

**SECTION 231 -- SENDING THE ANNUAL PROGRAM PERFORMANCE REPORT TO THE
PRESIDENT AND CONGRESS.**

231 Sending the annual program performance report to the President and Congress.

Summary of Requirement: The agency head must send the annual report to the President and Congress not later than six months after the end of the fiscal year covered by the report.

Every agency submitting an annual plan to Congress must prepare and transmit an annual report for the fiscal year covered by the plan. An annual report need not be prepared if an agency ceases operations prior to the transmittal date.

Your annual report must be transmitted not later than six months following the end of the fiscal year covered by the report. For the annual report for fiscal year 1999, this date will be March 31, 2000. Reports may be transmitted earlier. If you combine the annual report with either the accountability report or the annual plan, the combined document must be transmitted by the March 31 date.

Your annual report is sent to the President and Congress. GPRA requires that the report be transmitted by the head of your agency.

A copy of your annual report to the President is sent to the Director of OMB; this should be noted in your transmittal letter to the President. An advance copy of the report is sent to the appropriate Resource Management Office in OMB at least ten days before its transmittal.

Please note that in preparing the President's budget for FY 2001, OMB will use actual performance information for FY 1999 as it appears in your annual plan. The data on actual FY 1999 performance must be consistent between the annual report and annual plan, and both annual plan and report data must be consistent with the President's budget.

Your transmittal letters to Congress are addressed to the Speaker of the House of Representatives and the President pro tempore of the Senate. Copies of the Congressional transmittal are sent to the chairmen and ranking minority members of the budget committees, relevant authorization and oversight committees, appropriation subcommittees, and the chairman and ranking minority member of the Senate Committee on Governmental Affairs and the House Government Reform Committee. At a minimum, you should provide a copy of the annual report to all those in Congress receiving a copy of your agency's annual plan.

An agency combining the annual report with its accountability report must send the combined report to the President and Congress as specified above. This will expand the customary distribution of the accountability report.

If you choose to combine your annual report with your annual plan, changes to your customary distribution for this plan may be needed. A combined plan and report must be sent to the Speaker of the House and the President pro tempore of the Senate. (Annual plans need not be sent to these officials.) The transmitting

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official for the combined plan and report must be the agency head. (Annual plans may be sent to Congress by an official other than the agency head; see section 220.2.) Agencies should coordinate with the appropriate OMB Resource Management Office on a schedule for providing an advance copy of the combined annual plan and report.

Following its transmittal to the President and Congress, your agency's annual report should be made available to the public. You are encouraged to use electronic means to make the report readily accessible; for example, by posting it on the WorldWideWeb.