

**Federal Property
Assistance Agency
Division of Administration**



**Strategic Plan
FY 2023-2024 to FY 2027-2028**

**RICHARD JANIS
DIRECTOR**

Table of Contents

Vision, Mission, and Philosophy 3

GOAL I 4

 Action Plan 5

 Tracking Form 7

Performance Indicator Documentation 8

Strategic Planning Process 11

VISION STATEMENT

The primary function of the Federal Property Assistance Program is to re-utilize the tax dollar by putting federal property 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 qualified SBA 8a contractors.

MISSION STATEMENT

To re-utilize tax dollars by putting federal surplus property into the hands of qualified Louisiana entities.

PHILOSOPHY

To make sustainable decisions that benefit the customers of Louisiana Federal Property Assistance Agency (LFPAA) and the State of Louisiana in the most effective manner. To promote and hire qualified, professional personnel to carry out the Department's mission in a manner that fully reflects Louisiana Federal Property Assistance Agency's (LFPAA) commitment to integrity, teamwork and stewardship of the programs we administer.

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, 2028.

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; deployment of troops worldwide

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.

STATE OF LOUISIANA
 FEDERAL PROPERTY ASSISTANCE AGENCY

Action Plan for Louisiana Federal Property Assistance Agency

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>

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, 2028.

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

STATE OF LOUISIANA

FEDERAL PROPERTY ASSISTANCE AGENCY

Person Responsible for Strategy: Richard Janis

Timeframe: by June 30, 2028

Cost: Relative to property received

Action Plan Steps	Person(s) Responsible	Time Frame	Resources Needed
1. Maintain & improve computerized donee (clients) "wants lists" to better determine donees' needs.	Assistant Director, Program Compliance Office Manager & Staff	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).	Assistant Director, Program Compliance Office Manager and Compliance Officers	Ongoing daily	Computer and staff
3. Maintain contacts and improve communications with GSA and DOD personnel.	Assistant Director, Program Compliance Office Manager & Staff	Daily	Computer, Software Assistance & Staff
4. Physically screen for property in other regions.	Assistant Director, Program Compliance Office Manager & Compliance Officers	Weekly	Staff and transportation
5. Improve communications with Donees via website and email.	Assistant Director, Program Compliance Office 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, 2028.

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

Person Responsible for Strategy: Richard Janis

Timeframe: by June 30, 2028

Cost: Relative to property received

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, 2028.

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 Program Compliance Manager 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, 2028.

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 Program Compliance Manager 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, 2028.

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 Program Compliance Manager 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 five years for both key performance indicators.
- Internal review of LFPAA's net income statements for the last three years.

All documents used in the development of the strategic plan as well as the data used for the completion of quarterly performance progress reports through the Louisiana Performance Accountability System (LaPAS) will be maintained according to the records retention laws applicable to the agency.

STATE OF LOUISIANA
FEDERAL PROPERTY ASSISTANCE AGENCY



Mailing Address

P.O. Box 94095
Baton Rouge, LA 70804-9095

Physical Address

1635 Foss Street
Baton Rouge, LA 70802

Phone: (225) 342-7860

Fax: (225) 219-7703

[DOA Louisiana Federal Property Assistance Agency](#)