

2016 NSF Large Facilities Workshop
Property and Equipment Management
Business Systems Review, Annual Hot Topic
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BACKGROUND AND DRIVERS: Property and Equipment Management

- **BROAD NEED:** (remain competitive) Government needs to understand US investments in research and development infrastructure
- **“LOCAL” REALITY:** (limited funds) Agencies need to make the most effective use; prevent waste and abuse as stewards of Federal taxdollars.
- **NSF EXPERIENCE:** Retrospective analysis of results from NSF’s Business Systems Reviews (Post Award Monitoring) suggests there is a need for to strengthen current assurance and oversight (associated with the Large Facility portfolio) through proactive measures which could involve documentation or activities.

Goal, Objectives and Agenda

GOAL: TO STRENGTHEN CURRENT ASSURANCE AND OVERSIGHT [Property/Equipment Management] ACTIVITIES ASSOCIATED WITH THE NSF LARGE FACILITY PORTFOLIO

TODAY'S OBJECTIVES:

- Provide background and driver for NSF/LFO effort.
- Outline various components related to property/equipment management.
- Identify the Business Owners associated with information components.
- Highlight key interactions amongst Business Owners
- Engage stakeholders, leverage experience and gather input.

PRESENTATION: Scope and Content

- Covers property and equipment; government-owned, real and personal
- Presents an [overview of “what, why and who”](#), NOT the details of “how”
- Highlights frequently observed “challenges”
- Assumes a fiduciary responsibility as stewards of taxpayer dollars

Stakeholder Engagement

- How does NSF's management approach align with your experience and understanding of roles and responsibilities?
- What do you see as the major challenges to employing property/equipment requirements as articulated in the NSF guidance and requirements documentation?
- Are Recipient expectations clearly outlined in the cooperative agreements?
- Are there opportunities for NSF to clarify its communication on property/equipment management? If so what and how should they be addressed?

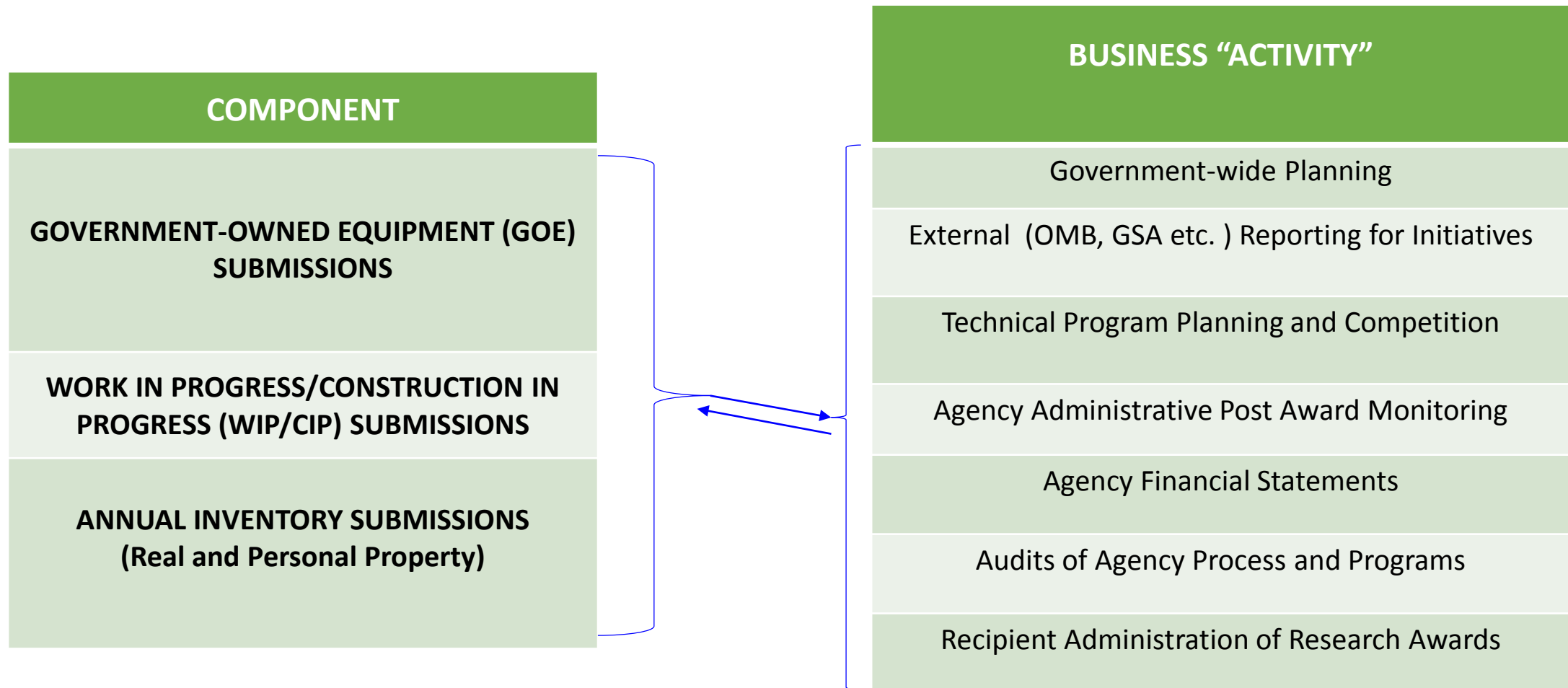
PROPERTY/EQUIPMENT NSF STAKEHOLDERS: OVERVIEW of RESPONSIBILITIES

COMPONENT	BUSINESS OWNER	SUMMARY OF SELECT RESPONSIBILITIES
NSF Property Management Program	NSF Director of the Office of Information and Resources Management (OIRM)	<ul style="list-style-type: none"> Agency <u>Administration</u> of <u>Property Management Program</u>
Implementation of NSF Property Management Program	NSF Division of Administrative Services	<ul style="list-style-type: none"> <u>Government-owned Property</u>: Maintains records of accountability; Familiarizes NSF awardees with their responsibilities; Conducts site reviews, inspections, and evaluations of the use and control systems and evaluates the adequacy of related property records Liaisons with and prepares reports for the General Services Administration and other Federal agencies; coordinates disposition of in the custody of NSF and its awardees <u>Excess Property</u>: Coordinates the acquisition of personal property for NSF contractors and awardees; Manages the reutilization of excess government property in accordance with applicable law and regulation <u>Conducts appropriate liaison</u> with NSF Program Offices to ensure <u>sound property receipt, safeguarding, and disposal</u>
NSF Accounting and Financial Statements	NSF Division of Financial Management	<ul style="list-style-type: none"> Develops and provides guidance on <u>depreciation and asset accounting standards</u> (as required by regulation); Maintains <u>ledger control for capitalized property</u>; Provides guidance and assistance with the <u>review and interpretation of financial statements from NSF awardees, as they pertain to property, plant and equipment.</u>

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Grants/Cooperative Agreement Provisions	Division of Grants and Agreements, and Division of Acquisition and Cooperative Support (DACS)	<ul style="list-style-type: none"> Incorporate <u>provisions designed to protect Government interest relating to real and personal property</u> acquired or furnished under NSF contracts, grants, and agreements, and report these provisions as required by regulation; Ensure that <u>NSF's central computer databases accurately denote those contracts, grants, and agreements</u> in which <u>Government-owned property</u> has been placed in the custody of the awardee
GOE Acquisition Transfer or Disposal	Heads of Organization (<i>e.g.</i> , Assistant Directors as Senior Official Directorates, and Division Directors <i>etc.</i>)	<ul style="list-style-type: none"> Making appropriate recommendations with respect to the <u>acquisition, transfer, or disposal</u> of <u>Government-owned property for use under NSF contracts or grants</u> managed by their offices.
Post Award Monitoring and Assurance of Large Facility Portfolio Awards	Large Facilities Office	<ul style="list-style-type: none"> Provide a <u>assurance/verification that the administrative [property and equipment management] policies and procedures</u> are written, conform to OMB requirements and NSF award expectations, and are used to manage the business needs of the Facility.
Agency Policy and Guidance Large Facilities Portfolios	Large Facilities Office	<ul style="list-style-type: none"> Develop and issuing NSF policy and guidance on the large facility <u>planning and management, which includes property/equipment management.</u>
Agency Policy/Grants and Agreements	Division of Institution and Award Support	<ul style="list-style-type: none"> Developing, implementing and issuing proposal and award policy <u>which includes property/equipment management.</u>

NSF PROPERTY/EQUIPMENT Management: Select Business Activities and Information Sharing



Observed Challenges with Property/Equipment Management

- General view that property/equipment management = inventory
- End-users (Facility) are often not involved/engaged with inventory-type or reporting activities (Central Services)
- Planning and budgeting often excludes or delays maintenance in lieu of research.
- Documentation is sparse, especially with key documentation on maintenance, warranties, surveys etc.
- Well organized and comprehensive repositories for key information (e.g., warranties, maintenance) is often lacking and disconnected (e.g., budget, finance and acquisition).
- Staffing is not always aligned with workload
- Automation and computing tools not fully leveraged