

STATE OF COLORADO
Department of State

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Department of State
SMART Act Instructions for Performance Management, FY 17-18

August 1, 2017

Background

In 2013, the Colorado General Assembly adopted House Bill 13-1299, which created the SMART Act. The stated purposes of the SMART Act are, among other things, to:

- Make state government accountable and transparent;
- Help departments focus on taxpayer and customer service; and
- Allow the general public, governor, legislature, and other state departments to assess a department's progress in achieving performance goals.

As part of the SMART Act requirements, departments must publish annually an Instructions for Performance Management document. This document explains how the Secretary of State's Office will meet its SMART Act requirements.

Performance Management System

Annual Deliverables

For FY17-18, the Department of State will complete the following by the dates indicated:

- **July 1, 2017:** Publish and post the department's performance plan to the official Secretary of State website and submit the performance plan to the Joint Budget Committee and to the State, Veterans, and Military Affairs Committees of the Senate and House of Representatives
- **August 1, 2017:** Publish and post the department's instructions for performance management to the official Secretary of State website
- **October 1, 2017:** Publish and post the first periodic evaluation of the fiscal year's performance plan to the official Secretary of State website and submit the performance plan to the Joint Budget Committee and to the State, Veterans, and Military Affairs Committees of the Senate and House of Representatives
- **November 1, 2017:** Publish and post the department's regulatory agenda to the official Secretary of State website and submit the regulatory agenda to Legislative Council

- **April 1, 2018:** Publish and post the second periodic evaluation of the fiscal year’s performance plan to the official Secretary of State website and submit the performance plan to the Joint Budget Committee and to the State, Veterans, and Military Affairs Committees of the Senate and House of Representatives
- **November 1, 2018:** Publish and post the department’s annual performance report to the official Secretary of State website and submit the performance plan to the Joint Budget Committee and to the State, Veterans, and Military Affairs Committees of the Senate and House of Representatives

Performance Plan Components

The performance plan will include, at minimum:

- The mission and vision of the Secretary of State’s Office;
- A description of the Secretary of State’s major functions;
- Performance measures to measure progress within those functions;
- Performance goals that correspond to Secretary of State’s performance measures, extending at least three years into the future;
- A description of the strategies necessary to meet the performance goals; and
- A summary of the Secretary of State’s most recent performance evaluation.

In addition, the Secretary of State’s plan will include the following:

- Strategic planning components;
- An administrative organization chart containing an appropriation overview;
- An explanation of prior-year legislation affecting the department;
- A description of “hot issues” within the department;
- A brief list of workload indicators; and
- A projected timeline of department projects.

Department Description

The Colorado Department of State performs several functions, ranging from business registration to elections administration.

Business and Licensing Division

The Business and Licensing Division provides document filing, records management, information retrieval, and educational services. It registers business names and organizations, trade names and trademarks, and files secured transactions records and notary applications, making them, as well as other document filings, accessible to the public. The division also administers the lobbyist program, licenses entities involved in charitable bingo and raffle, registers charitable organizations, and publishes the Code of Colorado Regulations. The

division's Business Intelligence Center harnesses the state's public data and knowledge resources and, in concert with Colorado's technology community, delivers value added software tools for business decision-making.

Elections Division

The Elections Division supports the Secretary of State as the state's chief election official by administering and supervising statutory and constitutional provisions that relate directly or indirectly to the conduct of Colorado elections. These include certifying content to the ballot, publishing the abstract of vote totals, as well as overseeing the verification of petitions for ballot issues, campaign finance filings, voting equipment certifications, requirements of the National Voter Registration Act and Help America Vote Act, and maintaining the statewide voter registration system.

Administration Division

The Administration Division supports the Secretary of State and the Business and Licensing, Elections, and Information Technology divisions in the department by providing personnel, finance, and general administrative support. The Administration Division also houses the department's legislative, policy, legal, rulemaking, and communications functions.

Information Technology Division

The Information Technology Division provides technical and project management services, system development, and support to programs administered by the division and other divisions in the department. The division has developed its own mission statement to express its purpose: "To provide continuous commitment in delivering innovative, cost-effective, and secure Information Technology Solutions that support the unique and individual goals of all divisions within the Department."