

CHAPTER 4. INFORMATION TECHNOLOGY POLICIES

4-1. Policies.

- a. The provision of information technology for the Department will include the most cost-effective mix of centralized mainframe computing capability and teleprocessing networks augmented by distributed office automation technology and systems, including Local Area Networks. Although most of HUD's programs and services to the public are delivered locally, they are initiated and directed from Headquarters Program Managers. HUD's principal ADP processing services are centralized in order to meet the following objectives:
 - (1) Provide support for centralized program management.
 - (2) Provide a standard processing platform in support of Field Offices.
 - (3) Take advantage of economies of scale.
 - (4) Provide for centralized availability of multi-disciplined technical expertise.
 - (5) Accommodate effective accomplishment of large scale systems development activities.
 - (6) Ensure standardization, and preclude redundant systems development efforts.
- b. Annual multiyear strategic planning processes will be established for acquiring and operating information technology that meet program and mission needs, reflect budget constraints, and form the basis for automation budget requests.
- c. Information processing needs will be met through interagency sharing and/or from commercial sources, when it is cost-effective and before acquiring new information processing capacity. Likewise, HUD will share available information

processing capacity with other agencies to the extent practicable and legally permissible.

- d. Information technology will be acquired in a

competitive manner that minimizes total life-cycle costs.

- e. The Department will promote effective and efficient use of ADP resources. In doing so, HUD will account for the full costs of operating information technology facilities and recover such costs from Government users.
- f. HUD managers will seek opportunities to improve the operation of Departmental programs or to realize savings for the Government and the public through the application of up-to-date information technology to their information collection and dissemination activities.
- g. Information resources planning, development, and support functions will be coordinated to ensure input of all concerned organizations.
- h. Microcomputer and office automation processing technology and systems will be utilized to improve productivity and responsiveness in the execution of program functions wherever applicable and cost-effective.
- i. HUD will acquire office automation technology that assures standardization and compatibility of microcomputer and office automation equipment and software throughout the Department.
- j. Evolving micro-imaging and optical storage technology will be employed where it is determined to be cost-effective.
- k. Teleprocessing services will be managed to ensure cost-efficient and authorized use. Teleprocessing services comprise the use of computers operated by others, including the use of proprietary software and auxiliary services.
- l. Benefit-cost analyses, including analyses of several alternatives, will be performed for new information technology initiatives and existing

system modifications that are projected to cost more than 5 million dollars altogether or more than 2 million dollars in a single year. Such reports will provide background justification to annual budget submissions and IRM planning activities.

- m. The Regions will be allocated funding for the purchase of microcomputers and related equipment to support new Departmentwide ADP systems and other national initiatives.

- n. Headquarters also will budget for additional funds to meet the microcomputer requirements of individual HUD offices. These funds will be set aside to be used by Regional Administrators-Regional Housing Commissioners in accordance with Departmental priorities. This policy will permit each Region to obtain a limited number of additional microcomputers to satisfy office-specific needs. (Funding for decentralized purchases of microcomputers and related equipment will be coordinated with the Office of Procurement and Contracts.)