DEPARTMENT OF NATURAL RESOURCES

ADMINISTRATIVE POLICY NO: 1

EFFECTIVE DATE: January 4, 1999

SUBJECT: Performance Progress Report

AUTHORIZATION: R. S. 39:87.3

I. POLICY:

It is the policy of the Department of Natural Resource that all performance progress reports will comply with the guidelines set forth in R. S. 39:87.3.

II. PURPOSE:

To provide guidelines that ensure compliance with R.S. 39:87.3 which mandates that each agency receiving an appropriation in the General Appropriation Act or the Ancillary Appropriation Act will produce a series of performance progress reports that provide the legislature with information the agency's actual progress toward achievement of performance standards for performance indicators contained within the General Appropriation Act or the Ancillary Appropriation Act and the executive budget supporting document.

III. APPLICABILITY:

This policy applies to all sections within the Department with general appropriations and ancillary appropriations.

IV: PROCEDURES:

1. All first quarter performance progress reports are due to the Undersecretary no later than October 15th. If the 15th falls on a weekend or holiday, then the report is due the next working day. This report should include quarterly targets for key indicators, midyear and yearend targets for supporting indicators, and actual performance for key indicators covering the period July 1st - September 30th.

2. The mid-year performance progress reports are due to the Undersecretary no later than January 15th. If the 15th falls on a weekend or holiday, then the report is due the next working day. This report should reflect activity for the key and supporting indicators covering the period July 1 -December 31st as well as provide the final numbers for the prior year actual performance.

3. The third quarter performance progress report are due to the Undersecretary no later than April 15th. If the 15th falls on a weekend or holiday then the report is due the next working day. This report should reflect the activity for key indicators covering the period July 1st - March 31st

4. The yearend performance progress reports are due to the Undersecretary no later than August 15th. If the 15th falls on a weekend or holiday then the report is due the next working day. This report should reflect activity for the key, supporting and general performance information indicators covering the period July 1st - June 30th.

5. All performance progress reports will include an explanation in the notes' section of the report when a performance standard has a positive or negative variance above 5% or when a target is revised.

6. Every Office will submit one report that has been reviewed, signed and dated by the Assistant Secretary. If extenuating circumstances prevent the Assistant Secretary from reviewing and signing the report, he will designate someone within that Office to review, sign and submit it by the due date.

7. Every Assistant Secretary will designate one contact person and a backup who can answer questions or secure answers regarding the performance progress report.

8. No Office will change a performance standard value. 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 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.

9. Offices will b allowed to change performance standard targets. A change in a target, will include an explanation for the change and will reflect a change is being made by placing a Y in the column labeled revised target.

10. Performance progress reports will be audited quarterly by the Internal Auditors. A copy of the report along with the documentation should be submitted to the Internal Auditor on the same day that is delivered to the Undersecretary.

V. Definitions:

1. Performance Indicator: A measure of input, output, outcome, efficiency, or quality. They are 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.

2. 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.

3. Key Performance Indicators: A performance indicator that is included in the executive budget, the general appropriation act, or the ancillary appropriation act.

4. 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.

5. Performance Standard: The expected level of performance associated with a particular performance indicator for a particular period.

6. Interim Performance Targets: Annual performance standards that are divided into quarterly (for key indicators) or semi-annual (for supporting indicators) service levels.

7. Prior Year Actual: Actual data for the prior fiscal year.

8. Variance: The percentage difference between a performance standard or target and actual performance.

V: RESPONSIBILITY:

It is the responsibility of each Assistant Secretary or his/her designee to assure compliance with this policy.

VI: EXCLUSIONS:

There will be no exception to this policy.

VII: QUESTIONS:

Questions regarding this policy may be directed to the Undersecretary.

Scott A. Angelle, Secretary

1/12/2006

Date