

## AGENCY PERFORMANCE PLAN FY 2007

<b>Name of Agency:</b> Department of Cultural Affairs			
<b>Agency Mission:</b> The Iowa Department of Cultural Affairs provides leadership and direction to the Iowa Arts Council, the State Historical Society of Iowa, and their constituents. The Department encourages collaborative partnerships between cultural organizations for the benefit of all Iowans.			
Core Function	Performance Measure(s) (Outcomes)	Performance Target(s)	Link to Strategic Plan Goal(s)
<b>CF: Community Coordination and Development (13)</b>  <b>Desired Outcome(s):</b>  To enhance the ability of Iowa's communities, cultural workers and cultural organizations to produce sustainable development and enrichment opportunities	Access to Quality Arts and Cultural Experiences [259_13_001] <ul style="list-style-type: none"> <li>• Number of in-depth site visits with Iowa's premiere arts organizations</li> <li>• Number of grant writing workshops</li> <li>• Number of Major and Mini Grants awarded</li> </ul>	<ul style="list-style-type: none"> <li>• 10 site visits</li> <li>• 4 grant writing workshops</li> <li>• 125 Major and Mini Grants (combined total)</li> </ul>	<b>Iowa Arts Council provides streamlined and user-friendly delivery systems:</b> <ul style="list-style-type: none"> <li>• <b>Streamline and simplify grant processes</b></li> <li>• <b>Maximize appropriate technology</b></li> <li>• <b>Provide outreach</b></li> <li>• <b>Improve communications</b></li> </ul> Arts Council Administrator collects and reports information to Agency Planner
Services, Products, Activities	Performance Measure(s)	Performance Target(s)	Strategies/Recommended Actions
Sustainable Community Development and Enrichment [259_13100]	Expansion of Iowa Great Places Program <ul style="list-style-type: none"> <li>• Number of Great Places Agreements in place by January 31, 2007</li> </ul>	<ul style="list-style-type: none"> <li>• 6</li> </ul>	Establish tracking system  Department Deputy Director collects and reports information to Agency Planner

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<b>CF:</b> Conservation, Preservation and Stewardship (16)			
<b>Desired Outcome(s):</b>  To acquire, maintain, preserve and protect valuable historical records throughout the state	Contact with the Public [259_16_001] <ul style="list-style-type: none"> <li>Number of direct staff contacts with members of the public through workshops, training, speaking, consultation (in-person, by mail, phone, and email), artifact identifications and museum reference or other direct service</li> </ul>	<ul style="list-style-type: none"> <li>10,000 contacts</li> </ul>	DCA Strategic Plan <ul style="list-style-type: none"> <li>Enable Iowans of all ages to learn the relevance and importance of history to their lives</li> </ul> Museum Director collects and reports information to Agency Planner
<b>Services, Products, Activities</b>	<b>Performance Measure(s)</b>	<b>Performance Target(s)</b>	<b>Strategies/Recommended Actions</b>
Collections Preservation, Stewardship, and Management [259_16100]	Turnaround Time on Section 106 Reviews [259_16100_001] <ul style="list-style-type: none"> <li>Days between receipt of all information and issuance of SHPO response letter</li> </ul>	<ul style="list-style-type: none"> <li>10 days</li> </ul>	Historic Preservation Inventory Coordinator collects and reports information to Agency Planner

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<b>CF: Education (25)</b> <b>Desired Outcome(s):</b>  To educate and engage Iowans in the history of their state through exhibits and educational programming in the museum.	Service Provided through Exhibitions & Educational Outreach [259_25_001] <ul style="list-style-type: none"> <li>Number of visitors and participants in exhibits and educational programs.</li> </ul>	<ul style="list-style-type: none"> <li>60,000 visitors</li> </ul>	DCA Strategic Plan <ul style="list-style-type: none"> <li>Connect Iowans with their heritage – where they want it, when they want it, and how they want it</li> <li>Iowans of all ages learn the relevance and importance of art and culture in their lives</li> </ul> Department Deputy Director collects and reports information to Agency Planner
<b>Services, Products, Activities</b>	<b>Performance Measure(s)</b>	<b>Performance Target(s)</b>	<b>Strategies/Recommended Actions</b>
Educational Programming, Access, and Outreach [259_25100]	History Day Participation [259_25100_001] <ul style="list-style-type: none"> <li>Number of students participating in history day</li> </ul>	<ul style="list-style-type: none"> <li>450 students (Grades 7 – 12)</li> </ul>	History Day Coordinator collects and reports information to Agency Planner
	Public Contact in Department Reading Rooms [259_25100_002] <ul style="list-style-type: none"> <li>Number of service contacts with individuals in the Des Moines and Iowa City reading rooms. This number includes constituents who visited the reading rooms, as well as those who accessed the collections through phone, mail, and email, to enhance their understanding of Iowa history.</li> </ul>	<ul style="list-style-type: none"> <li>30,000 contacts</li> </ul>	Public Access Administrator collects and reports information to Agency Planner

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<b>CF:</b> Resource Management (67)			
<b>Desired Outcome(s):</b>  Through administrative support to the State Records Commission, to develop and promulgate state government information policies, standards, and guidelines for state agencies to use in managing government records regardless of media; appraise records and develop records series retention and disposition schedules for all state government records; and provide training and technical assistance.	Storage Costs Avoided by Efficient Storage of Records [259_67_001] <ul style="list-style-type: none"> <li>Cost for office storage for the number of boxes of inactive records stored in the State Records Center</li> </ul>	<ul style="list-style-type: none"> <li>\$120,000 in cost savings to State</li> </ul>	DCA Strategic Plan <ul style="list-style-type: none"> <li>Provide streamlined and user friendly delivery systems by maximizing appropriate technology</li> </ul> Public Trust Administrator collects and reports information to Agency Planner
<b>Services, Products, Activities</b>	<b>Performance Measure(s)</b>	<b>Performance Target(s)</b>	<b>Strategies/Recommended Actions</b>
Agency Resource Management [259_67200]	Turnaround Time for Claims Processed through Department's Business Office [259_67200_001] <ul style="list-style-type: none"> <li>Percentage of invoices and travel reimbursements submitted for payment to State Accounting Enterprise within two weeks of receipt in the DCA business office.</li> </ul>	<ul style="list-style-type: none"> <li>90%</li> </ul>	Public Access Administrator collects and reports information to Agency Planner