

Strategic Plan FY 2012 – FY 2016

Division of Administration

**Office of General Services - Louisiana Federal
Property Assistance Agency**

Division of Administration

Philosophy

The Division of Administration will promote integrity, quality and efficiency in the daily administration of state government and in the implementation of the policies and initiatives of the Blanco administration by encouraging collaboration among state agencies to maximize existing resources.

Vision

An effective, efficient state government, focused on improving the quality of life for all Louisiana citizens.

Mission

To provide innovative and effective management, financial and policy direction and services to the various departments of state government, resulting in high quality, performance driven services to Louisiana's citizens.

Louisiana Federal Property Assistance Agency

Mission

The primary function of the Federal Property Assistance Program is to re-utilize the tax dollar by putting federal property that is no longer needed by the federal government into the hands of Louisiana entities. This surplus property may be used by all eligible donees in public and private education, public and private health facilities, cities, parish and state governments, qualified 501 non-profit organizations, and SBA (8A) contractors.

GOAL: 1 To maximize the percentage of Federal surplus property donated annually within Louisiana by assuring the efficient and equitable distribution of property allocated.

Objective: 1:1 To maintain donations of 60 percent of the federal surplus property allocated to Louisiana annually through June 30, 2016.

Strategy 1:1:1 Proactively determine the types of property desired by clients, locate it, and contact them when it becomes available.

Principal Clients:

1. State and local government agencies
2. Eligible non-profit and tax-exempt organizations
3. Educational (approved, accredited or licensed public, or non-profit institution)
4. Public health institutions
5. Eligible SBA (8A) contractors

External Factors:

1. Availability of federal surplus property
2. Condition of available property
3. Priority allocations by GSA to federal agencies
4. Unforeseen natural disasters (weather, hurricanes, etc) or cataclysmic events (terrorist attacks, oil spills)
5. Budgetary constraints of donees
6. Current world situation; war in Iraq and Afghanistan

Duplication of Efforts:

Louisiana Federal Property Assistance Agency (LFPAA) is the only agency in the state that is permitted to receive and distribute federal surplus property and is governed by Public Law 94-519. It is frequently confused with Louisiana Property Assistance Agency (LPAA), which handles only state surplus property.

Goal 1**Objective 1****Performance Indicators**

Objective	Input	Output	Efficiency	Outcome	Quality
To donate 60% of Federal Surplus property allocated to Louisiana.	Total \$ amount of inventory received.	Total \$ amount of inventory donated.	Percent (%) of inventory donated.	Percent (%) of inventory donated.	<i>This P.I is not required by the Act but can reflect an eye toward Customer Service</i>

Action Plan for Louisiana Federal Property Assistance Agency

Program: Ancillary – Louisiana Federal Property Assistance Agency

GOAL 1 : To maximize the percentage of Federal surplus property donated annually within Louisiana by assuring the efficient and equitable distribution of property allocated.

Objective 1:1 To maintain donations of 60 percent of the federal surplus property allocated to Louisiana annually through June 30, 2016.

Strategy 1:1:1 Proactively determine the types of property desired by clients, locate it, and contact them when it becomes available.

Person Responsible for Strategy John Medica, Jr. Timeframe by June 30, 2016 Cost Unknown

Action Plan Steps	Person(s) Responsible	Time Frame	Resources Needed
1. Maintain & improve computerized donee (clients) "wants lists" to better determine donees' needs.	Program Compliance Officer Manager	Ongoing	Computer and staff
2. Search for (screen) and request (freeze surplus property) via internet using U.S. General Services Administration's (GSA), Federal Disposal System (FEDS) and U.S. Department of Defense's (DOD), Defense Reutilization and Marketing Service (DRMS).	Program Compliance Officer Manager and Compliance Officers	Ongoing daily	Computer and staff
3. Maintain contacts and improve communications with GSA and DOD personnel.	Assistant Director and Program Compliance Officer Manager	Daily	Computer, Software Assistance & Staff
4. Physically screen for property in other regions.	Compliance Officers	Weekly	Staff and transportation
5. Improve communications with Donees via website and email.	Program Compliance Officer Manager & Staff	Ongoing	Staff and computer

Tracking Form for Action Plan for Louisiana Federal Property Assistance Agency

Program: Ancillary – Louisiana Federal Property Assistance Agency

GOAL 1 : To maximize the percentage of Federal surplus property donated annually within Louisiana by assuring the efficient and equitable distribution of property allocated.

Objective 1:1 To maintain donations of 60 percent of the federal surplus property allocated to Louisiana annually through June 30, 2016.

Strategy 1:1:1 Proactively seek out property desired by clients and contact them when it becomes available.

Person Responsible for Strategy John Medica, Jr. Timeframe by June 30, 2016 Cost Unknown

Action Plan Steps	Status	Comments
1. Maintain & improve computerized donee (clients) "wants lists" to better determine donees' needs.	OS	
2. Search for (screen) and request (freeze surplus property via internet using U.S. General Services Administration's (GSA), Federal Disposal System (FEDS) and U.S. Department of Defense's (DOD), Defense Reutilization and Marketing Service (DRMS).	OS	
3. Maintain contacts and improve communications with GSA and DOD personnel.	OS	
4. Physically screen for property in other regions.	OS	
5. Improve communications with Donees via website and email.	OS	

STATUS Codes: **OS**- On Schedule **AOS**-Ahead of Schedule **DL**-Delayed **CAN**-Cancelled **PS**-In Planning Stage

PERFORMANCE INDICATOR DOCUMENTATION

Program: Louisiana Federal Property Assistance Agency

Objective: To donate of 60 percent of the federal surplus property allocated to Louisiana annually by June 30, 2016.

Indicator: Total dollar amount of inventory received

1. What is the type of the indicator? Input
2. What is the rationale for the indicator? It reflects the actual dollar amount of inventory received.
3. What is the source of the indicator? How reliable is the source? The initial value of inventory is the Federal government's original acquisition cost. The value is normally reliable. In the event the value is not accurate a process is in place to make corrections.
4. What is the frequency and timing of collection or reporting? Quarterly
5. How is the indicator calculated? It is the sum of the original acquisition costs of property received each quarter. Is this a standard calculation? Yes, it is obtained from the 3040 Report required by the federal government.
6. Does the indicator contain jargon, acronyms, or unclear terms? If so, clarify or define them. No
7. Is the indicator an aggregate or disaggregate figure? Aggregate
8. Who is responsible for data collection, analysis, and quality? The Administrative Coordinator 4 is responsible for the data collection and quality. The Assistant Director analyzes the information prior to it being submitted for federal review.
9. Does the indicator have limitations or weaknesses if so, explain. No. Is the indicator a proxy or surrogate? No. Does the source of the data have a bias or agenda? No, it is the federal government's accountability system for LFPAA.
10. How will the indicator be used in management decision making and other agency processes? The indicator is used to focus our resources more efficiently.

PERFORMANCE INDICATOR DOCUMENTATION

Program: Louisiana Federal Property Assistance Agency

Objective: To donate 60 percent of the federal surplus property allocated to Louisiana annually by June 30, 2016.

Indicator: Total dollar amount of inventory donated

1. What is the type of the indicator? Output
2. What is the rationale for the indicator? It reflects the dollar amount of inventory donated.
3. What is the source of the indicator? The initial value of inventory is the Federal government's original acquisition cost. How reliable is the source? The value is normally reliable. In the event a value is not accurate a process is in place to make adjustments.
4. What is the frequency and timing of collection or reporting? Quarterly
5. How is the indicator calculated? It is the sum of the original acquisition costs of property donated each quarter. Is this a standard calculation? Yes, it is obtained from the 3040 Report required by the federal government.
6. Does the indicator contain jargon, acronyms, or unclear terms? If so, clarify or define them. No
7. Is the indicator an aggregate or disaggregate figure? Aggregate
8. Who is responsible for data collection, analysis, and quality? The Administrative Coordinator 4 is responsible for the data collection and quality. The Assistant Director analyzes the information prior to it being submitted for federal review.
9. Does the indicator have limitations or weaknesses if so, explain. No. Is the indicator a proxy or surrogate? No. Does the source of the data have a bias or agenda? No, it is the federal government's accountability system for LFPAA.
10. How will the indicator be used in management decision making and other agency processes? The indicator is used to focus our resources more efficiently.

PERFORMANCE INDICATOR DOCUMENTATION

Program: Louisiana Federal Property Assistance Agency

Objective: To donate of 60 percent of the federal surplus property allocated to Louisiana annually by June 30, 2016.

Indicator: Percent of inventory donated

1. What is the type of the indicator? Outcome
2. What is the rationale for the indicator? It is a measurement of how successfully LFPAA donates the property it receives.
3. What is the source of the indicator? The dollar amount of property donated divided by the dollar amount of property received expressed in a percentage. How reliable is the source? The source is reliable due to federal guidelines and oversight.
4. What is the frequency and timing of collection or reporting? Quarterly
5. How is the indicator calculated? It is the amount of property donated divided by the amount of property received expressed in a percentage. Is this a standard calculation? Yes.
6. Does the indicator contain jargon, acronyms, or unclear terms? If so, clarify or define them. No
7. Is the indicator an aggregate or disaggregate figure? Aggregate
8. Who is responsible for data collection, analysis, and quality? The Administrative Coordinator 4 is responsible for the data collection and quality. The Assistant Director analyzes the information prior to it being submitted for federal review.
9. Does the indicator have limitations or weaknesses if so, explain. No. Is the indicator a proxy or surrogate? No. Does the source of the data have a bias or agenda? No, it is the federal government's accountability system for LFPAA.
10. How will the indicator be used in management decision making and other agency processes? The indicator is used to focus our resources more efficiently.

STRATEGIC PLANNING PROCESS

This plan was developed using a/an:

- Review of the data reported to LaPAS for the last 5 years for both key performance indicators.
- Internal review of LFPAA's net income statements for the last three years.