

DEPARTMENT OF NATURAL RESOURCES

ADMINISTRATIVE POLICY NO.: 1

EFFECTIVE DATE: AUGUST 21, 2020

SUBJECT: PERFORMANCE PROGRESS REPORTS

AUTHORIZATION: THOMAS F. HARRIS, SECRETARY

I. POLICY

The Department of Natural Resources (DNR) complies with the Louisiana Government Performance and Accountability Act by implementing performance-based budgeting practices that recognize the value of relating funding to expected performance in order to ensure efficiency and economy in the expenditure of public funds.

II. PURPOSE

This policy provides guidelines that ensure consistent compliance with La. R.S. 39:87.3 which mandates that each department receiving an appropriation in the General Appropriation Act or Ancillary Appropriation Act produce a series of performance progress reports that provide the information to the Louisiana Legislature on the department's actual progress towards achievement of performance standards for performance indicators contained within the executive budget or the executive budget supporting document.

III. APPLICABILITY

This policy applies to all Offices of DNR receiving a general and/or ancillary appropriation.

IV. DEFINITIONS

- A. Performance Indicator** - A measure of input, output, outcome, efficiency or quality used to measure performance progress and accomplishments. Performance indicators consist of two parts: indicator name and indicator value. The indicator name describes what is being measured. The indicator value is the numeric value achieved within a given measurement period.
- B. General Performance Information (GPI) Indicator** - A performance indicator that is included in the executive budget supporting document to provide valuable historic, trend or comparative data. General performance

information indicators are reported on a prior year actual basis and do not become performance standards.

- C. Key Performance Indicators** - A performance indicator that is included in the executive budget, the General Appropriation Act or the Ancillary Appropriation Act.
- D. Supporting Performance Indicators** - A performance indicator that is included in the executive budget supporting document to provide valuable supporting information, but is not key information to be passed along in the executive budget, General Appropriation Bill/Act or Ancillary Appropriation Bill/Act.
- E. Performance Standard** - The expected level of performance associated with a particular performance indicator for a particular period.
- F. Interim Performance Targets** - Annual performance standards that are divided into quarterly (for key indicators) or semi-annual (for supporting indicators) service levels.
- G. Prior Year Actual** - Actual data for the prior fiscal year.
- H. Variance** - The percentage difference between a performance standard or target and actual performance.

V. PROCEDURES

A. SUBMISSION DEADLINES FOR PROGRESS REPORTS

Every Office shall submit a performance progress report in the required format that has been reviewed, signed and dated by the Assistant Secretary/ Appointing Authority (or designee) in accordance with the following deadlines:

1. First Quarter Performance Progress Reports are due no later than October 15th. If the 15th falls on a weekend or holiday, the report is due the next work day. This report shall include quarterly targets for the key indicators, mid-year and year-end targets for supporting indicators, and actual performance for key indicators covering the period July 1st – September 30th.
2. Mid-Year Performance Progress Reports are due no later than January 15th. If the 15th falls on a weekend or holiday, the report is due the next work day. This report shall reflect activity for the key and supporting indicators covering the period July 1st – December 31st, as well as provide the final numbers for the prior year actual performance.

3. Third Quarter Performance Progress Reports are due no later than April 15th. If the 15th falls on a weekend or holiday, the report is due the next work day. This report shall reflect activity for the key indicators covering the period July 1st – March 31st.
4. Year-End Performance Progress Reports are due no later than August 15th. If the 15th falls on a weekend or holiday, the report is due the next work day. This report should reflect activity for the key, supporting and general performance information indicators covering the period July 1st – June 30th.

B. PROGRESS REPORT REQUIREMENTS

1. Performance progress reports shall be concurrently routed on or before the required submission dates to the following parties:
 - a. Original, signed reports, along with the supporting documentation from which the percentages were derived, to DNR's Internal Auditor for quarterly auditing.
 - b. Copy of signed reports to the Accounts Payable Manager in the Fiscal Services Division for entry into the LaPAS system.
2. All Performance Progress Reports shall include an explanation when a performance standard has a positive or negative variance above 5% or when a target is revised. The explanation should be placed in the note section of the performance report.
3. Every Assistant Secretary/Appointing Authority shall designate one contact person and one backup who can answer questions or secure answers regarding the performance report.

C. CHANGES TO PERFORMANCE STANDARDS

1. No Office can change a performance standard. Performance standards are set by the Legislature through the appropriation process and may be revised only through an official instrument (an approved August 15th performance standard adjustment or an approved BA-7). Only the Office of Planning and Budget (OPB) can make the actual change in the performance database. LaPAS will maintain a record documenting each revision to a performance standard and automatically display a "Y" in the "performance standard revised" cell for any revised performance standard.

2. Offices will be allowed to change performance standard targets. A change in a target shall include an explanation for the change and reflect such change by placing a "Y" in the column labeled "revised target."

VI. RESPONSIBILITY

It is the responsibility of each Assistant Secretary to assure timely and thorough compliance with the requirements of this policy.

VII. EXCEPTIONS

Exceptions to this policy require the approval of the Secretary.

VIII. QUESTIONS

Questions regarding this policy should be directed to the Fiscal Services Director.

THOMAS F. HARRIS, SECRETARY

INITIAL ISSUE DATE: 01/99

REVISION DATES: 10/05; 01/06; 03/15; 08/20