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FEDERAL GEOGRAPHIC DATA COMMITTEE

# Theme Implementation Plan for Real Property Theme

## U.S. General Services Administration (GSA)

**Federal Geographic Data Committee (FGDC)**

March 23, 2018

(for period: April 1, 2017 - September 30, 2017)

# Real Property Theme FY 2018 Implementation Plan Report



## Overview

As part of meeting the requirements under OMB Circular A–16 *Supplemental Guidance* and OMB Circular A-16 Appendix E - NGDA Data Themes, Definitions, and Lead Agencies for National Geospatial Data Asset (NGDA) Portfolio Management and NGDA Theme Management, NGDA Themes Leads for a Theme, in coordination with associated NGDA Dataset Managers, have developed Theme Strategic Plans and corresponding implementation plans for each Theme in the NGDA Portfolio. This report provides information on implementing the goals, objectives, and actions outlined in the Theme's Strategic Plan (link below). The report includes information on Theme Personnel (Table 1), NGDA Datasets associated with the Theme (Table 2), and the human and financial resources needed to manage the Theme (Table 3). Table 4 provides a status update on progress made in in the current reporting period toward meeting Theme Strategic Plan goals and objectives. Table 5 provides details on the Theme Implementation Plan.

## Theme Strategic Plan

https://communities.geoplatform.gov/ngda-realproperty/wp-content/uploads/2018/04/Real_Property_Theme_Strategic_Plan_20171208.pdf

## Theme Personnel

Theme personnel play a vital role in the operation and maintenance of a Theme. They are "individuals who provide interdepartmental leadership and coordination at the NGDA Theme level. They work with component NGDA Dataset Managers to develop standards and provide guidance. The NGDA Theme Lead, or designee, chairs the NGDA Theme's Thematic Committee and manages the annual process of providing NGDA Dataset collaboration and funding recommendations to the FGDC Steering Committee for those NGDA Datasets within their NGDA Theme. Additionally, the NGDA Theme Lead reports to the Executive NGDA Theme Champion and the FGDC Coordination Group on the NGDA Theme's activities and investments (both current and planned)." Table 1 provides a summary of current Theme Personnel followed by Table 2 that lists the NGDA Datasets that comprise the Theme.

| Theme Personnel | |
|---|---|
| **Theme Lead (Co-Leads)**: | Aluanda Drain |
| **Theme Lead Agency(ies):** | GSA |
| **Executive Theme Champion(s)**: | Carolyn Austin-Diggs |
| **Executive Champion Agency(ies)**: | GSA |

**Table 1. Personnel Involved in Theme Management.**

| Real Property Theme NGDA Datasets | NGDA Agency |
|---|---|
| Military Installations, Ranges, and Training Areas | DOD-AT&L |
| USGS National Structures Dataset | DOI-USGS |
| Inventory of Owned and Leased Properties | GSA-PBS |
| Assisted Housing - Housing Choice Vouchers By Tract | NGDA Agency 1 |
| Fair Market Rents (Fair Market Rents For The Section 8 Housing Assistance Payments Program) | HUD |
| HUD Insured Multifamily Properties | HUD |
| FHA Insured Single Family Properties | HUD |
| HUD Grantee Activities | HUD |
| FHA Single Family REO Properties For Sale | HUD |
| Public Housing Authorities | HUD |
| Public Housing Buildings | HUD |
| Public Housing Developments | HUD |
| Assisted Housing - Multifamily Properties - Assisted | HUD |
| Low Income Housing Tax Credit Properties | HUD |

**Table 2. NGDA Datasets within the Theme.**

## Human and Financial Resources Needed for Theme Management

The following table provides an estimate of resources needed for managing this Theme. It includes different activities, the roles that support them, as well as an estimated decimal Full Time Equivalent (FTE) and FTE grade. This estimate does not include the resources required for the agency to develop and maintain the NGDA Dataset(s) that make up the Theme to meet the agency's core mission requirements.

Reporting Period for Human and Financial Resources[1]: 4/2017 – 9/2017

| Description of Theme Management Activities | Role (Theme Lead, co-Theme Lead, NGDA Coordinator, other as specified) | FTE[2] | FTE Grade |
|---|---|---|---|
| A–16 NGDA Theme management (e.g., attend meetings, review NGDA documents, develop Theme Strategic Plans, etc.) | Theme Lead | 1 | 15 |

**Table 3. Human and Financial Resources Needed for Theme Management.**

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[1] The typical reporting period should align with October 1 – September 30 and be submitted by October 31. Exceptions may include NGDA Portfolio management personnel who began the role after the start of the FY.

[2] A full-time employee was available a maximum of 1952 hours during the inclusive period of October 1 – September 30; assuming a Monday-Friday schedule with 8-hour workdays and not counting Federal Holidays. The FTE was determined by taking actual number of hours worked in support of Theme Management divided by 1952 hours, rounded to the nearest 0.01.

## Progress against Goals and Objectives

The following table shows the progress status made toward achieving the Theme's Strategic Plan goals and objectives since the last reporting period. Status categories include 'Not Started' for those activities that have not gotten underway in the reporting period; 'In Progress' for those activities underway which will continue into the next year; 'Complete' for the activities finished, or 'Recurring (completed for the current reporting period).

| Summary of Goals and Objectives undertaken during 2017 | Status |
|---|---|
| **Goal 1: Coordinate the collection and management of the Real Property Theme datasets** | |
| Objective 1.1: Engage with Dataset Managers for each Real Property Theme dataset | Recurring |
| Objective 1.2: Complete/update the annual Lifecycle Maturity Assessments (LMAs) for each Real Property dataset | Recurring |
| **Goal 2: Facilitate the sharing and distribution of the Real Property Theme datasets** | |
| Objective 2.1: Engage subcommittees and working groups in the Real Property Theme | Not Started |
| Objective 2.2: Convene all NGDA Dataset Managers in the Real Property Theme | Not Started |
| **Goal 3: Coordinate with agencies that own, lease or control real property, and support access to and publication of datasets within the framework of OMB Circular A-16** | |
| Objective 3.1: Evaluate the *Geospatial Positioning Accuracy Standards, Part 4: Architecture, Engineering, Construction and Facilities Management* (2002), and the *Real Property Asset Data Standard (RPADS)* (2014), to ensure they are still appropriate | Not Started |
| Objective 3.2: Update the Real Property Theme community page on GeoPlatform.gov | Complete |

**Table 4. Theme Implementation Plan Progress Status.**

## Theme Implementation Plan

The following table provides details for achieving Theme Strategic Plan goals and objectives over the multi-year planning period. These include roles and responsibilities, specific actions, milestones, performance indicators and projected completion dates.

| **Goal 1: Coordinate the collection and management of the Real Property Theme datasets** | | | | |
|---|---|---|---|---|
| **Objective 1.1:** Engage with Dataset Managers for each Real Property Theme dataset <br> **Agency and/or Stakeholders Involved:** GSA/all dataset managers <br> **Anticipated Outcome:** Hold initial meeting | | | | |
| **Actions** <br> *(Description of discrete activities)* | **Milestones** <br> *(A significant change in development with associated date)* | **Performance Indicators** <br> *(A metric to assess progress of the action)* | **Action Responsibility** <br> *(Agency, individuals, and/or groups leading the action)* | **Projected Completion Date** <br> *(FY)* |
| 1.1.1: Establish a charter for the Real Property Theme | Will be developed only if required | TBD | GSA | TBD (FY18) |

| 1.1.2: Define Federal roles and responsibilities in national dataset management program, ensuring OMB Circular A-16 and Supplemental Guidance, Open Data Policy, Geospatial Platform, Data.gov, and other requirements are addressed | No change | Progress against scheduled completion date | GSA | FY18 |
|---|---|---|---|---|
| 1.1.3: Develop process improvement for monitoring and reporting on the progress of OMB Circular A-16, *Coordination of Geographic Information and Related Spatial Data Activities* | No change | Metric under development | GSA | FY18 |

**Objective 1.2:** Complete/update the annual Lifecycle Maturity Assessments (LMAs) for each Real Property dataset
**Agency and/or Stakeholders Involved:** GSA/all dataset managers
**Anticipated Outcome:** Complete assessments

| Actions *(Description of discrete activities)* | Milestones *(A significant change in development with associated date)* | Performance Indicators *(A metric to assess progress of the action)* | Action Responsibility *(Agency, individuals, and/or groups leading the action)* | Projected Completion Date *(FY)* |
|---|---|---|---|---|
| 1.2.1: Collaborate with the dataset managers regarding maintenance of the baseline assessments of active or static data | No change | TBD | GSA | FY18 |
| 1.2.2: Update maturity assessments annually, as needed, on existing datasets for the 2017-2019 cycle | No change | N/A | GSA | FY20 |
| 1.2.3: Collaborate with dataset managers in evaluation of datasets to ensure they meet the criteria for NGDA | No change | N/A | GSA | FY18 |

| 1.2.4:  Collaborate with NGDA Dataset Managers to develop procedures to obtain funding for all lifecycle stages of the Real Property Theme datasets | No change | N/A | GSA | FY19 |
|---|---|---|---|---|

| **Goal 2:  Facilitate the sharing and distribution of the Real Property Theme datasets** | | | | |
|---|---|---|---|---|
| **Objective 2.1:**  Engage subcommittees and working groups in the Real Property Theme<br>**Agency and/or Stakeholders Involved:** GSA/all dataset managers<br>**Anticipated Outcome:** Hold kick-off meeting | | | | |
| **Actions**<br>*(Description of discrete activities)* | **Milestones**<br>*(A significant change in development with associated date)* | **Performance Indicators**<br>*(A metric to assess progress of the action)* | **Action Responsibility**<br>*(Agency, individuals, and/or groups leading the action)* | **Projected Completion Date**<br>*(FY)* |
| 2.1.1:  Establish contact and collaborate with the FGDC Cadastral Subcommittee | No change | N/A | GSA | FY19 |
| 2.1.2:  Establish contact and collaborate with the FGDC Address Content Data Standard Ad Hoc Subcommittee | No change | N/A | GSA | FY19 |
| **Objective 2.2:**  Convene all NGDA Dataset Managers in the Real Property Theme<br>**Agency and/or Stakeholders Involved:**  GSA/all dataset managers<br>**Anticipated Outcome:**  Hold kick-off meeting | | | | |
| **Actions**<br>*(Description of discrete activities)* | **Milestones**<br>*(A significant change in development with associated date)* | **Performance Indicators**<br>*(A metric to assess progress of the action)* | **Action Responsibility**<br>*(Agency, individuals, and/or groups leading the action)* | **Projected Completion Date**<br>*(FY)* |
| 2.2.1:  Identify real property types to create greater awareness of the different categories of data in the NGDA Datasets | No change | N/A | GSA, | FY18 |
| 2.2.2:  Identify areas for collaboration among datasets to prevent duplication of efforts and repetition of work already completed | No change | N/A | GSA | FY18 |

| 2.2.3: Coordinate/collaborate with all FGDC stakeholders to reach consensus on types of real property to be included in the Real Property Theme | No change | N/A | GSA | FY19 |
|---|---|---|---|---|
| 2.2.4: Identify methods to develop and complete quality assurance processes for the Real Property Theme datasets | No change | N/A | GSA | FY19 |

| **Goal 3: Coordinate with agencies that own, lease or control real property, and support access to and publication of datasets within the framework of OMB Circular A-16** | | | | |
|---|---|---|---|---|
| **Objective 3.1:** Evaluate the *Geospatial Positioning Accuracy Standards, Part 4: Architecture, Engineering, Construction and Facilities Management (2002)*, and the *Real Property Asset Data Standard (RPADS) (2014),* to ensure they are still appropriate <br> **Agency and/or Stakeholders Involved:** GSA/all dataset managers <br> **Anticipated Outcome:** Initiate coordination | | | | |
| **Actions** <br> *(Description of discrete activities)* | **Milestones** <br> *(A significant change in development with associated date)* | **Performance Indicators** <br> *(A metric to assess progress of the action)* | **Action Responsibility** <br> *(Agency, individuals, and/or groups leading the action)* | **Projected Completion Date** <br> *(FY)* |
| 3.1.1: Create a survey to gain a greater understanding of which data standards the NGDA Dataset Managers are following | No change | N/A | GSA | FY20 |
| 3.1.2: Establish new data standards, or make edits to the current data standards, to be followed by all NGDA Dataset Managers | No change | N/A | GSA | FY20 |
| 3.1.3: Identify methods used to develop and complete quality assurance for the Real Property dataset | No change | N/A | GSA | FY20 |

| 3.1.4: Implement the FGDC-endorsed geospatial metadata standard, which follows the NGDA Metadata Guidelines for publishing on *GeoPlatform.gov* | No change | N/A | GSA | FY21 |
|---|---|---|---|---|

**Objective 3.2**: Update the Real Property Theme community page on *GeoPlatform.gov*
**Agency and/or Stakeholders Involved:** GSA/all dataset managers
**Anticipated Outcome:** Complete update

| Actions<br>*(Description of discrete activities)* | Milestones<br>*(A significant change in development with associated date)* | Performance Indicators<br>*(A metric to assess progress of the action)* | Action Responsibility<br>*(Agency, individuals, and/or groups leading the action)* | Projected Completion Date<br>*(FY)* |
|---|---|---|---|---|
| 3.2.1: Through collaboration with stakeholders, ensure that open government and transparency guidelines are followed in all lifecycle phases for the Real Property Theme datasets | No change | N/A | GSA | FY21 |
| 3.2.2: Establish a working group to analyze user frequency, and survey how users interact with Real Property Theme data on *GeoPlatform* while ensuring data accessibility | No change | N/A | GSA | FY20 |
| 3.2.3: Update comments on *GeoPlatform* for meaningful implementation by NGDA Dataset Managers | No change | N/A | GSA | FY19 |
| 3.2.4: Develop tools, resources and informational materials to assist user data access, and guidance to obtain and evaluate the data in a digital format | No change | N/A | GSA | FY19 |

| 3.2.5: Develop processes annually that will provide information on technical and educational training on the datasets | No change | N/A | GSA | Annually |
|---|---|---|---|---|
| 3.2.6: Develop a process to maintain quality assurance/quality control (QA/QC) of the Real Property Theme | No change | N/A | GSA | FY19 |

**Table 5. Theme Implementation Plan.**