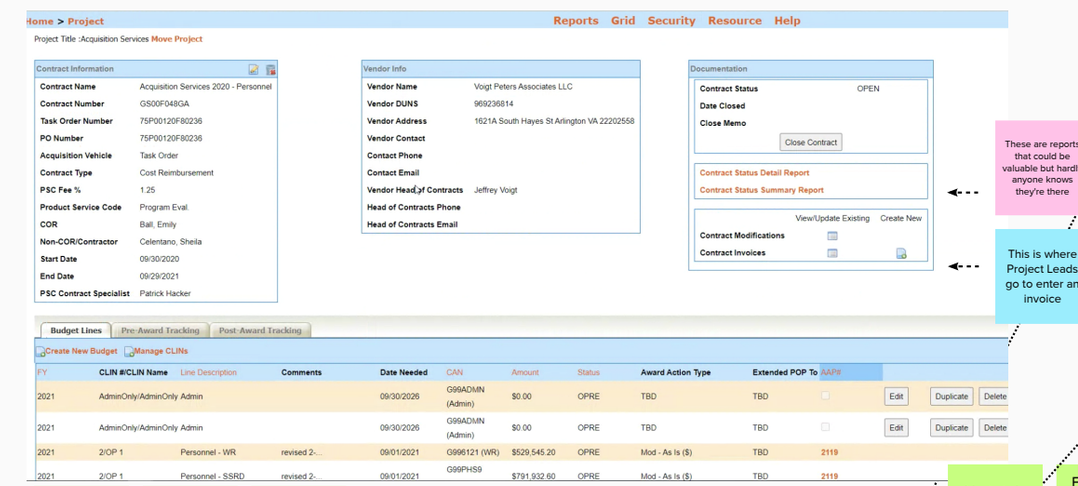
New Contract — New Outgoing IAA — New Incoming IAA — New Grant — New Direct Obligation

Dashboard is replaced with links to the contracts and other agreements associated with the project

Click on a contract name
Budget
Invoice
Procurement

Contract page

Contract info; vendor info; budget info; invoice mgmt workflow; procurement mgmt workflow



Home > Project — Reports Grid Security Resource Help

Project Title :Acquisition Services Move Project

Contract Information

Contract Name	Acquisition Services 2020 - Personnel
Contract Number	GS00F048GA
Task Order Number	75P00120F80236
PO Number	75P00120F80236
Acquisition Vehicle	Task Order
Contract Type	Cost Reimbursement
PSC Fee %	1.25
Product Service Code	Program Eval.
COR	Ball, Emily
Non-COR/Contractor	Celentano, Sheila
Start Date	09/30/2020
End Date	09/29/2021
PSC Contract Specialist	Patrick Hacker

Vendor Info

Vendor Name	Voigt Peters Associates LLC
Vendor DUNS	969236814
Vendor Address	1621A South Hayes St Arlington VA 22202558
Vendor Contact	
Contact Phone	
Contact Email	
Vendor Head of Contracts	Jeffrey Voigt
Head of Contracts Phone	
Head of Contracts Email	

Documentation — Contract Status: OPEN — Date Closed — Close Memo — Close Contract — Contract Status Detail Report — Contract Status Summary Report — View/Update Existing — Create New — Contract Modifications — Contract Invoices

Budget Lines — Pre-Award Tracking — Post-Award Tracking — Create New Budget — Manage CLINs

FY	CLIN #/CLIN Name	Line Description	Comments	Date Needed	CAN	Amount	Status	Award Action Type	Extended POP To	AAP#
2021	AdminOnly/AdminOnly	Admin		09/30/2026	G99ADMN (Admin)	$0.00	OPRE	TBD	TBD	
2021	AdminOnly/AdminOnly	Admin		09/30/2026	G99ADMN (Admin)	$0.00	OPRE	TBD	TBD	
2021	2/OP 1	Personnel - WR	revised 2-...	09/01/2021	G996121 (WR)	$529,545.20	OPRE	Mod - As Is ($)	TBD	2119
2021	2/OP 1	Personnel - SSRD	revised 2-...	09/01/2021	G99PHS9	$791,932.60	OPRE	Mod - As Is ($)	TBD	2119

These are reports that could be valuable but hardly anyone knows they're there

This is where Project Leads go to enter an invoice

Budget lines capture the important budget info: how much money has been allocated for what purposes, for which FY, from which account (CAN)

These are the individual line items on the contract

If a line item will be paid for out of multiple accounts (CANs), the line item gets broken into one budget line per CAN

Budget lines can be in different statuses (Budget Team updates this field)

This is how users create acquisition plans

MAPS uses tabs to organize the statuses

All budget lines

Budget lines in the procurement process

Budget lines that have been executed

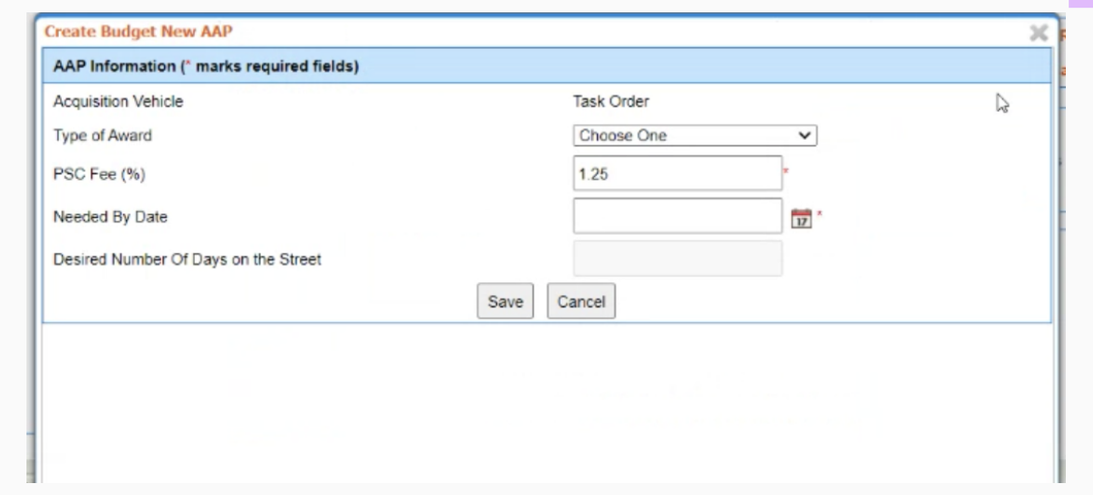
No totals displayed anywhere

Fees and shared costs not displayed

Click in the AAP # Column
Procurement

Create AAP modal

Add a budget line to an acquisition plan (AAP)



Create Budget New AAP

AAP Information (* marks required fields)

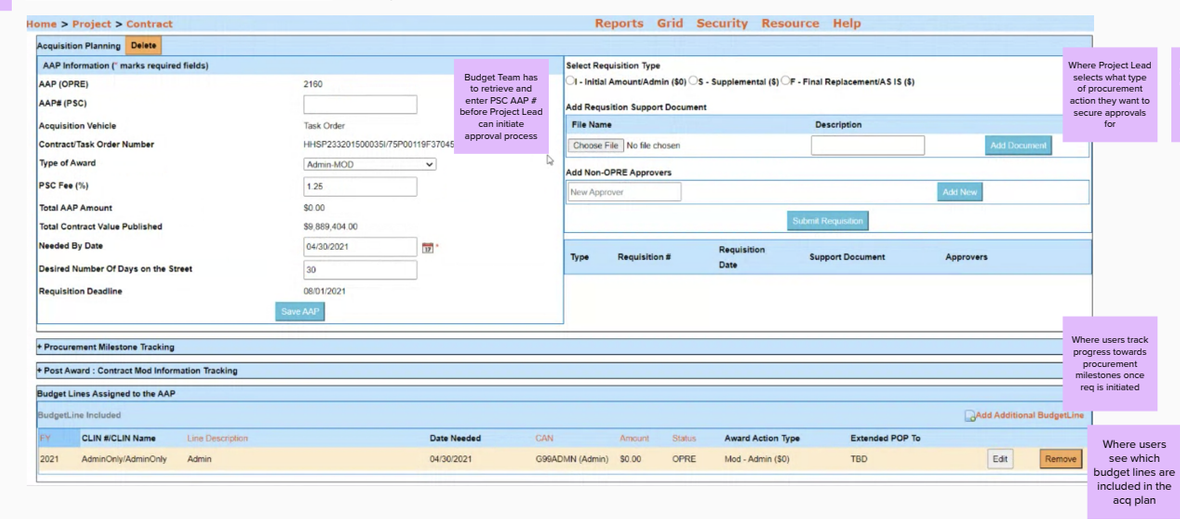
Acquisition Vehicle	Task Order
Type of Award	Choose One
PSC Fee (%)	1.25
Needed By Date	
Desired Number Of Days on the Street	

Save — Cancel

This is how Project Lead lets Budget Team know what procurement actions they want to take and secures approvals so Budget Team can kick off procurement process

AAP page

Budget lines in the acq plan; procurement info; secure approvals to Initiate or finalize requisition; Track procurement milestones



Home > Project > Contract — Reports Grid Security Resource Help

Acquisition Planning — Delete

AAP Information (* marks required fields)

AAP (OPRE)	2160
AAP# (PSC)	
Acquisition Vehicle	Task Order
Contract/Task Order Number	HHSP233201500035I/75P00119F37045
Type of Award	Admin-MOD
PSC Fee (%)	1.25
Total AAP Amount	$0.00
Total Contract Value Published	$9,889,404.00
Needed By Date	04/30/2021
Desired Number Of Days on the Street	30
Requisition Deadline	08/01/2021

Save AAP

Select Requisition Type: ○ I - Initial Amount/Admin ($0) ○ S - Supplemental ($) ○ F - Final Replacement/AS IS ($)

Add Requisition Support Document — File Name — Description — Choose File No file chosen — Add Document

Add Non-OPRE Approvers — New Approver — Add New — Submit Requisition

Type — Requisition # — Requisition Date — Support Document — Approvers

+ Procurement Milestone Tracking

+ Post Award : Contract Mod Information Tracking

Budget Lines Assigned to the AAP — BudgetLine Included — Add Additional BudgetLine

FY	CLIN #/CLIN Name	Line Description	Date Needed	CAN	Amount	Status	Award Action Type	Extended POP To
2021	AdminOnly/AdminOnly	Admin	04/30/2021	G99ADMN (Admin)	$0.00	OPRE	Mod - Admin ($0)	TBD

Budget Team has to retrieve and enter PSC AAP # before Project Lead can initiate approval process

Where Project Lead selects what type of procurement action they want to secure approvals for

System generates email to Lead with proc-related info and files needed for approvals

Lead forwards email to approvers

Once Lead has secured approvals, Budget Team enters info into procurement systems

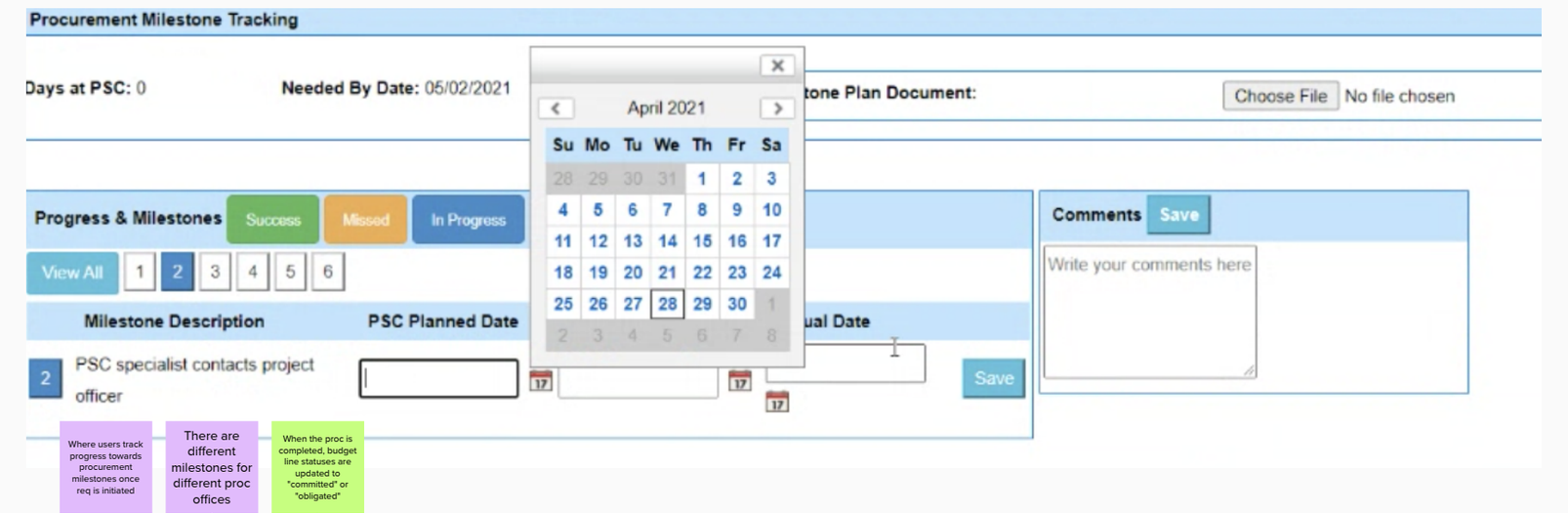
Where users track progress towards procurement milestones once req is initiated

Where users see which budget lines are included in the acq plan

Expand the Procurement Milestone Tracking section
Procurement

Procurement Milestones section

Communicate progress on procurement milestones



Procurement Milestone Tracking

Days at PSC: 0 — Needed By Date: 05/02/2021 — …tone Plan Document: Choose File No file chosen

Progress & Milestones — Success — Missed — In Progress — View All — 1 2 3 4 5 6

Milestone Description — PSC Planned Date — …ual Date

2 — PSC specialist contacts project officer — Save

April 2021

Comments — Save — Write your comments here

Where users track progress towards procurement milestones once req is initiated

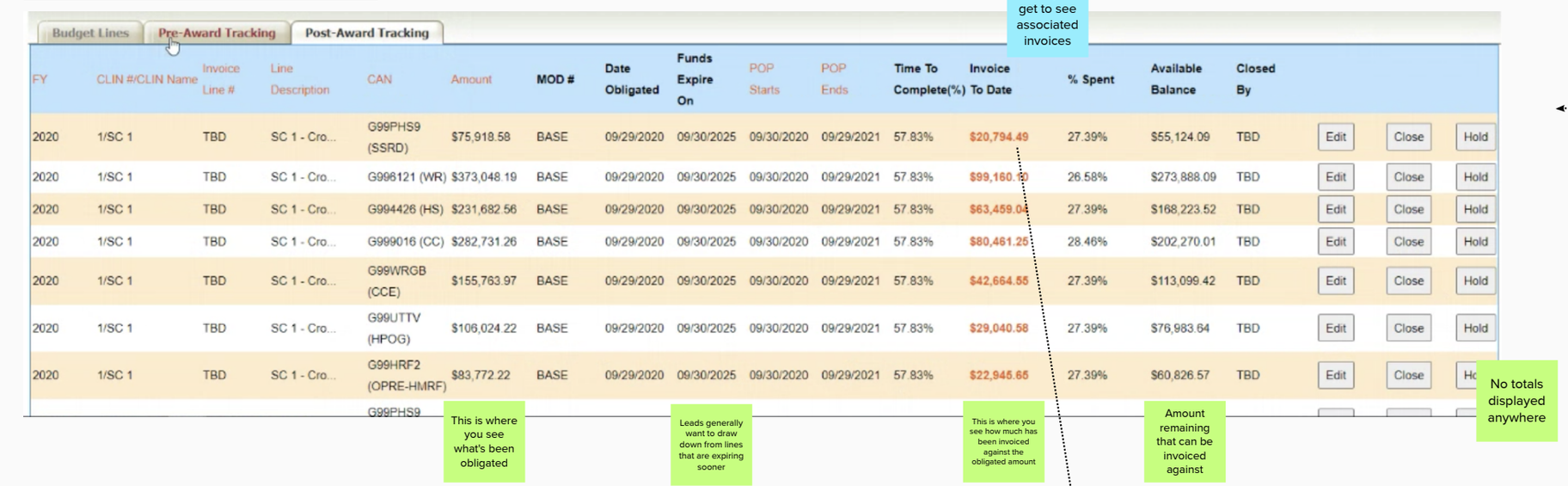
There are different milestones for different proc offices

When the proc is completed, budget line statuses are updated to "committed" or "obligated"

Click on Post-Award Tracking Tab
Budget
Invoice

Contract page - Post-Award Tracking Tab

Contract budget info: funds obligated, amount invoiced, amount remaining



Budget Lines — Pre-Award Tracking — Post-Award Tracking

FY	CLIN #/CLIN Name	Invoice Line #	Line Description	CAN	Amount	MOD #	Date Obligated	Funds Expire On	POP Starts	POP Ends	Time To Complete(%)	Invoice To Date	% Spent	Available Balance	Closed By
2020	1/SC 1	TBD	SC 1 - Cro...	G99PHS9 (SSRD)	$75,918.58	BASE	09/29/2020	09/30/2025	09/30/2020	09/29/2021	57.83%	$20,794.49	27.39%	$55,124.09	TBD
2020	1/SC 1	TBD	SC 1 - Cro...	G996121 (WR)	$373,048.19	BASE	09/29/2020	09/30/2025	09/30/2020	09/29/2021	57.83%	$99,160.10	26.58%	$273,888.09	TBD
2020	1/SC 1	TBD	SC 1 - Cro...	G994426 (HS)	$231,682.56	BASE	09/29/2020	09/30/2025	09/30/2020	09/29/2021	57.83%	$63,459.04	27.39%	$168,223.52	TBD
2020	1/SC 1	TBD	SC 1 - Cro...	G999016 (CC)	$282,731.26	BASE	09/29/2020	09/30/2025	09/30/2020	09/29/2021	57.83%	$80,461.25	28.46%	$202,270.01	TBD
2020	1/SC 1	TBD	SC 1 - Cro...	G99WRGB (CCE)	$155,763.97	BASE	09/29/2020	09/30/2025	09/30/2020	09/29/2021	57.83%	$42,664.55	27.39%	$113,099.42	TBD
2020	1/SC 1	TBD	SC 1 - Cro...	G99UTTV (HPOG)	$109,024.22	BASE	09/29/2020	09/30/2025	09/30/2020	09/29/2021	57.83%	$29,040.58	27.39%	$76,983.64	TBD
2020	1/SC 1	TBD	SC 1 - Cro...	G99HRF2 (OPRE-HMRF)	$83,772.22	BASE	09/29/2020	09/30/2025	09/30/2020	09/29/2021	57.83%	$22,945.65	27.39%	$60,826.57	TBD

How you get to see associated invoices

This is where you see what's been obligated

Leads generally want to draw down from lines that are expiring sooner

This is where you see how much has been invoiced against the obligated amount

Amount remaining that can be invoiced against

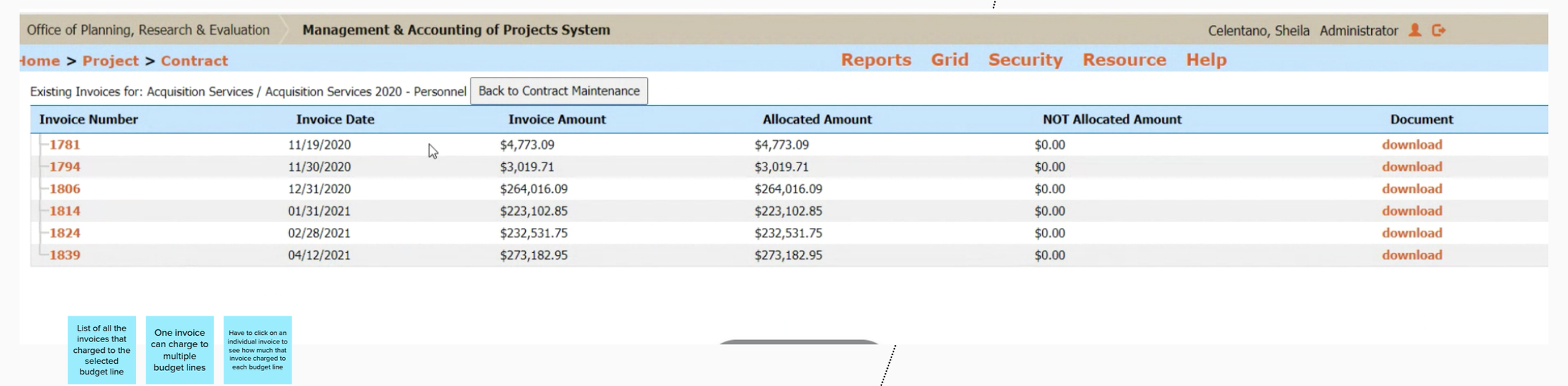
No totals displayed anywhere

Fees and shared costs not displayed

Click on Invoice to Date amount
Invoice

Invoice List page

View all the invoices that charged to a particular budget line



Office of Planning, Research & Evaluation — Management & Accounting of Projects System — Celentano, Sheila Administrator

Home > Project > Contract — Reports Grid Security Resource Help

Existing Invoices for: Acquisition Services / Acquisition Services 2020 - Personnel — Back to Contract Maintenance

Invoice Number	Invoice Date	Invoice Amount	Allocated Amount	NOT Allocated Amount	Document
1781	11/19/2020	$4,773.09	$4,773.09	$0.00	download
1794	11/30/2020	$3,019.71	$3,019.71	$0.00	download
1806	12/31/2020	$264,016.09	$264,016.09	$0.00	download
1814	01/31/2021	$223,102.85	$223,102.85	$0.00	download
1824	02/28/2021	$232,531.75	$232,531.75	$0.00	download
1839	04/12/2021	$273,182.95	$273,182.95	$0.00	download

List of all the invoices that charged to the selected budget line

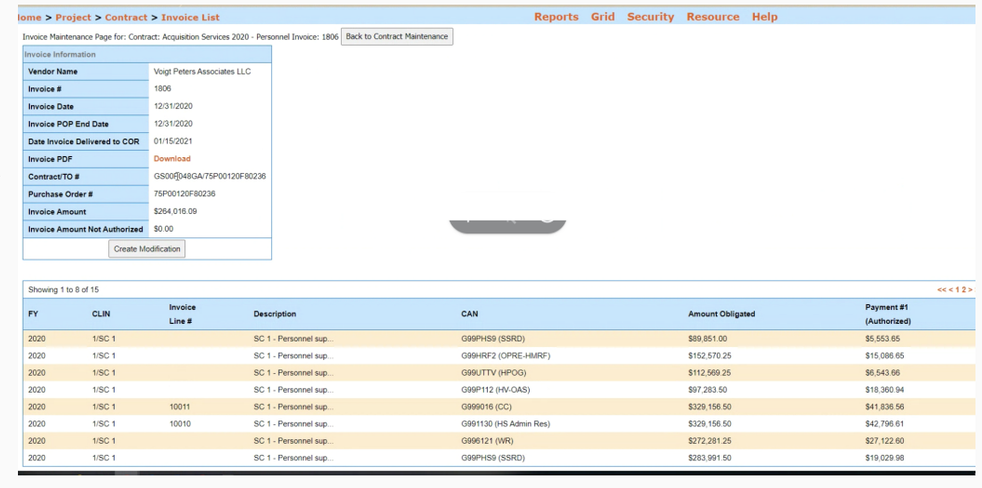
One invoice can charge to multiple budget lines

Have to click on an individual invoice to see how much that invoice charged to each budget line

Click on Invoice #
Invoice

Invoice Details page

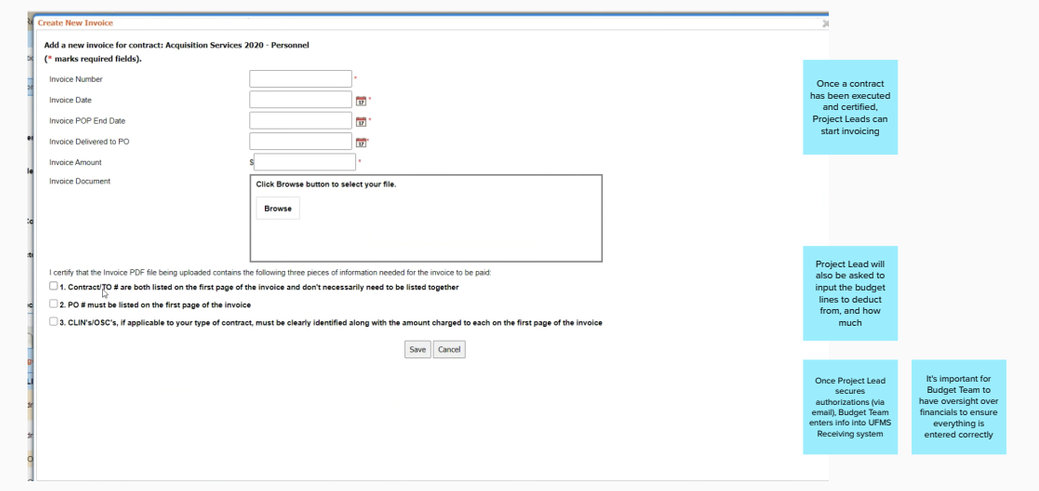
View all the budget lines that an invoice was allocated to; View invoice info



Click on Create New Invoice
Invoice

Create New Invoice modal

Enter invoice info; upload supporting docs; secure authorization



Create New Invoice

Add a new invoice for contract: Acquisition Services 2020 - Personnel
(* marks required fields).

Invoice Number	*
Invoice Date	*
Invoice POP End Date	*
Invoice Delivered to PO	
Invoice Amount	$ *
Invoice Document	Click Browse button to select your file. Browse

I certify that the Invoice PDF file being uploaded contains the following three pieces of information needed for the invoice to be paid:

☐ 1. Contract/TO # are both listed on the first page of the invoice and don't necessarily need to be listed together

☐ 2. PO # must be listed on the first page of the invoice

☐ 3. CLIN's/OSC's, if applicable to your type of contract, must be clearly identified along with the amount charged to each on the first page of the invoice

Save — Cancel

Once a contract has been executed and certified, Project Leads can start invoicing

Project Lead will also be asked to input the budget lines to deduct from, and how much

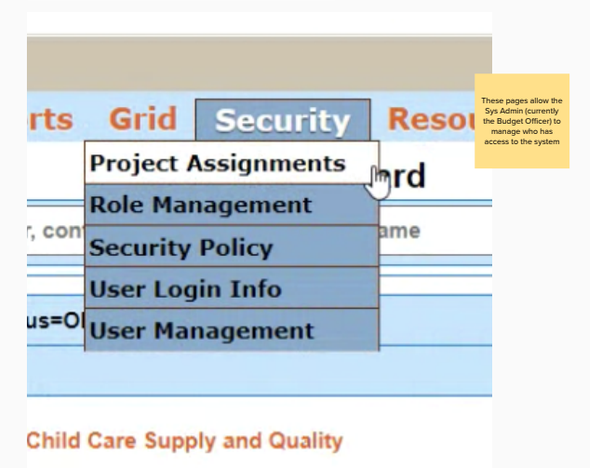
Once Project Lead secures authorizations (via email), Budget Team enters info into UFMS Receiving system

It's important for Budget Team to have oversight over financials to ensure everything is entered correctly

Click on Security
Sys Admin

Security list

Manage users, roles, permissions



Grid — Security — Resou…

Project Assignments

Role Management

Security Policy

User Login Info

User Management

Child Care Supply and Quality

These pages allow the Sys Admin (currently the Budget Officer) to manage who has access to the system

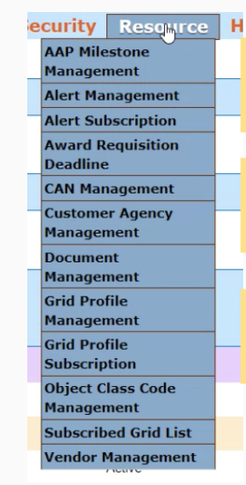
There are a handful of roles, and the Sys Admin can specify what functionality each role has access to

The Sys Admin can assign a person to a project, which gives them access to that project's data

Click on Resources
Sys Admin

Resources list

Configure system data



Security — Resource — H

AAP Milestone Management

Alert Management

Alert Subscription

Award Requisition Deadline

CAN Management

Customer Agency Management

Document Management

Grid Profile Management

Grid Profile Subscription

Object Class Code Management

Subscribed Grid List

Vendor Management

These pages allow the Budget Officer to enter common data, like a list of agencies, a list of vendors, and a list of procurement (AAP) milestones

CAN account information is entered by Budget Officers

Other users do not have access to CAN info other than through reports

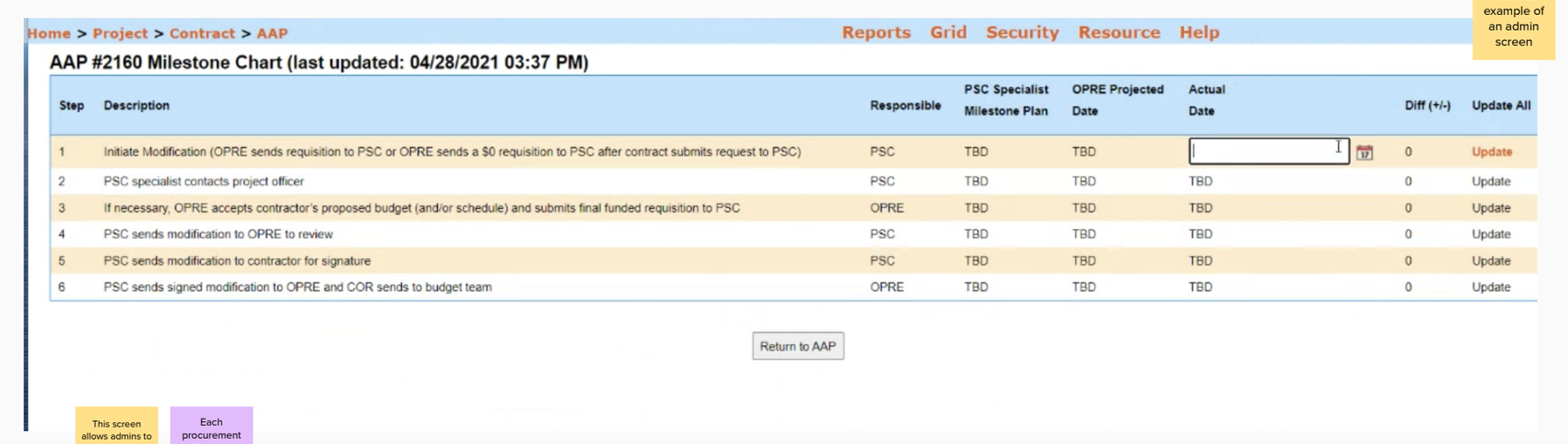
Grid profiles are saved filter and column configurations for grid reports

Budget officers create these profiles and manage who has access to them

Click on AAP Milestones
Sys Admin

AAP Milestone Chart

Configure milestones for each procurement shop



Home > Project > Contract > AAP — Reports Grid Security Resource Help

AAP #2160 Milestone Chart (last updated: 04/28/2021 03:37 PM)

Step	Description	Responsible	PSC Specialist Milestone Plan	OPRE Projected Date	Actual Date	Diff (+/-)	Update All
1	Initiate Modification (OPRE sends requisition to PSC or OPRE sends a $0 requisition to PSC after contract submits request to PSC)	PSC	TBD	TBD		0	Update
2	PSC specialist contacts project officer	PSC	TBD	TBD	TBD	0	Update
3	If necessary, OPRE accepts contractor's proposed budget (and/or schedule) and submits final funded requisition to PSC	OPRE	TBD	TBD	TBD	0	Update
4	PSC sends modification to OPRE to review	PSC	TBD	TBD	TBD	0	Update
5	PSC sends modification to contractor for signature	PSC	TBD	TBD	TBD	0	Update
6	PSC sends signed modification to OPRE and COR sends to budget team	OPRE	TBD	TBD	TBD	0	Update

Return to AAP

This is an example of an admin screen

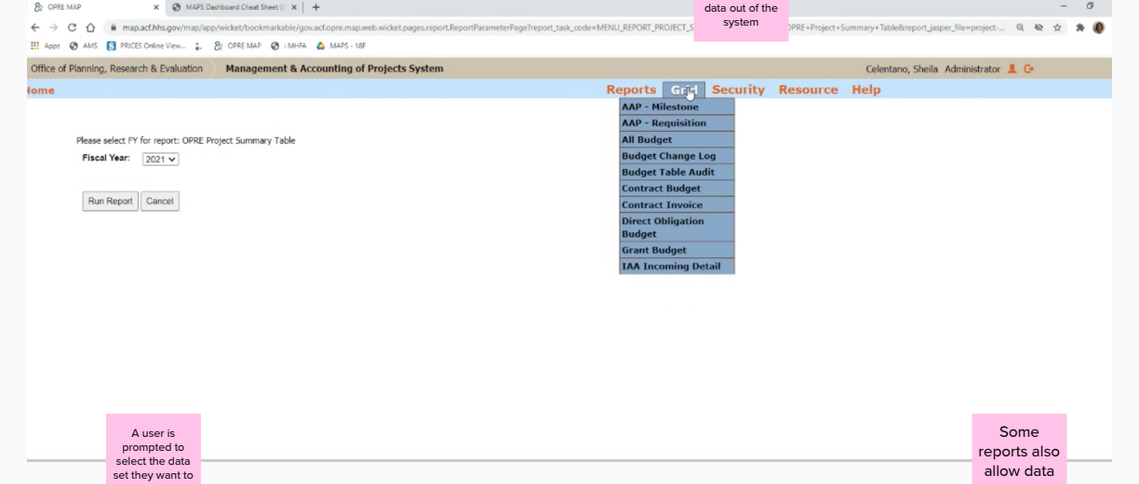
This screen allows admins to specify the milestones they want to track

Each procurement office has a different set of milestones

Click on Grid
Reporting

Grid list

Access grid (tabular) reports



Office of Planning, Research & Evaluation — Management & Accounting of Projects System — Celentano, Sheila Administrator

Reports Grid Security Resource Help

AAP - Milestone; AAP - Requisition; All Budget; Budget Change Log; Budget Table Audit; Contract Budget; Contract Invoice; Direct Obligation Budget; Grant Budget; IAA Incoming Detail

Please select FY for report: OPRE Project Summary Table

Fiscal Year: 2021

Run Report — Cancel

These tabular reports allow users to pull data out of the system

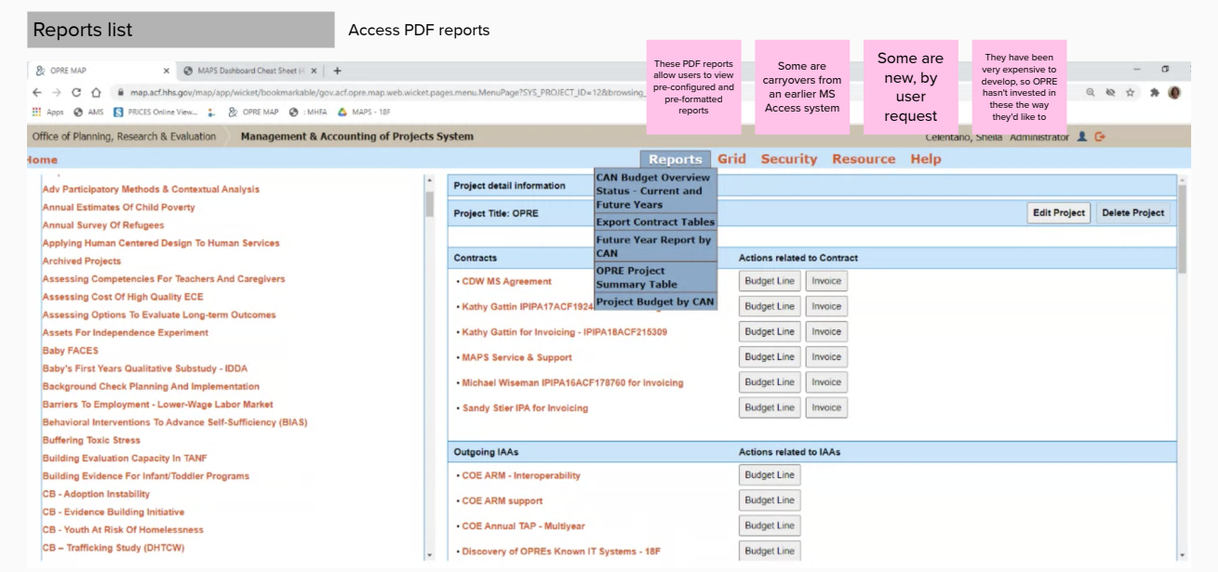
A user is prompted to select the data set they want to report on

Some reports also allow data entry

Click on Reports
Reporting

Reports list

Access PDF reports



Office of Planning, Research & Evaluation — Management & Accounting of Projects System — Celentano, Sheila Administrator

Reports Grid Security Resource Help

CAN Budget Overview Status - Current and Future Years; Export Contract Tables; Future Year Report by CAN; OPRE Project Summary Table; Project Budget by CAN

Project detail information — Project Title: OPRE — Edit Project — Delete Project

Contracts: CDW MS Agreement; Kathy Gattin IPIPA17ACF1924…; Kathy Gattin for Invoicing - IPIPA18ACF215309; MAPS Service & Support; Michael Wiseman IPIPA16ACF178760 for Invoicing; Sandy Stier IPA for Invoicing — Actions related to Contract: Budget Line, Invoice

Outgoing IAAs: COE ARM - Interoperability; COE ARM support; COE Annual TAP - Multiyear; Discovery of OPREs Known IT Systems - 18F — Actions related to IAAs: Budget Line

These PDF reports allow users to view pre-configured and pre-formatted reports

Some are carryovers from an earlier MS Access system

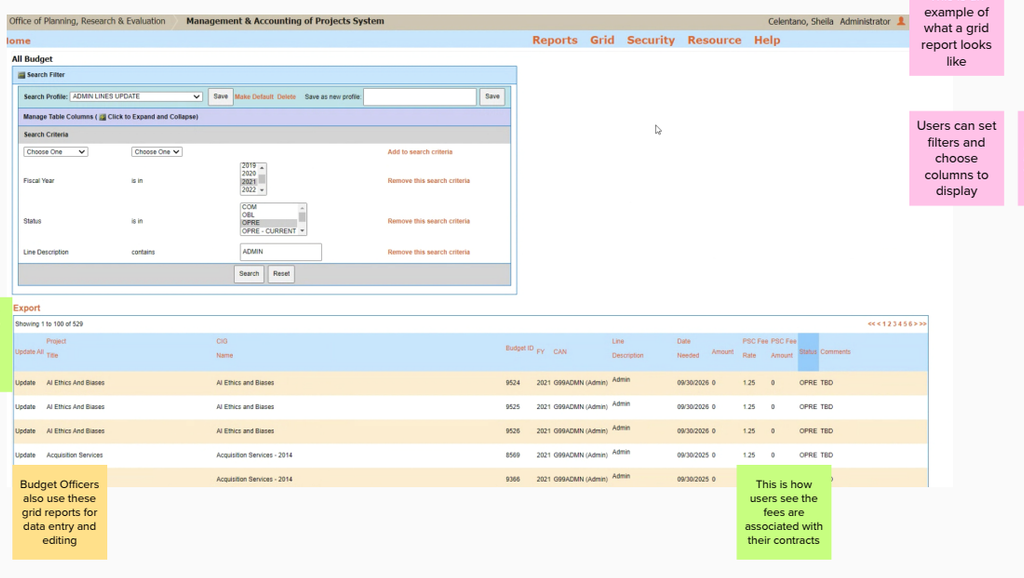
Some are new, by user request

They have been very expensive to develop, so OPRE hasn't invested in these the way they'd like to

Click on All Budget
Budget
Reporting
Sys Admin

All Budget grid

An example of a grid report; this one provides financial data on all budget lines



This is an example of what a grid report looks like

Users can set filters and choose columns to display

Users can also load a Grid Profile (if they are subscribed to it), which loads a saved grid configuration

Admins can create and save Grid Profiles

Users have to export so they can create spreadsheets that display totals

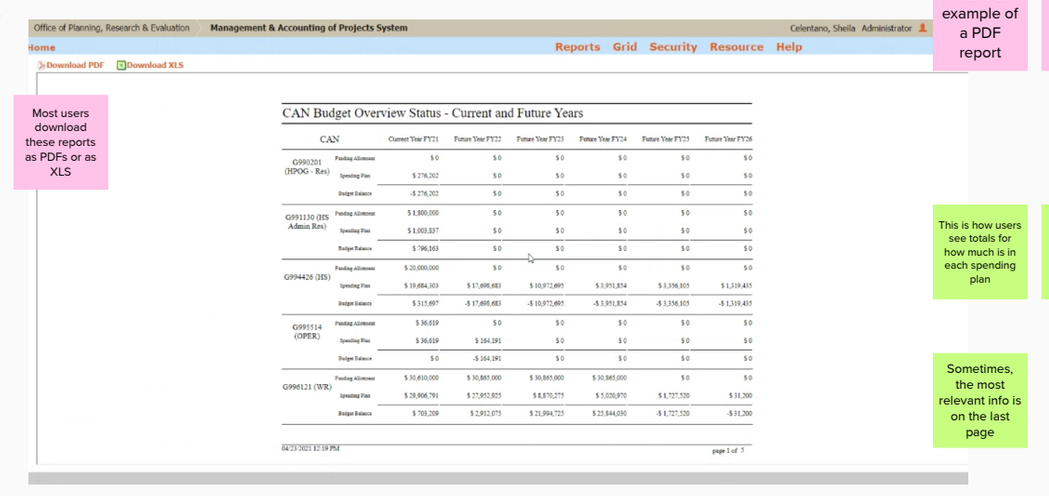
Budget Officers also use these grid reports for data entry and editing

This is how users see the fees are associated with their contracts

Click on CAN Budget Overview Status
Budget
Reporting

CAN Budget Overview Status Report

An example of a PDF report; this one provides CAN funded amounts and spending plan amounts for the current years and 5 years out



CAN Budget Overview Status - Current and Future Years

This is an example of a PDF report

Users cannot configure or customize these reports

Most users download these reports as PDFs or as XLS

This is how users see totals for how much is in each spending plan

This is how users see how spending plan amounts compare to the amount funded in the CAN

Sometimes, the most relevant info is on the last page

Contract details; vendor details; budget info; invoicing info; procurement plans