

# **Strategic Plan FY 2009 – FY 2013**

## **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 and qualified 501 (c) 3 non-profit organizations.

**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 50 percent of the federal surplus property allocated to Louisiana annually through June 30, 2013.

**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. Public health institutions
4. Educational (approved, accredited or licensed public, or non-profit institution)

**External Factors:**

1. Current world situation; war in Iraq and Afghanistan
2. No control over GSA allocation process
3. Availability of federal surplus property
4. Condition of available property
5. Budgetary constraints of donees
6. Inability to physically determine condition of property screened by computer
7. Inaccurate or incomplete property data available on FEDS and DRMS web sites
8. Unforeseen natural disasters (weather, hurricanes, etc) or cataclysmic events (terrorist attacks, war)

**Duplication of Efforts:**

Louisiana Federal Property Assistance Agency (LFPAA) is the only agency in the state that receives and distributes 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**

<b>Objective</b>	<b>Input</b>	<b>Output</b>	<b>Efficiency</b>	<b>Outcome</b>	<b>Quality</b>
To donate 50% 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 50 percent of the federal surplus property allocated to Louisiana annually through June 30, 2013.

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, 2013 Cost Unknown

Action Plan Steps	Person(s) Responsible	Time Frame	Resources Needed
1. Develop computerized donee (clients) "wants lists" to better determine donees' needs.	Compliance Officer Supervisor	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).	Compliance Officer Supervisor and Compliance Officer	Ongoing daily	Computer and staff
3. Maintain contacts and improve communications with GSA and DOD personnel.	Assistant Director and Compliance Officer Supervisor	Daily	Staff
4. Physically screen for property in other regions.	Compliance Officer and Compliance Officer Supervisor	Weekly	Staff and transportation
5. Improve communications with Donees via e-mail.	Administrative Specialist I	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 50 percent of the federal surplus property allocated to Louisiana annually through June 30, 2013.

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, 2013 Cost Unknown

Action Plan Steps	Status	Comments
1. Develop computerized donee (clients) "wants lists" to better determine donees' needs.		
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).		
3. Maintain contacts and improve communications with GSA and DOD personnel.		
4. Physically screen for property in other regions.		
5. Improve communications with Donees via e-mail.		

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 maintain donations of 50 percent of the federal surplus property allocated to Louisiana annually by June 30, 2013.

Indicator: Total dollar amount of inventory received

1. What is the type of the indicator? Input

2. What is the rationale for the indicator? 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 assessed by the Federal government and is called "acquisition cost". Federal law requires federal property inventory to be assessed at a 0 – 50% donation value. Louisiana Federal Property Assistance Agency has an employee whose job duties are to apply a value utilizing federal guidelines.

4. What is the frequency and timing of collection or reporting? Daily

5. How is the indicator calculated? Is this a standard calculation? It is a standard calculation from a computerized federal program entitled 3040.

6. Does the indicator contain jargon, acronyms, or unclear terms? If so, clarify or define them. The indicator contains the acronym LFPAA for the agency's name, which is Louisiana Federal Property Assistance Agency. The word donated is used in replacement of the word sold. This program is a donation program, a handling charge is applied to each donation in a normal business operation, this would be considered a sale. We have been discouraged from using the word sale because it is a donation program which is not free.

7. Is the indicator an aggregate or disaggregate figure? Aggregate

8. Who is responsible for data collection, analysis, and quality? The Administrative Specialist 1 is responsible for the data collection, analysis and quality.

9. Does the indicator have limitations or weaknesses if so, explain. Is the indicator a proxy or surrogate? Does the source of the data have a bias or agenda? The indicator has a weakness, in that it can't be projected accurately because we do not know what will become available or its value. Projections are based on historical data but will be adjusted.

10. How will the indicator be used in management decision making and other agency processes? The indicator determines what dollar amount is available for donation. It is also needed to assess the donation value. LFPAA's budget is directly impacted by the funds received from donations.

## PERFORMANCE INDICATOR DOCUMENTATION

Program: Louisiana Federal Property Assistance Agency

Objective: To donate 50 percent of the federal surplus property allocated to Louisiana annually by June 30, 2013.

Indicator: Total dollar amount of inventory donated

1. What is the type of the indicator? Output
2. What is the rationale for the indicator? Reflects the actual dollar amount of inventory donated.
3. What is the source of the indicator? How reliable is the source?

The initial value of inventory is assessed by the Federal government and is called "acquisition cost". Federal law requires federal property inventory to be assessed at a 0 – 50% donation value. Louisiana Federal Property Assistance Agency has an employee whose job duties are to apply a value utilizing federal guidelines.

4. What is the frequency and timing of collection or reporting? Daily
5. How is the indicator calculated? Is this a standard calculation? It is a standard calculation from a computerized federal program entitled 3040.
6. Does the indicator contain jargon, acronyms, or unclear terms? If so, clarify or define them. The indicator contains the acronym LFPAA for the agency's name, which is Louisiana Federal Property Assistance Agency. The word donated is used in replacement of the word sold. This program is a donation program, a handling charge is applied to each donation in a normal business operation, this would be considered a sale. We have been discouraged from using the word sale because it is a donation program which is not free.
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10. How will the indicator be used in management decision making and other agency processes? The indicator determines what dollar amount is available for donation. It is also needed to assess the donation value. LFPAA's budget is directly impacted by the funds received from donations.

## PERFORMANCE INDICATOR DOCUMENTATION

Program: Louisiana Federal Property Assistance Agency

Objective: To maintain donations of 50 percent of the federal surplus property allocated to Louisiana annually by June 30, 2013.

Indicator: Percent of inventory donated

1. What is the type of the indicator? Outcome

2. What is the rationale for the indicator? Reflects the percent of property received over property donated.

3. What is the source of the indicator? How reliable is the source? The initial value of inventory is assessed by the Federal government and is called "acquisition cost". Federal law requires federal property inventory to be assessed at a 0 – 50% donation value. Louisiana Federal Property Assistance Agency has an employee whose job duties are to apply a value utilizing federal guidelines.

4. What is the frequency and timing of collection or reporting? Daily

5. How is the indicator calculated? Is this a standard calculation? The standard calculation is to divide the property received by the property donated.

6. Does the indicator contain jargon, acronyms, or unclear terms? If so, clarify or define them. The indicator contains the acronym LFPAA for the agency's name, which is Louisiana Federal Property Assistance Agency. The word donated is used in replacement of the word sold. This program is a donation program, a handling charge is applied to each donation in a normal business operation, and this would be considered a sale. We have been discouraged from using the word sale because it is a donation program, which is not free.

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## **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.
- SWOT Analysis