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

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<tr>
<th>COMPONENT</th>
<th>BUSINESS OWNER</th>
<th>SUMMARY OF SELECT RESPONSIBILITIES</th>
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<tr>
<td>NSF Property Management Program</td>
<td>NSF Director of the Office of Information and Resources Management (OIRM)</td>
<td>• Agency Administration of Property Management Program</td>
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| Implementation of NSF Property Management Program | NSF Division of Administrative Services | • **Government-owned Property:** 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  
• **Excess Property:** 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  
• **Conducts appropriate liaison** with NSF Program Offices to ensure sound property receipt, safeguarding, and disposal |
| NSF Accounting and Financial Statements | NSF Division of Financial Management | • Develops and provides guidance on depreciation and asset accounting standards (as required by regulation);  
• Maintains ledger control for capitalized property;  
• Provides guidance and assistance with the review and interpretation of financial statements from NSF awardees, as they pertain to property, plant and equipment. |
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| Grants/Cooperative Agreement Provisions | Division of Grants and Agreements, and Division of Acquisition and Cooperative Support (DACS) | • Incorporate provisions designed to protect Government interest relating to real and personal property acquired or furnished under NSF contracts, grants, and agreements, and report these provisions as required by regulation;   
• Ensure that NSF's central computer databases accurately denote those contracts, grants, and agreements in which Government-owned property has been placed in the custody of the awardee |
| GOE Acquisition Transfer or Disposal | Heads of Organization (e.g., Assistant Directors as Senior Official Directorates, and Division Directors etc.) | • Making appropriate recommendations with respect to the acquisition, transfer, or disposal of Government-owned property for use under NSF contracts or grants managed by their offices. |
| Post Award Monitoring and Assurance of Large Facility Portfolio Awards | Large Facilities Office | • Provide a assurance/verification that the administrative [property and equipment management] policies and procedures 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 | • Develop and issuing NSF policy and guidance on the large facility planning and management, which includes property/equipment management. |
| Agency Policy/Grants and Agreements | Division of Institution and Award Support | • Developing, implementing and issuing proposal and award policy which includes property/equipment management. |
NSF PROPERTY/EQUIPMENT Management: Select Business Activities and Information Sharing

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<th>COMPONENT</th>
<th>BUSINESS “ACTIVITY”</th>
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<tr>
<td>GOVERNMENT-OWNED EQUIPMENT (GOE) SUBMISSIONS</td>
<td>Government-wide Planning</td>
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<td>WORK IN PROGRESS/CONSTRUCTION IN PROGRESS (WIP/CIP) SUBMISSIONS</td>
<td>External (OMB, GSA etc.) Reporting for Initiatives</td>
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<td>ANNUAL INVENTORY SUBMISSIONS (Real and Personal Property)</td>
<td>Technical Program Planning and Competition</td>
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<td>Agency Administrative Post Award Monitoring</td>
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<td>Agency Financial Statements</td>
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<td>Audits of Agency Process and Programs</td>
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<td>Recipient Administration of Research Awards</td>
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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