

## Tool 1: Table for Collecting Background Information on Programs

Step 1 of this guide directs analysts to collect background information on the fragmented, overlapping, or duplicative programs they identify. Analysts can use this background information to help identify and analyze fragmentation, overlap, and duplication among the programs.

To the extent possible, complete one table for each program identified.

**Table: Background Information on [program name]**

Background information	[Program name]
Program origin and history	[description of information collected]
Committee(s) of jurisdiction	
Budget functional classification or activity line	
Current-year appropriation or funding allocation	
Administering agency and relevant offices, bureaus, and departments within the agency	
Administrative structure/program operations (including field office and subcontractor locations, and funding channels and mechanisms)	
Purpose, goals, and activities performed	
Intended beneficiaries or customers	

Source: GAO. | GAO-15-49SP

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Potential sources of background information for programs included in a fragmentation, overlap, and duplication review include the following:

- **Program origin and history:** Legal sources, such as authorizing legislation and other provisions in the U.S. Code, committee reports, and legislative history; nonagency sources; media sources.
- **Committee(s) of jurisdiction:** Legal sources, such as authorizing and appropriating legislation, legislative history; nonagency sources; media sources.
- **Budget function classification or activity line:** Legal sources, including appropriating legislation; agency sources, including budget documents.
- **Current-year appropriation or funding allocation:** Legal sources, including appropriating legislation; agency sources, including budget documents.
- **Administering agency and relevant offices, bureaus, and departments within the agency:** Legal sources, such as authorizing legislation and other provisions in the U.S. Code; agency sources, including organizational charts and program guidance.
- **Administrative structure/program operations:** Legal sources, such as authorizing legislation and other provisions in the U.S. Code, Code of Federal Regulations, and *Federal Register* Notices; agency sources, such as organizational charts and program guidance; nonagency sources; media sources.
- **Purpose and goals:** Legal sources, such as authorizing legislation and other provisions in the U.S. Code, and legislative histories; agency sources, such as strategic plans, performance plans, performance reports, and budget documents; nonagency sources; media sources.
- **Intended beneficiaries or customers:** Legal sources, such as authorizing legislation and other provisions in the U.S. Code; agency sources; nonagency sources; media sources.
- **Eligibility or participation requirements:** Legal sources, such as authorizing legislation and other provisions in the U.S. Code; agency sources, such as program guidance; nonagency sources; media sources.