SMART High Performer Protocol

Agencies must qualify as High Performers each fiscal year to receive incentives. Agencies applying for the designation of "High Performer" will be evaluated by the criteria listed below as it relates to prior fiscal year performance.

Application Process:

1. Each agency seeking the designation of High Performer must submit a request to the Finance Director no later than the initial due date of the final quarterly performance report. Requests will be submitted through the High Performer application found on the SMART Web Application home page.
2. The application will be reviewed by the Finance Director with recommendations from the appropriate finance division(s) for compliance with the criteria. Input regarding compliance with Budgeting, Purchasing and Fiscal Policies may be included. Applications will be reviewed upon receipt.
3. The Agency will be notified of the decision on the application no later than December 14th.

High Performer Criteria:

1. Agency's actual performance is consistently at or above 80% of projected performance target and the agency does not consistently exceed projected targets by 20% or more.
   a. The annual data submitted on the 4th quarter performance report will be used to determine actual performance.
2. Agency submits SMART forms by the required deadlines.
   a. Timeliness of all SMART forms submitted in the completed fiscal year will be considered.
   b. This does not include deadline extensions.
3. Agency submits SMART forms that demonstrate understanding and commitment to the process.
   a. This is a subjective assessment of the quality of the information provided.
   b. Quality and completeness of the components will be part of this assessment.

Role of Finance Director:

At the end of each fiscal year, the Finance Director upon recommendation(s) from the appropriate division(s) shall

1. Review applications to determine if all criteria have been satisfied,
2. Make exceptions within his/her sole discretion to specific criteria which may be based on extraordinary circumstances or variables beyond the control of the agency,
3. Designate agencies that meet all the above criteria as High Performers and authorize High Performers to receive incentive(s) listed below beginning the first business day of January through the final business day of December, and
4. Deny High Performer status or at anytime suspend any or all incentives for failure to comply with Finance Division policies including but not limited to Purchasing, Budgeting and Fiscal Policies.

Available Incentives:

1. *Increase Direct Voucher Amount from $500 to $1,000 –*
   Expand authority for direct voucher purchases up to $1,000.
2. *Zero Budget Revisions –*
   Automatic authorization of operations plan budget revisions with no change overall (zero bottom line budget revisions). Automatic authorizations will not be granted to revisions involving personnel costs. This process could not be used to move spending authority between quarters.

*****Note: Each incentive is considered individually.

9/27/07