



Economic Development Administration Directives System

GENERAL ADMINISTRATION & STAFF SERVICES

Directive No. 17.20

Effective Date: July 22, 2002

GOVERNMENT PERFORMANCE AND RESULTS ACT OF 1993 EDA GENERAL PROCEDURES

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ORIGINATING OFFICE: Office of Finance and Administration

17.20.01 PURPOSE

Directive 17.20 formally establishes the broad framework for Government Performance and Results Act of 1993 (GPRA) in order to assess the implementation of EDA's programs. The Directive was developed in compliance with OMB Circular A-11, and guidance from the U.S. Department of Commerce (Department), the Office of Management and Budget (OMB), and the General Accounting Office (GAO). Detailed operational guidance and procedures will be provided under separate cover as discussed in 17.20.04.

17.20.02 BACKGROUND

The Government Performance and Results Act (GPRA) of 1993 originated as a bipartisan effort to improve the accountability, productivity, and effectiveness of Federal programs. Through strategic planning, goal setting, and performance assessment, GPRA aims to enhance the efficiency of Federal programs, increase public confidence, and aid in better decision-making. Annual assessments serve the dual purpose of guiding planning decisions, and communicating the Bureau's performance and effectiveness to the public.

GPRA focuses on three primary components that create and maintain an effective management system: a multi-year strategic plan, an annual performance plan (APP), and an annual program performance report (APPR). The strategic plan for the Department of Commerce sets out its mission, its goals and objectives for implementing the mission, and the resources necessary to reach those goals. The APP is developed by the Department, which links the operations of each Bureau to the Department's long-term goals. Within the parameters of its mission and programs,

each Bureau sets performance goals and measures to achieve a balanced assessment of its programs and contribute to the over-arching Departmental goals. The Department prepares an annual program performance report (APPR) that assesses each Bureau's performance in relationship to the strategic goals of the Department and the performance goals of the Bureau. This information is used to guide future funding requests and policy development, refine performance plans, and improve day-to-day management.

Beginning with FY 1997 investments, EDA established an ongoing reporting system to track program outcomes (e.g., private investment and job creation) that resulted from long-term investments in EDA's public works and economic adjustment infrastructure and revolving loan fund programs. In FY 1999, EDA added interim and process measures to gauge progress toward long-term outcomes, and developed measures for planning and technical assistance programs, which were implemented in FY 2000. In FY 2002, EDA revised some of those interim measures, and incorporated additional measures for its planning and technical assistance programs.

17.20.03 EDA PERFORMANCE GOALS AND MEASURES

EDA's performance goals support the Department's strategic goals and objectives. EDA defines its goals by setting performance measures and annual performance targets for each goal. Performance goals, measures, targets, and results are identified and reported in the Department's Strategic Plan, Annual Performance Plan (APP), Annual Program Performance Report (APPR), Accountability Report, and Annual Budget.

The Assistant Secretary oversees the strategic planning process, including the development or incorporation of Bureau or Administration investment strategies, program policies, and initiatives. Significant policy, program, and budget initiatives or strategies may lead to new performance goals and performance measures.

17.20.04 GENERAL PROCEDURES

- a. The Assistant Secretary will issue guidance on performance measures and reporting requirements. Annual guidance will ensure that EDA performance measures and reporting instructions are consistent with EDA's Annual Performance Plan (APP) and budget resources for the current fiscal year.
- b. The Office of Finance and Administration (OFA) will recommend changes, additions or discontinuations to performance measures and annual performance targets in conjunction with EDA program performance, budget initiatives, or Departmental or stakeholder requests. The Chief Financial Officer will submit revisions to the Assistant Secretary for review and approval. OFA will review past program performance in setting annual targets. OFA will develop data collection plans for new or revised measures in accordance with Office of Management and Budget (OMB) information collection clearance procedures.

- c. A GPRA Working Group is chartered to review and assess EDA's performance measures and results. The working group will consist of one person from each regional office, one person from the Office of Program Operations, the headquarters person responsible for GPRA, and the Chief Financial Officer.
- d. Regional offices are responsible for informing investment recipients of EDA's performance measures and reporting requirements, and for providing information on performance measures at the appropriate time. Performance reporting will be implemented as an integral part of post-approval project management.
- e. Due to the evolving nature of the performance measurement system and the analysis of trend data, guidance for the detailed procedures to implement performance management and data collection will be provided in a separate document.

17.20.05 DATA COLLECTION AND REPORTING

- a. Annual Plans and Reports: The Office of Finance and Administration (OFA) oversees development of the Annual Performance Plan (APP) and the Annual Program Performance Report (APPR), Annual Accountability Report, GPRA-budget integration, and other reports and analyses. These reports will conform to the general guidance provided by the Department, and will be reviewed by EDA management prior to final submission to the Department and stakeholders.
- b. EDA performance measurement systems: The Office of Finance and Administration (OFA) is responsible for establishing performance measurement systems that provide reliable data. OFA provides guidance and support for the development of valid performance measures and reporting requirements, and manages periodic performance reviews to verify the data collected.
- c. Data collection, entry and verification: Regional Offices are responsible for timely and accurate data collection and data entry into the appropriate management information system (MIS), in accordance with the GPRA guidance provided by the Office of Finance and Administration (OFA) and Information Systems Division (ISD).
- d. Data validation: The Office of Finance and Administration (OFA) will be responsible for on-site validation of data results reported by the investment recipients. EDA will review the raw data on jobs and private investment for consistency with current reporting standards. EDA will conduct random on-site reviews to validate the reported performance data. Specific validation procedures and project selection criteria are provided under separate cover.
- e. Outreach and training: The Office of Finance and Administration (OFA) provides outreach and training for EDA staff and investment recipients as needed to improve the reliability of data and reporting systems, and promote a better understanding of the purpose and use of performance measures.
- f. Program Evaluation: EDA may conduct evaluations and research studies to provide more complete information on program performance, or to obtain independent findings and

recommendations for improving program management. Program performance and targets are reviewed annually as EDA formulates its program policies and budget.

17.20.06 CONTINUOUS IMPROVEMENT

EDA's GPRA Working Group recognizes the need to review its performance measures and reporting requirements as the results, initiatives, or policies set forth in this Directive evolve or change. EDA will review this directive annually and recommend changes when needed.

17.20.07 EFFECT ON OTHER DIRECTIVES

This Directive supersedes EDA Directive No. 17.20, dated 06/16/00 (SN-048).

David A. Sampson
Assistant Secretary for Economic Development