

Report on Leases

Department: Arkansas Department of Veterans Affairs

Secretary: Nathaniel Todd

The purpose of this report is an analysis of leases within each Department and assist in the formulation of a report to the Governor on how to achieve greater efficiency and cost savings as it relates to leases. **The report template includes sections for three projects for your convenience. This number is not a goal or target. You may add or delete boxes for as many projects as you submit.**

ACTION PLAN FOR PROJECT 1: Building Leases

1. Project Title: **Building Leases**

1.1. Brief description of project, goal, and action plan.

The Building Lease project is to identify the leases that ADVA currently has and how ADVA can project cost savings in this area. Each lease will be reviewed for necessity and whether cost savings can be obtained from the lease.

1.2. Identify any additional resources required for the implementation and success of this plan.

No additional resources are required for the implementation and success of the plan.

1.3. Are there any anticipated costs associated with the plan? Does your current budget have sufficient funds to cover all anticipated costs?

There are no anticipated additional costs associated with the plan. Within the past year, the ADVA-VSO division was able to save on costs with the District Veteran Service Officers relocating from a leased office area with the Department of Workforce Services to a free space/office area in the county courthouses. This eliminated the need for leases in three districts and increased the exposure and interaction with Veterans in the districts.

1.4. How will you measure the success and results of your plan? Include forecasts of cost savings, efficiencies achieved, etc.

The measurements of success will depend on the cost savings that can be obtained throughout review of the leases. This would include negotiations with leased office areas and potentially movement of staff to other ADVA locations or donated office space such as the county courthouses.

1.5. What is the implementation timeline and key action steps for this plan? How will you track progress?

The timeline of this plan is 12 months due to ADVA currently rebuilding the finance team due to turnover. The key action steps in the plan include a thorough review and understanding of the need and duties of each staff member at the locations. Progress will be tracked through consistent communication with staff members as well as the designated transformation overseer.

1.6. Identify any obstacles to the implementation and success of this plan.

There are no known obstacles to the implementation of the plan.

1.7. How could Department of Transformation and Shared Services provide support to the Department?

ADVA will need to further review its leases and determine if support is needed from Department of Transformation and Shared Services.

ACTION PLAN FOR PROJECT 2:

2. Project Title

- 2.1. Brief description of project, goal, and action plan.
- 2.2. Identify any additional resources required for the implementation and success of this plan.
- 2.3. Are there any anticipated costs associated with the plan? Does your current budget have sufficient funds to cover all anticipated costs?
- 2.4. How will you measure the success and results of your plan? Include forecasts of cost savings, efficiencies achieved, etc.
- 2.5. What is the implementation timeline and key action steps for this plan? How will you track progress?
- 2.6. Identify any obstacles to the implementation and success of this plan.
- 2.7. How could Department of Transformation and Shared Services provide support to the Department?

ACTION PLAN FOR PROJECT 3:

3. Project Title

- 3.1. Brief description of project, goal, and action plan.
- 3.2. Identify any additional resources required for the implementation and success of this plan.
- 3.3. Are there any anticipated costs associated with the plan? Does your current budget have sufficient funds to cover all anticipated costs?
- 3.4. How will you measure the success and results of your plan? Include forecasts of cost savings, efficiencies achieved, etc.
- 3.5. What is the implementation timeline and key action steps for this plan? How will you track progress?
- 3.6. Identify any obstacles to the implementation and success of this plan.
- 3.7. How could Department of Transformation and Shared Services provide support to the Department?

Additional thoughts/comments:

