



Pathways to the Middle Class

FY 2016

PROPOSED BUDGET AND FINANCIAL PLAN

VOLUME 2

AGENCY BUDGET CHAPTERS – PART I

GOVERNMENTAL DIRECTION AND SUPPORT,
ECONOMIC DEVELOPMENT AND REGULATION,
AND PUBLIC SAFETY AND JUSTICE

*Submitted to the Congress of the United States
by the Government of the District of Columbia
July 17, 2015*





Government of the District of Columbia
FY 2016 Proposed Budget and Financial Plan

Pathways to the Middle Class

Volume 2

Agency Budget Chapters - Part I (Governmental Direction and Support, Economic Development and Regulation, and Public Safety and Justice)



Submitted to the
Congress of the United States

by the
Government of the District of Columbia

July 17, 2015



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

District of Columbia Government

District of Columbia

For the Fiscal Year Beginning

October 1, 2014

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to District of Columbia Government, District of Columbia, for its annual budget for the fiscal year beginning October 1, 2014. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device. This award is the fifteenth in the history of the District of Columbia.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

Government of the District of Columbia

Muriel Bowser, Mayor

Rashad M. Young

City Administrator

Kevin Donahue

Deputy City Administrator
and Deputy Mayor for Public Safety and Justice

Brenda Donald

Deputy Mayor for Health and
Human Services

Brian Kenner

Deputy Mayor for Planning and
Economic Development

Jennifer C. Niles

Deputy Mayor for Education

Courtney Snowden

Deputy Mayor for Greater Economic Opportunity

John Falcicchio

Chief of Staff

Jeffrey S. DeWitt

Chief Financial Officer

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Phil Mendelson

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Anita Bonds.....At-Large
David GrossoAt-Large
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Mary M. ChehWard 3
Brandon ToddWard 4
Kenyan R. McDuffieWard 5
Charles Allen.....Ward 6
Yvette M. AlexanderWard 7
LaRuby May.....Ward 8

Jennifer Budoff

Budget Director

Office of the Chief Financial Officer

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Deputy Chief Financial Officer and Chief of Staff

Jeffrey Barnette

Deputy Chief Financial Officer
Office of Finance and Treasury

Stephen Cordi

Deputy Chief Financial Officer
Office of Tax and Revenue

Fitzroy Lee

Deputy Chief Financial Officer
Office of Revenue Analysis

Bill Slack

Deputy Chief Financial Officer
Office of Financial Operations and Systems

David Tseng

General Counsel

Patricia Gracyalny

Assistant General Counsel

Associate Chief Financial Officers

Delicia V. Moore

Human Support Services

Cyril Byron, Jr.

Economic Development and Regulation

George Dines

Government Services

Angelique Hayes

Public Safety and Justice

Mohamed Mohamed

Government Operations

Deloras Shepherd

Education

Office of the CIO

Sagar Samant, Chief Information Officer

Sandra M. Pinder, Director
Narayan Ayyagari, IT Manager

Office of the Chief Financial Officer

Office of Budget and Planning

Gordon McDonald

Deputy Chief Financial Officer

Lakeia Williams, Executive Assistant

James Spaulding

Associate Deputy Chief Financial Officer

Budget Administration

Eric Cannady, Director
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Sherrie Greenfield, Budget Controller
Travis Allen, Staff Assistant

CIP Analysts

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Operations

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Sharon Nelson, Staff Assistant

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Office of Budget and Finance

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Director

Jennifer Reed
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Kenneth Evans
Deputy Director
Operating Budget

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General Counsel

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Capital Improvements Program

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Senior Budget Analyst

Deborah Kelly
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Council of the District of Columbia

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Budget Analyst



District of Columbia Organization Chart



GOVERNMENT OF THE DISTRICT OF COLUMBIA

RESIDENTS

EXECUTIVE BRANCH

LEGISLATIVE BRANCH

JUDICIAL BRANCH

MAYOR

City Administrator

Council of the District of Columbia

DC Auditor

Advisory Neighborhood Commissions

Office of the Chief Financial Officer

Office of Budget and Planning
Office of Tax and Revenue
Office of Finance and Treasury

Office of Revenue Analysis
Office of Financial Operations and Systems
Lottery and Charitable Games Control Board

Office of Budget and Finance

Office of the Inspector General

Office of the Attorney General

DC Court of Appeals

DC Superior Court

Joint Committee on Judicial Administration

Commission on Judicial Disabilities and Tenure

Judicial Nomination Commission

Sentencing and Criminal Code Revision Commission

Deputy Mayor for Greater Economic Opportunity

Department of Small and Local Business Development
Department of Employment Services
Office of African-American Affairs
Commission on Fathers, Men, and Boys

Deputy Mayor for Education

DC Public Schools
Office of the State Superintendent of Education
Department of Parks and Recreation
Public Charter School Board
Public Charter Schools
University of the District of Columbia (including UDC Community College)

Deputy Mayor for Planning and Economic Development

Department of Housing and Community Development
Department of Consumer and Regulatory Affairs
Department of Transportation
Office of Planning
Department of the Environment
Department of Insurance, Securities, and Banking
Office of Film, Television, and Entertainment
Commission on the Arts and Humanities
Taxicab Commission

Deputy Mayor for Health and Human Services

Department of Health
Department of Human Services
Child and Family Services Agency
Department of Disability Services
Department of Behavioral Health
Department of Youth Rehabilitation Services
Department of Health Care Finance
Office on Aging
Office of Disability Rights

Deputy City Administrator/
Deputy Mayor for Public Safety and Justice

Metropolitan Police Department
Fire and Emergency Medical Services Department
Homeland Security and Emergency Management Agency
Department of Corrections
Department of Forensic Sciences
Office of Unified Communications
Office of the Chief Medical Examiner
Justice Grants Administration
Office of Victim Services
Corrections Information Council

Mayor's Office of Legal Counsel

Department of Human Resources
Department of Public Works
Department of General Services
Office of the Chief Technology Officer
Office of Contracting and Procurement
Department of Motor Vehicles
Office of Risk Management
Office of Human Rights

EOM/Office of the Senior Advisor

Office of Policy and Legislative Affairs
Office of Federal and Regional Affairs
Office of the Secretary

New Columbia Statehood Commission*
Office of the Statehood Delegation

EOM/Office of the Chief of Staff

Office of the General Counsel:
Office of Partnerships and Grants
Office of Communications: Mayor's Correspondence Unit
Office of Talent and Appointments
Office of Scheduling and Advance
Office of Community Affairs:
Clean City Office
Office of Community Relations and Services
Youth Advisory Council
ServeDC
Office of African Affairs
Office of Asian and Pacific Islander Affairs
Office of LGBT Affairs
Office of Latino Affairs
Office of Religious Affairs
Office of Veteran Affairs
Office of Returning Citizens Affairs
Office on Women's Policy and Initiatives

CHARTER INDEPENDENT AGENCIES

- Board of Elections (including the Office of Campaign Finance)
- Public Service Commission
- Zoning Commission

INDEPENDENT AGENCIES

- Alcoholic Beverage Regulation Administration
- Board of Ethics and Government Accountability
- Contract Appeals Board
- Criminal Justice Coordinating Council
- DC Housing Authority
- DC Public Library
- DC Retirement Board
- DC Water (Water and Sewer Authority)
- Health Benefit Exchange Authority
- Housing Finance Agency
- New Columbia Statehood Commission
- Not-for-Profit Hospital Corporation
- Office of Administrative Hearings
- Office of Employee Appeals
- Office of the People's Counsel
- Office of the Statehood Delegation
- Office of the Tenant Advocate
- Office of Zoning
- Public Charter School Board
- Public Employee Relations Board
- Real Property Tax Appeals Commission
- State Board of Education
- University of the District of Columbia (including UDC Community College)
- Washington Convention and Sports Authority

REGIONAL BODIES

- Metropolitan Washington Council of Governments
- National Capital Planning Commission
- Washington Metropolitan Area Transit Authority
- Washington Metropolitan Area Transit Commission
- Washington Metropolitan Airports Authority



NOTE: Agencies enclosed within dashed boxes are independent agencies.
* The New Columbia Statehood Commission is co-chaired by the Mayor and the Council Chairman.



Transmittal Letters



MURIEL BOWSER
MAYOR

July 17, 2015

The Honorable Barack H. Obama
President of the United States
1600 Pennsylvania Avenue, NW
Washington, DC 20500

Dear Mr. President:

On behalf of the residents of the District of Columbia, I am pleased to submit to you the District of Columbia Fiscal Year 2016 Budget and Financial Plan entitled *Pathways to the Middle Class*, which includes the Fiscal Year 2016 Budget Request Act of 2015. This is the District of Columbia's twentieth consecutive balanced budget, one that will help improve the lives of District residents in all eight wards.

Our goal is to ensure that all residents – whether they have lived here for five minutes or five generations – share in the District's prosperity and that we continue building on our successes in education, public safety, economic development, affordable housing, and infrastructure improvements. With these goals in mind, the budget includes the following strategic enhancements:

- \$1.3 billion to modernize our elementary, middle, and high school facilities over the next six years;
- \$138.3 million in capital funds over six years for recreation centers, parks, and pools;
- \$100 million in new funding for affordable housing initiatives within the Housing Production Trust Fund;
- \$80.8 million for Fire and Emergency Medical Services equipment investments;
- \$40 million in capital funds to create new family shelter options throughout the District to replace DC General;
- \$27.7 million for increased enrollment in our public schools;
- \$23 million to begin funding the city's strategic path to end homelessness;
- \$7 million to expand the Kids Ride Free program to Metrorail;
- \$3.4 million to continue the expansion of our Summer Youth Employment Program to include 22–24 year olds;
- \$2.9 million to hire 48 new civilian positions within the Metropolitan Police Department, allowing more sworn officers to move from the desk to the street; and

- \$2.7 million to increase the number of body-worn cameras for Metropolitan Police Department patrol officers.

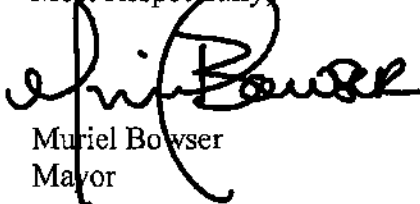
As you know, the District of Columbia faces challenges to the implementation of our budget because of difficulties in Congress regarding the passage of annual Federal appropriations bills and some members' attempts to impose riders on those bills to limit Home Rule in the District of Columbia. All District residents appreciate your support of the District controlling our local dollars to ensure the uninterrupted ability for us to spend those funds, whether or not Congress passes its budget in a timely fashion. Thank you for including language in your budget supporting our autonomy by requesting that Congress act to remove the District of Columbia from the appropriations process with respect to the District's local funds. The District of Columbia raises over 70 percent of its budget in local funds and it is an affront to democracy that we were not, until now, allowed to utilize those funds without affirmative Congressional action.

We also want to extend our sincere appreciation for your continued support of legislative autonomy for the District of Columbia in your Fiscal Year 2016 budget submission, a goal we will work hard to achieve during my tenure. The District of Columbia is home to more than 650,000 residents who lack the basic right of representative governance. I pledge to work with you, the leadership of both the House of Representatives and Senate, and our allies to achieve the autonomy the District deserves.

This is the first time we have passed a budget under the provisions of our Budget Autonomy Act. Unlike previous Budget Request Acts, this year's Act has been reviewed and voted on twice by our Council. This is still a transition year, though, because when we started our budget planning, an injunction prohibited us from implementing our Budget Autonomy Act. As a result, we prepared only one District budget this year, titled the 2016 Budget Request Act of 2015, and it contains both the federal and local portions of our budget. The injunction was later vacated, however, allowing us to implement the Budget Autonomy Act. We recognize the continued need for an appropriation of the federal payment portions of our budget but believe that the provisions relating to the local portion of our budget will go into effect without a separate appropriation following a 30 legislative-day period of passive Congressional review.

I look forward to prompt and favorable consideration of the District of Columbia's Fiscal Year 2016 Budget and Financial Plan.

Most Respectfully,



Muriel Bowser
Mayor



COUNCIL OF THE DISTRICT OF COLUMBIA
1350 PENNSYLVANIA AVENUE, N.W.
WASHINGTON, D.C. 20004

Phil Mendelson
Chairman

Office: (202) 724-8064
Fax: (202) 724-8099

July 17, 2015

The Honorable John Boehner
Speaker of the House
U.S. House of Representatives
Room H-209
United States Capitol
Washington, D.C. 20515

The Honorable Joseph Biden, Jr.
President of the Senate
United States Senate
Room S-212
United States Capitol
Washington, D.C. 20516

Re: Transmittal of D.C. Act for Congressional Review

Dear Mr. Speaker and Mr. President:

On behalf of the government and residents of the District of Columbia, I submit to you the local portion of the Fiscal Year 2016 Budget Request Act of 2015, D.C. Act 21-99, Div. A, tit. II-III, tit. IV, §§101-104, 106, in accordance with section 602(c)(1) of the District of Columbia Self-Government and Governmental Reorganization Act, P.L. 93-198. The fiscal year 2016 budget is the District's 20th consecutive balanced budget.

The fiscal year 2016 budget reflects important proposals advanced by the Mayor, including a one-year extension of Temporary Assistance for Needy Families, increased funding for homeless services, expansion of the Metropolitan Police Department's body-worn camera program, and funding for Coolidge High School. Through its review and approval process, the Council further refined this budget proposal as set forth below.

The approved budget provides additional resources for critical homeless services, affordable housing, and seniors. These additional resources include a \$5 million increase to the Local Rent Supplement Program for families and a \$2.3 million increase to Targeted Affordable Housing for individuals. Further, the Council identified funds to support a \$1.8 million increase to Permanent Supportive Housing for individuals while maintaining the Mayor's \$100 million commitment to the Housing Production Trust Fund. Additional

allocations include a \$500,000 increase to the Emergency Rental Assistance Program to restore funds to this program and a \$200,000 increase to the Office on Aging to support the senior meals program.

The budget as approved by the Council also maintains the District's commitment to providing a world-class education system. It implements a comprehensive, objective approach to school modernizations to ensure better allocation of resources and greater certainty in planned improvements. The Council also funds a \$1 million restoration to the collections budget for the District of Columbia Public Library; \$541,000 dedicated to funding the Books-from-Birth initiative to improve literacy for District children; and \$3.5 million restored to the University of the District of Columbia operating budget and \$15 million restored to the University's capital budget.

Regarding public safety and justice, the approved fiscal year 2016 budget funds a four-fold increase to the Metropolitan Police Department's body-worn camera program, increasing the program to 1600 cameras. The budget also includes \$2.6 million for a full restoration to funds swept from the Crime Victims' Assistance Fund. To keep District youth engaged, the Council allocates a \$1.75 million increase for truancy prevention programs. The Council also funds a \$638,000 increase to the Access to Justice Initiative to address needs in critical civil legal services.

To keep the District growing and its neighborhoods thriving, this budget invests in transformative economic development projects to benefit neighborhoods across the District. The fiscal year 2016 budget adopted by the Council increases funding of the H Street Bridge project to \$200 million and provides for its completion within four years—this is a key component to one of the region's largest economic development initiatives and will revitalize Union Station as an East Coast transportation hub. The approved budget includes an \$8 million total allocation to Great Streets Grants, with \$4 million set aside for citywide corridors and \$4 million dedicated for H Street. Finally, the budget initiates the process to establish tax increment financing for infrastructure improvements to incentivize redevelopment at Union Market.

This budget, like the 19 budgets before it, is fully balanced with a sound four-year financial plan. It prioritizes principles of responsible budgeting and fiscal sustainability. In light of the District's continued strong revenue growth, the budget maintains the progressive sales tax rate while avoiding a proposed marriage penalty for households claiming the standard deduction. The Council's approved budget right-sizes borrowing in the capital improvements plan and keeps borrowing within the District's self-imposed 12 percent debt cap.

A major component of the District's fiscal year 2015 budget was a tax reform package with four goals: to increase progressivity by creating a new bracket to lower taxes for low- and moderate-income residents; to enhance tax relief for low-income workers through an expanded Earned Income Tax Credit; to increase the competitiveness of District businesses with surrounding jurisdictions; and to conform elements of our tax system with federal standards to lower effective tax rates and smooth tax filing. Part of the tax reform package was subject to revenue triggers that, pursuant to existing law, would go into effect

only if the District's revenues rise faster than current projections beginning in fiscal year 2017. This year's budget legislation would eliminate that delay by allowing tax relief to go into effect in fiscal year 2016 if projected revenues outpace current revenue estimates. This does not increase the amount of incremental tax revenue dedicated to tax relief; rather it allows the tax changes to go into effect one year earlier.

As always, I appreciate your continued support of the District's efforts to provide quality services and support to its residents, visitors, and businesses, as well as your support of home rule and self-representation for District residents.

Sincerely,

A handwritten signature in blue ink, appearing to read "Phil Mendelson", with a long horizontal flourish extending to the right.

Phil Mendelson
Chairman of the Council



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Volume 5 - FY 2016 Proposed Budget and Financial Plan - *FY 2016 - FY 2021 Capital Improvements Plan (Including Highway Trust Fund)*

Web Only: Volume 6 - FY 2016 Proposed Budget and Financial Plan - *Operating Appendices*



How to Read the FY 2016 Proposed Budget and Financial Plan

How to Read the FY 2016 Proposed Budget and Financial Plan

The District of Columbia's FY 2016 Proposed Budget and Financial Plan is a communication tool that presents and explains policy priorities, agency operations, including programmatic/organizational structures, and performance measures in the context of the Financial Plan, which shows the District's sources of revenue and planned expenditures. The Budget and Financial Plan includes forecasts of economic and financial conditions, current and planned long-term debt financing, policy decisions, and other important financial information for the District's government, all of which are essential elements for accurate financial reporting and sound management of public resources.

This chapter, How to Read the Budget and Financial Plan, is a guide for understanding the sections of this budget volume that define the budget priorities for the District. These sections are consistent with the National Advisory Council on State and Local Budgeting's recommended budget practices, which call for a presentation of information to provide readers with a guide to government programs and organizational structure. Additionally, these sections are consistent with the standards of the Government Finance Officers Association for the Distinguished Budget Presentation Award.

The FY 2016 Budget and Financial Plan is presented in six volumes summarized as follows:

Executive Summary (Volume 1) - provides a high-level summary of the budget and financial information, including sections describing new initiatives within the District's proposed budget, the transmittal letters from the Mayor and the Chairman of the Council of the District of Columbia, the District's five-year financial plan, detailed information on the District's projected revenues and expenditures, and summary information about the Capital Improvements Plan. In addition, this volume includes information about the District's budgetary and financial management policies, grant match and maintenance of effort, a glossary of budget terms, budget summary tables by agency and fund type, and the Budget Request Act legislation that serves as the basis for the District's federal appropriations act.

Agency Budget Chapters (Volumes 2, 3, and 4) - describe, by appropriation title, the operating budgets for each of the District's agencies. Appropriation titles categorize the general areas of services provided by the District on behalf of its citizens and are listed in the table of contents. Examples are Economic Development and Regulation, Public Safety and Justice, and Human Support Services.

Capital Improvements Plan (Including Highway Trust Fund) (Volume 5) - describes the District's proposed six-year Capital Improvements Plan for all of the District's agencies. The Highway Trust Fund describes the District's proposed FY 2016 to FY 2021 planned transportation projects including federal highway grants.

Operating Appendices (Volume 6) - includes detailed supporting tables displaying the proposed expenditures and full-time equivalents in the operating budgets that are described in Volumes 2, 3, and 4. Please note: This volume is available exclusively on the Government of the District of Columbia website at <http://cfo.dc.gov/>.

Detailed information on the chapter contents of each volume include:

Volume 1: Executive Summary

Includes the following sections:

Introduction: FY 2016 Proposed Budget and Financial Plan

This chapter is a narrative and graphic summary of the proposed budget and financial plan. It describes the overall proposed budget, including the sources and uses of public funds, and compares the prior year's approved budget to the current one. The chapter also explains the budget development process and budget formulation calendar for FY 2016.

Financial Plan

The Financial Plan summarizes planned revenues and expenditures from FY 2016 through FY 2019. This chapter includes financing sources, uses, and the assumptions used to derive the District's short-term and long-term economic outlook.

Revenue

This chapter shows current revenue projections for each revenue type as certified by the Office of the Chief Financial Officer. It also details the District's revenue sources, provides an overview of the District's and regional economy and economic trends, and describes the revenue outlook for FY 2016 through FY 2019.

Operating Expenditures

This chapter describes the District's recent Local funds expenditures. It includes analysis of expenditures between FY 2011 and FY 2014, both by agency and by expense category, e.g., personnel, supplies, and fixed costs.

Capital Improvements Plan (CIP)

This chapter describes the overall CIP, including the sources and uses of Capital funds.

Appendices

The last section of the Executive Summary includes explanations of specific items to the District's budget:

- The D.C. Comprehensive Financial Management Policy provides a framework for fiscal decision-making by the District to ensure that financial resources are available to meet the present and future needs of District citizens;
- The Glossary of Budget Terms section describes unique budgeting, accounting, and District terms that may not be known by the general reader;
- The Basis of Budgeting and Accounting section describes the basis of budgeting and accounting, enabling the readers to understand the presentation methods of the District's finances;
- The Fund Structure and Relationship to Budget section relates the District's fund structure to its budget presentation;
- The Grant Match and Maintenance of Effort section includes a table by agency and grant number that provides the required grant match and maintenance of effort contributions for federal and private grants received by the District;
- The Current Services Funding Level (CSFL) Development section describes how the CSFL was developed for the Local funds budget;
- The Summary Tables detail the District's proposed operating budget by agency and fund type for both budgeted dollars and positions; and
- The Budget Request Act is the legislation that the District uses to enact the District's budget via local law, and serves as the basis for the District's federal appropriations act to be enacted into law by the United States Congress and the President through the federal appropriations process.

Volumes 2, 3, and 4: Agency Budget Chapters - Part I, II, and III

These volumes include agency chapters that describe available resources, their uses, and the achieved and anticipated outcomes as a result of these expenditures. Chapters in these volumes are grouped by appropriation title and each chapter contains the following sections, as applicable:

Header Information:

- Agency name and budget code;
- Website address and telephone number; and
- FY 2016 proposed operating budget table.

Introduction:

- Agency Mission; and
- Summary of Services.

Financial and Program Information:

- Proposed Funding by Source table;
- Proposed Full-Time Equivalents by Source table;
- Proposed Expenditure by Comptroller Source Group table;
- Division/Program Descriptions;
- Proposed Expenditure by Division/Program table;
- FY 2016 Proposed Budget Changes;
- FY 2015 Approved Budget to FY 2016 Proposed Budget reconciliation table;
- Agency Performance Plan Objectives; and
- Agency Performance Measures table.

FY 2016 Proposed Budget Changes

The FY 2016 Proposed Budget Changes section within each agency chapter provides a comprehensive explanation of the FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type table that appears in nearly every chapter. Please see the Current Services Funding Level (CSFL) Development appendix in this volume for more information about the CSFL methodology for Local funds. This section includes major changes within the agency budget by program, fund, and full-time equivalents, from the initial request through the policy decisions made by the Mayor. The FY 2016 Proposed Budget Changes section uses the following terms to describe budgetary or programmatic changes:

I. Actions with an impact on services:

- **Enhance:** More funding to improve the quality or quantity of an existing service (e.g., Funding to support a new service center).
- **Reduce:** Reduction, but not elimination of an existing service (e.g. Close a service center and provide services at other locations; Realign staffing in the Fleet Management division).
- **Eliminate:** Total elimination of an existing service, with no anticipation of the service being provided by another entity (e.g. Eliminate unfunded vacant FTEs for staffing realignment).

II. Actions with no service impact

- **Increase:** Additional funds necessary to continue service at current levels (e.g., Fund recurring operating cost of Automated Traffic Enforcement).
- **Decrease:** Reduction in cost without a service impact (e.g., Align energy budget with revised Department of General Services estimate).
- **Transfer-In:** Shift of an existing program or operation from another District agency (e.g., Transfer the Central Cell Block Security activity from the Metropolitan Police Department to the Department of Corrections).
- **Transfer-Out:** Shift of an existing program or operation to another District agency (e.g., Transfer the Mayor's Office of Budget and Finance program from the Executive Office of the Mayor to the Office of the City Administrator).
- **Shift:** Shift an existing program or operation from one fund type to another (e.g., Shift Draw Division program funding from Special Purpose Revenue to Local funds to support functions within the D.C. Lottery).
- **Reallocation:** Movement of funding within an existing program or operation from one activity or service to another (e.g., Reallocation of the Health and Wellness Services activity to the Youth and Family Empowerment activity in the Youth and Family division of the Department of Youth Rehabilitation Services).
- **Technical Adjustment:** An increase or decrease to the budget that is required because of a legislative mandate and/or to correct an error/omission.
- **No Change:** The agency has no changes in funding and/or budget structures from the FY 2015 approved budget to the FY 2016 proposed budget.

An example of an agency narrative is at the end of this chapter to help the reader navigate the Agency Budget Chapter volume. The example shows an agency with a performance plan. Callout boxes highlight the features discussed above.

Volume 5: Capital Improvements Plan (Including Highway Trust Fund)

This volume covers the District's FY 2016 - FY 2021 Capital Improvements Plan (CIP) and the Highway Trust Fund. The capital volume includes:

- An **Introduction** chapter that describes the overall CIP, including the sources and uses of capital funds, the District's policies and procedures for its capital budget and debt, and the FY 2016 planning process;

- **Project Description Forms** that comprise the major portion of the capital volume. The project description forms provide details on capital projects funded by general obligation bonds, pay-as-you-go (Paygo) capital, the Master Equipment Lease program, and the Local Street Maintenance Fund. Each page shows one subproject's planned allotments for FY 2016 through FY 2021, including a description, its annual operating impact, milestone data, and its location; and
- **Appendices** that provide supporting tables and a glossary about the District's capital budget, including:
 - The **FY 2016 Appropriated Budget Authority Request** table that summarizes proposed new projects and changes (increase or decrease) for ongoing projects by agency, subproject, and funding source;
 - The **FY 2016 - FY 2021 Planned Expenditures from New Allotments** table that summarizes the new allotments' planned FY 2016 - FY 2021 expenditures by agency, project, and subproject;
 - The **FY 2016 - FY 2021 Planned Funding** table that summarizes the FY 2016 and six-year funding sources for all new allotments by agency, subproject, and funding source;
 - The **Capital Budget Authority and Allotment Balances** table that summarizes the lifetime budget authority and allotment, life-to-date expenditures, total commitments, and balance of budget authority and allotment for all ongoing capital projects by agency, project, and authority (District versus federal);
 - The **Capital Project Cost Estimate Variances** table displays changes of 5 percent or greater to project costs since the FY 2015 Budget;
 - FY 2015 year-to-date budget actions; and
 - Rescissions, Redirections, and Reprogrammings that occurred between June 1, 2014 (the cut-off date for last year's budget book) and September 30, 2014 (the end of FY 2014).

Highway Trust Fund

This appendix covers the District's FY 2016 through FY 2021 proposed Highway Trust Fund expenditures, including:

- An **Introduction** chapter, which describes the Highway Trust Fund program, including the sources and uses of the funds, the District's policies and procedures for the trust fund, and the FY 2016 planning process;
- The **Project Description Forms**, which comprise the majority of the Highway Trust Fund volume. Each page shows planned allotments for FY 2016 through FY 2021, description, annual operating impact, milestone data, and location for two subprojects; and
- **Appendices** that provide supporting tables for the District's Highway Trust Fund program.
 - An overview of the District of Columbia's Water and Sewer Authority's FY 2015 - FY 2024 Capital Improvements Plan.

Volume 6: Operating Appendices

This volume provides supporting tables to each agency's proposed operating budget. The tables generally include FY 2014 actual expenditures, the FY 2015 approved budget, the FY 2016 proposed budget, and the change from FY 2015 to FY 2016 (unless noted). The following tables are provided:

Schedule 30-PBB - dollars summarized by program, activity, and governmental fund (governmental fund break-out is for FY 2015 only and includes general fund detail);

Schedule 40-PBB - dollars summarized by program, comptroller source group, and governmental fund;

Schedule 40G-PBB - dollars summarized by program, comptroller source group, and appropriated fund within the General Fund;

Schedule 41 - dollars and FTEs summarized by comptroller source group and governmental fund;

Schedule 41G - dollars and FTEs summarized by comptroller source group and appropriated fund within the General Fund; and

Schedule 80 - dollars and FTEs summarized by appropriated fund, with specific revenue source (for the FY 2016 Proposed Budget only).

Agency name

Agency budget code

(H10)

Department of Health Care Finance

www.dhcf.dc.gov

Telephone: 202-442-5988

This shows the agency's FY 2014 actual expenditures, FY 2015 approved budget, the FY 2016 proposed budget, and the percent variance from FY 2016 to FY 2015. This includes the agency's operating budget and FTEs.

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$2,625,746,933	\$2,909,706,049	\$2,957,275,166	1.7
FTEs	178.2	220.4	251.0	13.9

Agency website address and telephone number (if applicable)

The mission of the Department of Health Care Finance (DHCF) is to improve health outcomes by providing access to comprehensive, cost-effective, and quality health care for residents of the District of Columbia.

This section describes the agency's mission and purpose.

Summary of Services

The Department of Health Care Finance, an agency that was established in FY 2009, provides health care services to low-income children, adults, elderly, and persons with disabilities. Over 200,000 District of Columbia residents (one-third of all residents) receive health care services through DHCF's Medicaid and Alliance programs. DHCF strives to provide these services in the most appropriate and cost-effective settings possible.

The agency's FY 2016 proposed budget is presented in the following tables:

A Summary of Services is a concise explanation of the agency's key functions.

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table HT0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table HT0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	727,913	718,045	718,003	705,262	-13,240	-1.8
Dedicated Taxes	64,500	65,510	65,829	53,585	-12,244	-18.6
Special Purpose Revenue Funds	980					
Total for General Fund	793,393					
Federal Resources						
Federal Grant Funds	21,332					
Federal Medicaid Payments	1,650,217					
Total for Federal Resources	1,671,549	1,812,204	2,049,018	2,113,896	64,877	3.2
Private Funds						
Private Grant Funds					0	N/A
Total for Private					0	N/A
Intra-District Funds						
Intra-District Funds					03	13.0
Total for Intra-District					03	13.0
Gross Funds	2,485,478	2,625,747	2,909,706	2,957,775	48,069	1.7

This table presents the agency's total operating budget, comparing the FY 2013 actual, FY 2014 actual, FY 2015 approved budget, and FY 2016 proposed budget.

This table also shows the agency's total operating budget from each funding source (Local, Dedicated Taxes, Special Purpose Revenue, Federal Payments, Federal Grants, Medicaid, Private Grants, Enterprise and Other, or Intra-District sources).

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table HT0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table HT0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	60.5	71.9	90.0	103.9	13.9	15.5
Dedicated Taxes	0.8	2.9	5.5	6.0	0.6	10.0
Special Purpose Revenue Funds	5.4	7.4	9.8	10.4	0.6	5.6
Total for General Fund					15.0	14.3
Federal Resources						
Federal Grant Funds					-5.0	-71.4
Federal Medicaid Payments					20.6	19.1
Total for Federal Resources					15.6	13.6
Total Proposed FTEs	164.4	178.2	220.4	251.0	30.7	13.9

This table lists the agency's FTEs for two prior years, the current year, and the upcoming fiscal year, by revenue type.

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table HT0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table HT0-3
(dollars in thousands)

	Actual FY 2013	Actual FY 2014	Approval FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
Comptroller Source Group						
11 - Regular Pay - Continuing Full Time	12,565	14,248	17,954	20,355	2,401	13.4
12 - Regular Pay - Other	844	689	920	1,243	324	35.2
13 - Additional Gross Pay	31	44	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	2,546	2,853	4,001	4,356	355	8.9
15 - Overtime Pay	16	167	0	0	0	N/A
Subtotal Personal Services (PS)	16,003	18,000	22,875	25,955	3,080	13.5
20 - Supplies and Materials	570	105	180	183	3	1.5
30 - Energy, Communication, and Building Rentals	162	218	233	200	-33	-14.2
31 - Telephone, Telegraph, Telegram, Etc.	151	192	165	186	21	12.8
32 - Rentals - Land and Structures	728	0	0	0	0	N/A
34 - Security Services	83	160	116	111	-5	-4.2
35 - Occupancy Fixed Costs	144	359	424	259	-165	-39.0
40 - Other Services and Charges	1,933	1,140	1,504	1,545	41	2.7
41 - Contractual Services - Other	65,846	69,124	61,341	71,478	10,137	16.5
50 - Subsidies and Transfers	2,399,317	2,536,324	2,822,548	2,857,526	34,978	1.2
70 - Equipment and Equipment Rental	540	126	319	333	13	4.1
Subtotal Nonpersonal Services (NPS)	2,469,475	2,607,747	2,886,831	2,931,820	44,989	1.6
Gross Funds	2,485,478	2,625,747	2,909,706	2,957,775	48,069	1.7

*Percent change is based on whole dollars.

This table lists the agency's total operating expenditures for FY 2013 and FY 2014, the FY 2015 approved budget, and the FY 2016 proposed budget at the Comptroller Source Group level.

Division Description

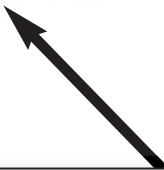
The Department of Health Care Finance operates through the following 8 divisions:

Health Care Delivery Management (HCDM) – ensures that quality services and practices pervade all activities that affect the delivery of health care to beneficiaries served by the District's Medicaid, Children's Health Insurance Program (CHIP), and Alliance programs. HCDM accomplishes this through informed benefit design; use of prospective, concurrent and retrospective utilization management; ongoing program evaluation; and the application of continuous quality measurement and improvement practices in furnishing preventive, acute, and chronic/long-term care services to children and adults through DHCF's managed care contractors and institutional and ambulatory fee-for-service providers.

This division contains the following 5 activities:

- **Managed Care Management** – provides oversight, evaluation, and enforcement of contracts with organizations managing the care and service delivery of Medicaid and Alliance beneficiaries, along with providing oversight and enrollment of eligible beneficiaries;
- **Preventive and Acute Care (Children's Health Services)** – develops, implements, and monitors policies, benefits and practices for children's health care services, including HealthCheck/EPSTD, CHIP, and the Immigrant Children's Program;
- **Division of Quality and Health Outcomes** – continuously improves the quality (safe, effective, patient-centered, timely, efficient, and equitable services) of health care delivered by programs administered by DHCF; and ensures that quality and performance improvement principles and practices pervade all the components and activities that impact the delivery and outcomes of health care services to patients served by the District's Medicaid, CHIP, and Alliance programs;
- **Division of Clinicians, Pharmacy and Acute Provider Services** – develops, implements, and oversees the programming for primary and specialty providers, hospitals, and other acute and preventive care services; and manages the non-emergency transportation contract; and
- **Health Care Delivery Management Support Services** – provides administrative support functions to the Health Care Delivery Management division.

Long-Term Care Administration (LTCA) – provides oversight and monitoring of programs targeted to elders, persons with physical disabilities, and persons with intellectual and developmental disabilities. Through program development and day-to-day operations, the LTCA also ensures access to needed cost-effective, high-quality extended and long-term care services for Medicaid beneficiaries residing in home and community-based or institutional settings. The office also provides contract management of the long-term care supports and services contract.



This indicates the specific programs (or divisions) and activities within an agency. It contains detailed descriptions of their purpose and how they contribute to the lives of District residents and visitors.

FY 2016 Proposed Operating Budget and FTEs by Division and Activity

Table HT0-4 contains the proposed FY 2016 budget by division and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table HT0-4

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1010) Personnel	804	676	838	162	2.7	6.4	11.0	4.7
(1015) Training and Development	17	69	69	0	0.0	0.0	0.0	0.0
(1030) Contracting and Procurement	2,742	905	1,544	638	4.6	5.0	7.0	-2.0
(1030) Property Management	1,979	1,836	1,794	-42	7.6	5.0	7.0	2.0
(1040) Information Technology	115	789	2,672	1,883	4.5	5.0	7.0	2.0
(1060) Legal	556	843	948	105	0.0	0.0	8.0	8.0
(1070) Fleet Management	31	5	5	0	0.0	0.0	0.0	0.0
(1080) Communications	270	547	568	21	1.8	2.0	2.0	0.0
(1085) Customer Service	1,659	1,603	1,778	175	8.6	14.0	17.0	3.0
(1087) Language Access	-1	2	2	0	0.0	0.0	0.0	0.0
(1090) Performance Management	9,052	8,456	8,749	2,294	19.2	24.0	45.0	21.0
Subtotal (1000) Agency Management	17,224	13,731	18,967	5,236	45.1	61.4	100.0	38.7
(100F) Agency Financial Operations								
(110F) Budgeting Operations	347	464	692	227	3.7	4.0	6.0	2.0
(120F) Accounting Operations	3,525	4,401	5,547	1,146	8.4	9.0	7.0	-2.0
(140F) Agency Fiscal Officer	265	280	298	18	1.8	2.0	2.0	0.0
Subtotal (100F) Agency Financial Operations	4,137	5,145	6,537	1,391	13.9	15.0	15.0	0.0
(2000) Health Care Delivery Management								
(2001) Chronic and Long-Term Care	21,705	0	0	0	28.8	0.0	0.0	0.0
(2002) Managed Care Management	7,615	4,811	7,601	-1,210	9.1	11.0	10.0	-1.0
(2003) Preventive and Acute Care	1,002	1,375	1,214	-61	4.1	5.5	4.5	-1.0
(2004) Division of Quality and Health Outcomes	754	907	1,418	511	7.6	4.0	8.0	4.0
(2005) Div. of Clinicians, Rx and Acute Provider Services	4,602	8,341	8,067	1,726	5.1	5.5	6.5	1.0
(2010) Health Care Delivery Management Support Services	488	281	304	24	1.8	2.0	2.0	0.0
Subtotal (2000) Health Care Delivery Management	32,167	13,715	14,704	989	52.5	28.0	31.0	3.0

This table provides an overall budgeted funding level and number of approved FTEs for the FY 2014 actuals, the FY 2015 approved budget, and the FY 2016 proposed budget for specific programs (or divisions) and activities.

FY 2016 Proposed Budget Changes

The Department of Health Care Finance's (DHCF) proposed FY 2016 gross budget is \$2,957,775,166 which represents a 1.7 percent increase over its FY 2015 approved gross budget of \$2,909,706,049. The budget is comprised of \$703,362,740 in Local funds, \$53,584,694 in Dedicated Taxes, \$999,998 in Federal Grants funds, \$2,112,895,525 in Federal Medicaid Payments, \$2,604,805 in Special Purpose Revenue funds, and \$84,327,405 in Intra-District funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local fund operating District agencies, before consideration of policy decisions. The CSFL is based on the FY 2015 approved budget across multiple divisions, and it estimates the cost of continuing its current divisions and operations into the following year. The FY 2015 Local funds budget are described in table 5 of the CSFL Development section within Volume 1: Executive Summary. The CSFL methodology used and components that comprise the CSFL.

DHCF's FY 2016 CSFL budget is \$731,084,051, which represents a \$14,481,226, or 2.0 percent, increase over the FY 2015 approved Local funds budget of \$716,602,825.

CSFL Assumptions

The FY 2016 CSFL calculated for DHCF included adjustment entries that are not described in detail on table 5. These adjustments include a reduction of \$1,143,494 to account for the removal of one-time funding appropriated in FY 2015 to support continuation of the United Medical Center's sustainability contract with Huron. Additionally, adjustments were made for a net increase of \$286,229 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$463,237 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

DHCF's CSFL funding for the Medicaid Growth Factor reflects an adjustment for an increase of \$15,043,391 to account for a District's FY 2016 Medicaid growth rate of 2.2 percent based on the cost of health care services in the District projected by DHCF. The Medicaid growth rate is primarily driven by enrollment forecasts for Medicaid Managed Care and Fee-for-Service. Managed Care coverage includes, parents of Medicaid eligible children, pregnant women, childless adults with incomes up to 200 percent of Federal Poverty Level (FPL), the Children's Health Insurance Program (CHIP), and Health Services for Children with Special Needs (HSCSN). Other variables impacting the Medicaid Growth Factor include enrollment forecasts for Medicaid waivers, which include the Developmental Disabilities (DD) and the Elderly and Physically Disabled (EPD) waivers. These adjustments also include locally funded programs, such as the Immigrant Children and the D.C. Healthcare Alliance.

Additionally, adjustments were made for proper funding of compensation and benefits for Compensation Groups 1 and 2, and for projections provided by the Department of Health Care Finance.

The FY 2016 Proposed Budget Changes section provides a comprehensive explanation of Table 5; it includes major internal changes within the budget including Current Services Funding Level (CSFL) changes, changes to the initial adjusted budget, and policy initiatives.

In FY 2016, an explanation of CSFL changes, including the CSFL assumptions, is presented separately within the budget. For more detail on the CSFL, please see the appendix in this volume.

Agency Budget Submission

The FY 2016 budget submission places a strong emphasis on investing in programs that improves access to health care in underserved areas such as those who are economically disadvantaged or medically vulnerable. Furthermore, the budget allows DHCF to continue to take important steps towards implementing health care reform and improving healthcare access for underserved populations. In this regard, DHCF proposes a number of adjustments in the allocation of available resources, the key elements of which are summarized in the following sections below.

Increase: The budget proposed in Local funds includes an increase of \$1,592,751 and 15.6 FTEs across multiple divisions. This increase in personal services costs supports projected salary step increases, Fringe Benefits, and the Local portion of annualized compensation. The additional staff will serve in areas involving customer service, personnel, liaison between District and federal agencies, and District residents.

The Agency Management division provides various services to support the operational needs of this division accounts for an increase of \$1,191,096 is allocated for improvements to Information Technology, and a net increase of \$7,847 reflects various adjustments for Fixed Costs based on estimates for Telecommunications from the Office of the Chief Technology Officer (OCTO) and Energy from DGS.

This section describes the changes made to an agency during the overall budget formulation process by fund and by program (or division).

Mayor's Proposed Budget

Enhance: The proposed Local funds budget includes an increase of \$322,253 in the Agency Management division. This adjustment covers personal services costs for procurement services that will be transferred to the Office of Contracting and Procurement (OCP) via Intra-District agreement.

Reduce: DHCF will realign healthcare provider rates in FY 2016. When completed, this exercise is projected to generate savings in the budget, resulting in a decrease of \$41,337,133 in Local funds in the Health Care Finance division. The various areas involved in the realignment exercise include aligning the wages of home health aides with costs reported by healthcare providers, aligning hospital fee-for-service inpatient rates, aligning Managed Care Organization (MCO) rates, aligning specialty hospitals, projected spending to account for double counting, aligning the federal match for the Children's Health Insurance Program (CHIP), aligning the Intermediate Care reimbursement rates, and aligning the Elderly projections. The corresponding adjustment in Local funds is \$82,633,309.

Describes policy changes that are the result of proposed cost-saving initiatives, transfers of funding or function from one agency to another, and other budget changes.

Transfer Out/Reduce: In order to support the DHCF's proposed budget reflects transfers of 1 Federal Medicaid Payments, from the Agency Management division to the OCP.

District's Proposed Budget

Reduce/Shift: The proposed Local funds budget includes a total reduction of \$3,352,116 in the Health Care Finance division. This adjustment includes reductions of \$1,000,000 in Personal Care Services and \$1,000,000 to Federally Qualified Health Centers (FQHC), which is attributed to lower-than-expected utilization for these services. Also included in this adjustment are a shift of \$196,738 to the Healthy DC Dedicated Tax fund and a shift of \$1,155,378 to the Nursing Home Quality of Care Dedicated Tax fund to match projected revenue estimates.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table HT0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table H10-5
(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		716,603	90.0
Removal of One-Time Funding	Multiple Programs	-1,143	0.0
Other CSFL Adjustments	Multiple Programs	15,625	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		731,084	90.0
Increase: To adjust personal services	Multiple Programs	1,593	1.5
Increase: To align resources with operational goals	Agency Management	1,199	0.0
Increase: To align resources with operational goals	Long-Term Care		
	Administration	969	0.0
Increase: To align resources with operational goals			0.0
Increase: To align resources with operational goals			0.0
Increase: To align resources with operational goals			0.0
Decrease: To align resources with operational goals			0.0
Decrease: To align resources with operational goals			0.0
Decrease: To align resources with operational goals			0.0
Technical Adjustment: Adjustment due to originally anticipated Medicaid enrollment			0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		744,378	105.6
Enhance: Salary and Fringe from the Office of Contracting and Procurement	Agency Management	322	0.0
Reduce: Realignment of healthcare provider service rates	Health Care Finance	-41,337	0.0
Transfer-Out/Reduce: To OCP to support the Procurement Practices and Reform Act of 2010 initiatives	Agency Management	0	-1.6
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		703,363	103.9
DEDICATED TAXES: FY 2015 Approved Budget and FTE		65,829	5.5
Decrease: To align budget with projected revenues	Multiple Programs	-12,244	0.6
DEDICATED TAXES: FY 2016 Agency Budget Submission		53,585	6.0
No Change		0	0.0
DEDICATED TAXES: FY 2016 Mayor's Proposed Budget		53,585	6.0

Typically called Table 5, the *FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type* table describes the changes made to an agency from the CFSL to the policy decisions, by fund, and by program.

Agency Performance Plan

The agency's performance plan has the following objectives and performance indicators for their Divisions.

Office of the Director

Objective 1: Increase access to health care for District residents.

Objective 2: Improve access to health care by developing cost-effective reimbursement methodologies and budget processes.

Objective 3: Strengthen program integrity

KEY PERFORMANCE INDICATORS

Office of the Director

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of consumers served by Ombudsman	3,528	3,700	7,220	5,000	5,200	5,500
Percent of closed/resolved cases among Office of the Health Care Ombudsman Bill of Rights' consumers	94%	90%	91.6%	98%	98%	98%
Percent of commercial cases overturned	68%	80%	26.77%	12%	13%	14%
Number of provider categories to be audited and related financial reviews	Not Available	Not Available	Not Available	6	6	6
Percent of invoices processed accurately and in compliance with Prompt Payment Act	Not Available	Not Available	Not Available	95%	96%	97%
Number of referrals to the Medicaid Fraud Control Unit	23	20	9	20	20	20

The Agency Performance Plan describes specific agency performance objectives or goals from the FY 2013 actual through the FY 2017 projected result.

Agency Budget Chapters

A - Governmental Direction and Support

B - Economic Development and Regulation

C - Public Safety and Justice

A

Governmental Direction and Support

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11. D.C. Office of Risk Management (RK0)	A-77
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How to Read the Agency Chapters

The agency chapters describe available resources for an agency, how the agency will spend them, and the achieved and anticipated outcomes as a result of these expenditures. For a detailed explanation of the fiscal tables and narrative sections, please see the “How to Read the Budget and Financial Plan” chapter in *Volume 1: Executive Summary*.

Each chapter contains the following, if applicable:

The first page of each agency chapter displays the agency name and budget code, website address, and telephone number. The page also shows a table that contains the agency’s gross funds, or total operating, budget. The table shows the Fiscal Year (FY) 2014 actual expenditures and Full-Time Equivalents (FTEs); the FY 2015 Approved budget and FTEs; the FY 2016 Proposed budget and FTEs; and the percent change from the previous year for the budget and FTEs. Lastly, this page typically contains the agency mission statement and a summary of its services.

Subsequent pages reflect agency fiscal and programmatic levels and changes. The information varies by agency but typically contains the following financial tables and narrative sections:

- ***Proposed Funding by Source table*** displays the agency FY 2013 and 2014 actuals, the FY 2015 Approved, and the FY 2016 Proposed dollars by fund type.
 - ***Proposed Full-Time Equivalents table*** shows the agency FY 2013 and 2014 actuals, the FY 2015 Approved, and the FY 2016 Proposed FTEs by fund type.
 - ***Proposed Expenditure by Comptroller Source Group (CSG) table*** identifies the gross fund changes by CSG, which is a type of budgetary classification that identifies category spending within personal services (personnel costs, such as salaries and fringe benefits) and nonpersonal services (operational costs, such as contracts, supplies, and subsidy payments).
 - ***Proposed Operating Budget and FTEs, by Division/Program and Activity table*** shows the gross fund changes by dollars and FTEs. The Division/Program descriptions section that precedes this table explains the purpose of the divisions/programs and activities funded in the FY 2016 Proposed budget.
 - ***FY 2015 Approved Budget to FY 2016 Proposed Budget reconciliation table*** shows the FY 2016 Proposed budget and FTE changes, by division or program, from the FY 2015 Approved budget. This table also includes a brief description of the change. A detailed narrative of the changes is found in the FY 2016 Proposed Budget Changes section that precedes this table.
 - ***Agency Performance Plan Objectives*** and the accompanying Agency Performance Measures table show the agency-level plan that contains the agency’s mission, summary of services, objectives, initiatives, and performance measures for a set period of time. For some agencies, the initiatives and performance measures are grouped by division/program.
-

Council of the District of Columbia

www.dccouncil.us

Telephone: 202-724-8000

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$19,970,923	\$22,575,091	\$22,390,597	-0.8
FTEs	182.1	189.5	189.5	0.0

The Council of the District of Columbia is the legislative branch of the District of Columbia government. The Council enacts laws; reviews and approves the government's annual operating and capital budgets; and conducts oversight of the performance of agencies, boards, and commissions.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table AB0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table AB0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
<u>General Fund</u>						
Local Funds	19,335	19,745	22,505	22,321	-184	-0.8
Total for General Fund	19,335	19,745	22,505	22,321	-184	-0.8
<u>Private Funds</u>						
Private Donations	0	157	0	0	0	N/A
Total for Private Funds	0	157	0	0	0	N/A
<u>Intra-District Funds</u>						
Intra-District Funds	70	70	70	70	0	0.0
Total for Intra-District Funds	70	70	70	70	0	0.0
Gross Funds	19,405	19,971	22,575	22,391	-184	-0.8

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table AB0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table AB0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
<u>General Fund</u>						
Local Funds	184.5	182.1	189.5	189.5	0.0	0.0
Total for General Fund	184.5	182.1	189.5	189.5	0.0	0.0
Total Proposed FTEs	184.5	182.1	189.5	189.5	0.0	0.0

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table AB0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table AB0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	13,582	13,886	15,633	15,994	361	2.3
12 - Regular Pay - Other	492	713	0	0	0	N/A
13 - Additional Gross Pay	282	158	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	2,647	2,785	3,743	3,172	-572	-15.3
15 - Overtime Pay	4	4	0	0	0	N/A
Subtotal Personal Services (PS)	17,007	17,546	19,376	19,166	-210	-1.1
20 - Supplies and Materials	107	182	204	204	0	0.0
31 - Telephone, Telegraph, Telegram, Etc.	84	68	147	147	0	0.0
40 - Other Services and Charges	2,125	2,094	2,748	2,774	26	0.9
70 - Equipment and Equipment Rental	82	82	100	100	0	0.0
Subtotal Nonpersonal Services (NPS)	2,398	2,425	3,199	3,224	26	0.8
Gross Funds	19,405	19,971	22,575	22,391	-184	-0.8

*Percent change is based on whole dollars.

Program Description

The Council of the District of Columbia operates through the following 4 programs:

Council Administration – provides administrative support and technical expertise to the Council of the District of Columbia through the Council Fixed Costs Account and Council Benefits activities, which provide funding for all Council-wide Fixed Costs and Fringe Benefits, respectively.

Council Central Offices – provides administrative support and technical expertise to the Council of the District of Columbia.

This program contains the following 4 activities:

- **Secretary to the Council** – serves as the Chief Administrative Officer; provides records of Council actions including the filing of bills and proposed resolutions, amendments to bills and resolutions, and requests for hearings, committee reports, and other records and reports assigned by the Rules, the Council, or the Chairman; and proposes and administers the fiscal year budget of the Council;
- **General Counsel** – provides advice to the Council on matters of parliamentary procedure, identifies legislative problems, provides members with alternatives in terms of policy options to solve those problems, represents the Council in any legal action to which it is a party, supervises the publication of the District of Columbia Official Code, prepares technical amendment and enactment bills, makes legislative drafting assistance available to all members, engrosses and enrolls measures, makes determinations about

the legal sufficiency of legislation, serves as the Ethics Counselor, and makes necessary technical and conforming changes in measures during enrollment;

- **Office of the Budget Director** – provides advice to Councilmembers on matters related to the budget including the development of annual and multi-year budgets and financial plans, reviews contracts and reprogramming actions, analyzes the fiscal impact of legislation, coordinates the submission of budget reports and the annual Budget Support Act, and provides the support needed for an efficient Council budget process; and
- **Office of Information Technology** – provides planning, acquisition, and maintenance support of information technology hardware and software for Council staff.

Councilmembers – provides for the budgets of the 13 elected Councilmembers of the District of Columbia. Eight of the elected Councilmembers represent identified Wards in the District, and the remaining five members, including the Chairman of the Council, are elected at-large.

This program contains the following 13 activities:

- The Chairman is the presiding and chief executive officer of the Council; and
- Each of the other 12 elected officials is under an activity defining the Ward represented or their position as an at-large representative.

Council Committees – includes the eight committees of the Council of the District of Columbia. Much of the work of the Council of the District of Columbia is conducted by seven standing committees and the Committee of the Whole, which is chaired by the Chairman of the Council. Committees consider proposed legislation, analyze its fiscal impact, hold public hearings, and vote on legislative measures for action by the Council. Standing committees also conduct oversight hearings on the performance of agencies, government initiatives operation, and policy implementation.

This program contains the following eight activities:

- Committee of the Whole, which includes all Councilmembers;
- Committee on Business, Consumer and Regulatory Affairs;
- Committee on Education;
- Committee on Finance and Revenue;
- Committee on Health and Human Services;
- Committee on Housing and Community Development;
- Committee on the Judiciary; and
- Committee on Transportation and the Environment

Program Structure Change

The Council of the District of Columbia has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table AB0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table AB0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Council Administration								
(1101) Council Benefits	0	3,743	3,172	-572	0.0	0.0	0.0	0.0
(1102) Council Fixed Costs	68	147	147	0	0.0	0.0	0.0	0.0
Subtotal (1000) Council Administration	68	3,891	3,319	-572	0.0	0.0	0.0	0.0
(2000) Council Administration								
(0025) Secretary to the Council	3,321	4,204	3,833	-370	22.6	31.0	28.0	-3.0
(0026) General Counsel	1,413	1,300	1,436	136	11.3	11.5	12.5	1.0
(0027) Budget Director	822	751	964	213	6.9	7.0	9.0	2.0
(0031) Office of Information Technology	1,066	1,109	1,129	20	5.9	7.0	7.0	0.0
Subtotal (2000) Council Administration	6,623	7,364	7,363	-1	46.6	56.5	56.5	0.0
(3000) Council Members								
(0100) Councilmember Ward 1	673	486	582	97	5.9	6.0	7.0	1.0
(0200) Councilmember Ward 2	565	486	582	97	5.9	6.0	7.0	1.0
(0300) Councilmember Ward 3	725	486	582	97	5.9	6.0	7.0	1.0
(0400) Councilmember Ward 4	686	486	582	97	5.9	6.0	7.0	1.0
(0500) Councilmember Ward 5	721	486	582	97	5.9	6.0	7.0	1.0
(0600) Councilmember Ward 6	804	486	582	97	5.9	6.0	7.0	1.0
(0700) Councilmember Ward 7	692	486	582	97	5.9	6.0	7.0	1.0
(0800) Councilmember Ward 8	672	486	582	97	5.9	6.0	7.0	1.0
(0900) Councilmember At-Large A	734	486	582	97	5.9	6.0	7.0	1.0
(1010) Councilmember At-Large B	610	486	582	97	5.9	6.0	7.0	1.0
(1011) Councilmember At-Large C	721	486	582	97	5.9	6.0	7.0	1.0
(1012) Councilmember At-Large D	631	486	582	97	5.9	6.0	7.0	1.0
(1300) Chairman 13	957	850	854	4	5.9	6.0	8.0	2.0
Subtotal (3000) Council Members	9,191	6,677	7,844	1,168	76.6	78.0	92.0	14.0
(4000) Council Committees								
(4020) Committee of the Whole (COW)	705	743	784	41	9.8	10.0	8.0	-2.0
(4025) Committee on Finance and Revenue	508	433	394	-39	4.9	5.0	4.0	-1.0
(4030) Committee on Economic Development	290	433	0	-433	4.9	5.0	0.0	-5.0
(4035) Committee on Health	357	433	0	-433	4.9	5.0	0.0	-5.0
(4040) Transportation and the Environment	450	433	461	28	4.9	5.0	5.0	0.0

(Continued on next page)

Table AB0-4 (Continued)

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(4000) Council Committees (continued)								
(4041) Committee on Education	343	433	379	-54	4.9	5.0	4.0	-1.0
(4045) Committee on Human Services	408	433	0	-433	4.9	5.0	0.0	-5.0
(4055) Business, Consumer and Regulatory Affairs	367	433	461	28	4.9	5.0	5.0	0.0
(4060) Government Operations	356	433	0	-433	4.9	5.0	0.0	-5.0
(4065) Judiciary and Public Safety	305	433	0	-433	4.9	5.0	0.0	-5.0
(4071) Committee on Economic Development and Housing	0	0	0	0	0.0	0.0	0.0	0.0
(4081) Comm. on Housing and Community Development	0	0	379	379	0.0	0.0	4.0	4.0
(4082) Committee on Health and Human Services	0	0	544	544	0.0	0.0	6.0	6.0
(4083) Committee on the Judiciary	0	0	461	461	0.0	0.0	5.0	5.0
(4090) Workforce and Community Affairs	0	0	0	0	4.9	0.0	0.0	0.0
Subtotal (4000) Council Committees	4,089	4,644	3,865	-779	58.9	55.0	41.0	-14.0
Total Proposed Operating Budget	19,971	22,575	22,391	-184	182.1	189.5	189.5	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Council of the District of Columbia's (Council) proposed FY 2016 gross budget is \$22,390,597, which represents a 0.8 percent decrease from its FY 2015 approved gross budget of \$22,575,091. The budget is comprised of \$22,320,877 in Local funds and \$69,720 in Intra-District funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

Council's FY 2016 CSFL budget is \$22,320,877, which represents a \$184,494, or 0.8 percent, decrease from the FY 2015 approved Local funds budget of \$22,505,371.

CSFL Assumptions

The FY 2016 CSFL calculated for Council included adjustment entries that are not described in detail on table 5. These adjustments include a reduction of \$500,000 to account for the removal of one-time funding appropriated in FY 2015 for the District's Comprehensive Rail Plan. Council's CSFL funding for Other Adjustments includes a net increase of \$315,506, comprised of a reduction of \$153,483 to account for Fringe Benefit costs based on trend and comparative analyses and an increase of \$468,989 to account for the allocation of a 3.0 percent pay raise for District employees.

Agency Budget Submission

Increase: The Council reorganized certain aspects of the agency to better align the budget with the needs of District residents. Specifically, the Council Members program supports a total increase of \$1,163,476 and 14.0 positions. This amount covers the movement of staff and \$779,138 from abolished Council Member Committees, while \$384,338 supports higher salaries and the realignment of certain agency programs. In addition, the Council's budget supports a net increase of \$525,817 to cover higher contract-related activities across the agency.

Decrease: A decrease of \$1,689,296 and 14.0 positions reflects the reorganization of the Council by abolishing certain committees; creating new ones; and reallocating funding, positions, and certain functions to the Council Members program. In addition, the budget reflects Fringe Benefit savings as a result of changes in staffing and miscellaneous operational adjustments.

Mayor's Proposed Budget

No Change: The Council of the District of Columbia's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

District's Proposed Budget

No Change: The Council of the District of Columbia's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table AB0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table AB0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		22,505	189.5
Removal of One-Time Funding	Multiple Programs	-500	0.0
Other CSFL Adjustments	Multiple Programs	316	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		22,321	189.5
Increase: To support program initiative(s)	Multiple Programs	1,163	14.0
Increase: To align resources with operational goals	Multiple Programs	526	0.0
Decrease: To streamline operation efficiency	Multiple Programs	-1,689	-14.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		22,321	189.5
No Change		0	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		22,321	189.5
No Change		0	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		22,321	189.5
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		70	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 Agency Budget Submission		70	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		70	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		70	0.0
Gross for AB0 - Council of the District of Columbia		22,391	189.5

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Office of the District of Columbia Auditor

www.dcauditor.org

Telephone: 202-727-3600

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$3,758,866	\$4,240,984	\$4,663,341	10.0
FTEs	28.4	31.0	31.0	0.0

The mission of the Office of the District of Columbia Auditor (ODCA) is to support the Council of the District of Columbia by conducting audits that improve the economy, efficiency, and accountability of the District government.

Summary of Services

The Office of the District of Columbia Auditor (ODCA) provides assistance to the Council of the District of Columbia in performing its oversight duties by conducting audits, certifying revenue estimates, providing financial oversight and management of the District's Advisory Neighborhood Commissions, and reviewing compliance with Certified Business Enterprise requirements. All of these services are provided within the following two activities: (1) Performance, Compliance, and Financial Audits; and (2) Advisory Neighborhood Commissions Financial Oversight and Management.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table AC0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table AC0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	4,118	3,763	4,241	4,663	422	10.0
Total for General Fund	4,118	3,763	4,241	4,663	422	10.0
Intra-District Funds						
Intra-District Funds	325	-4	0	0	0	N/A
Total for Intra-District Funds	325	-4	0	0	0	N/A
Gross Funds	4,443	3,759	4,241	4,663	422	10.0

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table AC0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table AC0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	28.5	28.4	31.0	31.0	0.0	0.0
Total for General Fund	28.5	28.4	31.0	31.0	0.0	0.0
Total Proposed FTEs	28.5	28.4	31.0	31.0	0.0	0.0

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table AC0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table AC0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	2,147	2,136	2,861	2,645	-216	-7.6
12 - Regular Pay - Other	99	131	0	324	324	N/A
13 - Additional Gross Pay	87	25	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	405	429	710	582	-128	-18.0
15 - Overtime Pay	0	0	0	0	0	0
Subtotal Personal Services (PS)	2,738	2,721	3,571	3,551	-20	-0.6
20 - Supplies and Materials	12	8	12	18	5	43.5
31 - Telephone, Telegraph, Telegram, Etc.	16	12	15	15	0	0.0
32 - Rentals - Land and Structures	495	493	518	533	16	3.0
35 - Occupancy Fixed Costs	0	0	17	0	-17	-100.0
40 - Other Services and Charges	239	93	80	144	63	79.1
41 - Contractual Services - Other	703	405	12	354	342	2,813.4
70 - Equipment and Equipment Rental	241	26	15	48	33	214.2
Subtotal Nonpersonal Services (NPS)	1,705	1,038	670	1,112	442	66.0
Gross Funds	4,443	3,759	4,241	4,663	422	10.0

*Percent change is based on whole dollars.

Program Description

The Office of the District of Columbia Auditor operates through the following 2 programs:

Audit, Financial Oversight and Investigations – provides assistance to the Council of the District of Columbia in performing its oversight responsibilities; annually audits the accounts, operations, and programs of the District of Columbia government pursuant to Section 455 of Public Law 93-198; and certifies revenue estimates in support of municipal bond issuances pursuant to Section 603 of Public Law 93-198. Through this program, the agency is required by the Advisory Neighborhood Commissions Act of 1975, as amended, to provide financial oversight and management to the District government's 40 Advisory Neighborhood Commissions (ANCs) and to manage and administer the ANC Security Fund. The Office of the District of Columbia Auditor is also required (by various laws) to conduct 17 additional audits.

This program contains the following 2 activities:

- **Performance Compliance and Financial Audit** – conducts audits of the accounts, operations, and programs of the District of Columbia on a rotating basis and certifies revenue estimates in support of municipal bond issuances; and

- **Advisory Neighborhood Commissions Audit and Financial Oversight** – provides financial oversight and conducts audits of the financial activities of the District government's 40 ANCs.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Office of the District of Columbia Auditor has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table AC0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table AC0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1030) Property Management	0	550	549	-1	0.0	0.0	0.0	0.0
(1040) Information Technology	144	278	251	-27	1.7	2.0	2.0	0.0
(1050) Financial Management	506	0	0	0	0.0	0.0	0.0	0.0
Subtotal (1000) Agency Management	650	828	800	-28	1.7	2.0	2.0	0.0
(2000) Audit, Financial Oversight and Investigations								
(2010) Performance Compliance and Financial Audit	3,050	3,346	3,789	443	25.0	28.0	28.0	0.0
(2020) ANC Audit and Financial Oversight	59	67	75	8	1.7	1.0	1.0	0.0
Subtotal (2000) Audit, Financial Oversight and Investigations	3,109	3,413	3,863	450	26.7	29.0	29.0	0.0
Total Proposed Operating Budget	3,759	4,241	4,663	422	28.4	31.0	31.0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary By Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of the District of Columbia Auditor's (ODCA) proposed FY 2016 gross budget is \$4,663,341, which represents a 10.0 percent increase over its FY 2015 approved gross budget of \$4,240,984. The budget is comprised entirely of Local funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

ODCA's FY 2016 CSFL budget is \$4,339,741, which represents a \$98,757, or 2.3 percent, increase over the FY 2015 approved Local funds budget of \$4,240,984.

CSFL Assumptions

The FY 2016 CSFL calculated for ODCA included adjustment entries that are not described in detail on table 5. Additionally, adjustments were made for a net decrease of \$65,767 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$268 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

ODCA's CSFL funding for Fixed Costs Inflation Factor reflects an adjustment of \$32,722 to account for the increases in Rentals – Land and Structures and Occupancy Fixed Costs.

Agency Budget Submission

Increase: The proposed budget includes increases of \$323,857 to accommodate the movement of 3.0 FTEs from full time to part time; \$67,884 to primarily support the purchase of regulatory documentation and specialized investigative technology and licensing equipment; and \$52,064 to cover the increase of contractual services costs.

Decrease: The proposed budget includes decreases of \$34,136 due to a reduction in Occupancy Fixed Costs assessed to the agency now centrally-managed; \$107,619 in personal services for Fringe Benefits adjustments; and \$302,050 in Regular Pay – Continuing Full Time due to the shift of 3.0 FTEs to part-time status.

Mayor's Proposed Budget

No Change: The Office of the District of Columbia Auditor's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

District's Proposed Budget

Enhance: The proposed Local funds budget includes a one-time increase of \$290,000, of which \$200,000 supports the evaluation of the extension of the Marion Barry Summer Youth Employment Program for youth aged 22 to 24, and \$90,000 funds studies in fiscal year 2016. Additionally, to encourage ODCA employees to use public transit, the budget increased by \$33,600 to support a new transit subsidy for the agency's staff.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table AC0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table AC0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		4,241	31.0
Other CSFL Adjustments	Multiple Programs	99	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		4,340	31.0
Increase: To adjust personal services	Multiple Programs	324	3.0
Increase: To align funding with nonpersonal services costs	Multiple Programs	68	0.0
Increase: To adjust the Contractual Services budget	Multiple Programs	52	0.0
Decrease: To streamline operation efficiency	Multiple Programs	-34	0.0
Decrease: To align the Fringe Benefits budget with projected costs	Multiple Programs	-108	0.0
Decrease: To adjust personal services	Multiple Programs	-302	-3.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		4,340	31.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		4,340	31.0
Enhance: To support various studies	Audit, Financial Oversight and Investigations	290	0.0
Enhance: To align funding with nonpersonal services costs	Audit, Financial Oversight and Investigations	34	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		4,663	31.0
Gross for AC0 - Office of the District of Columbia Auditor		4,663	31.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plans

The agency's performance plan has the following objectives for FY 2016:

Objective 1: Conduct thorough audits of the accounts and operation of the District government.

Objective 2: Provide thorough financial oversight and audits of the financial activities of the District's Advisory Neighborhood Commissions.

KEY PERFORMANCE INDICATORS

Audit, Financial Oversight and Investigations¹

Measure	FY 2013 Actual	FY 2014 Actual	FY 2014 Target	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of audit recommendations agreed to by audited entities	Not Available	80%	98%	82%	84%	86%
Percent of ANC allotments recommended for release within 90 days of reporting deadline	Not Available	100%	96%	100%	100%	100%

Performance Plan Endnotes:

¹For the purposes of the FY 2016 Performance Plan, the (2000) Audit, Financial and Oversight and Investigations division includes the (1000) Agency Management budget division because Agency Management is not a functional division of the ODCA.

Advisory Neighborhood Commissions

www.anc.dc.gov

Telephone: 202-727-9945

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$860,741	\$924,012	\$926,616	0.3
FTEs	2.6	2.5	2.5	0.0

The mission of the Advisory Neighborhood Commissions (ANC) is to advise the District government on matters of public policy, including decisions regarding planning, streets, recreation, social service programs, health, safety, and sanitation in respective neighborhood areas. This mission, supported by the Office of ANC, in the Agency Management program, includes reviewing and making recommendations on zoning changes, variances, public improvements, licenses, and permits of significance for neighborhood planning and development.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table DX0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table DX0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	781	861	924	927	3	0.3
Total for General Fund	781	861	924	927	3	0.3
Gross Funds	781	861	924	927	3	0.3

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-time Equivalents, by Revenue Type

Table DX0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table DX0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	2.5	2.6	2.5	2.5	0.0	0.0
Total for General Fund	2.5	2.6	2.5	2.5	0.0	0.0
Total Proposed FTEs	2.5	2.6	2.5	2.5	0.0	0.0

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table DX0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table DX0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	151	159	164	172	8	5.1
12 - Regular Pay - Other	23	28	29	31	2	5.9
13 - Additional Gross Pay	0	0	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	24	26	46	31	-15	-33.5
Subtotal Personal Services (PS)	197	212	239	234	-5	-2.3
20 - Supplies and Materials	1	3	5	5	0	0.0
40 - Other Services and Charges	1	0	2	8	6	261.1
50 - Subsidies and Transfers	581	646	678	678	0	0.0
70 - Equipment and Equipment Rental	0	0	0	2	2	N/A
Subtotal Nonpersonal Services (NPS)	584	649	685	693	8	1.2
Gross Funds	781	861	924	927	3	0.3

*Percent change is based on whole dollars.

Program Description

The Advisory Neighborhood Commissions operates through the following 2 programs:

Advisory Neighborhood Commissions – consists of 40 independent commissions that provide advice and recommendations to the Council, the Mayor, and various agencies, boards, and commissions of government so that each neighborhood's needs and concerns receive full consideration in the formulation and implementation of governmental decision-making and in the delivery of public services.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Advisory Neighborhood Commissions has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table DX0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table DX0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1080) Communications	0	0	6	6	0.0	0.0	0.0	0.0
(1085) Customer Services	215	246	243	-3	2.6	2.5	2.5	0.0
Subtotal (1000) Agency Management	215	246	249	3	2.6	2.5	2.5	0.0
(2000) Advisory Neighborhood Commissions								
(0200) Advisory Neighborhood Commissions	646	678	678	0	0.0	0.0	0.0	0.0
Subtotal (2000) Advisory Neighborhood Commissions	646	678	678	0	0.0	0.0	0.0	0.0
Total Proposed Operating Budget	861	924	927	3	2.6	2.5	2.5	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Advisory Neighborhood Commissions' (ANC) proposed FY 2016 gross budget is \$926,616, which represents a 0.3 percent increase over its FY 2015 approved gross budget of \$924,012. The budget is comprised entirely of Local funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

ANC's FY 2016 CSFL budget is \$926,616, which represents a \$2,604, or 0.3 percent, increase over the FY 2015 approved Local funds budget of \$924,012.

CSFL Assumptions

The FY 2016 CSFL calculated for ANC included adjustment entries that are not described in detail on table 5. Adjustments were made for a net increase of \$2,604 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015.

Agency Budget Submission

Increase: The proposed budget includes an increase of \$8,005 in nonpersonal services in the Agency Management program. This increase is comprised of \$6,005 for various services and charges, and \$2,000 for equipment and equipment rental. Also, within the Agency Management program, personal services increased by \$4,265 to support continued neighborhood planning and development.

Decrease: The agency's Fringe Benefits budget decreased by \$12,270 within the Agency Management program to align with projected salary costs.

Mayor's Proposed Budget

No Change: The Advisory Neighborhood Commissions' budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

District's Proposed Budget

No Change: The Advisory Neighborhood Commissions' budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table DX0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table DX0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		924	2.5
Other CSFL Adjustments	Multiple Programs	3	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		927	2.5
Increase: To align funding with nonpersonal services costs	Agency Management	8	0.0
Increase: To adjust personal services	Agency Management	4	0.0
Decrease: To align the Fringe Benefits budget with projected costs	Agency Management	-12	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		927	2.5
No Change		0	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		927	2.5
No Change		0	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		927	2.5
Gross for DX0 - Advisory Neighborhood Commissions		927	2.5

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Uniform Law Commission

Description	FY 2014	FY 2015	FY 2016	% Change
	Actual	Approved	Proposed	from FY 2015
Operating Budget	\$43,739	\$50,000	\$50,000	0.0

The Uniform Law Commission was established by the District of Columbia Uniform Law Commission Act of 2010, effective March 12, 2011 (D.C. Law 18-313; D.C. Official Code § 3-1431 et seq.).

In accordance with the “Fiscal Year 2014 Budget Submission Requirements Resolution of 2012”, the Uniform Law Commission is to be listed as a separate program in a single paper agency. This agency is detached from the Council of the District of Columbia for the purpose of paying annual dues to the National Conference of Commissioners on Uniform State Law and for the registration fees and travel expenses associated with the annual meeting.

The agency’s FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table AL0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2014 actual expenditures.

Table AL0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund					
Local Funds	44	50	50	0	0.0
Total for General Fund	44	50	50	0	0.0
Gross Funds	44	50	50	0	0.0

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table AL0-2 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2014 actual expenditures.

Table AL0-2
(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
40 - Other Services and Charges	44	50	50	0	0.0
Subtotal Nonpersonal Services (NPS)	44	50	50	0	0.0
Gross Funds	44	50	50	0	0.0

*Percent change is based on whole dollars.

Program Description

The Uniform Law Commission operates through the following program:

Uniform Law Commission – provides for the payment of annual dues to the National Conference of Commissioners on Uniform State Law. The program also covers the registration fees and travel expenses associated with the annual meeting. The program is under the authority of the Council of the District of Columbia.

Program Structure Change

The Uniform Law Commission has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table AL0-3 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides FY 2014 actual data.

Table AL0-3

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Uniform Law Commission								
(1001) Uniform Law Commission	44	50	50	0	0.0	0.0	0.0	0.0
Subtotal (1000) Uniform Law Commission	44	50	50	0	0.0	0.0	0.0	0.0
Total Proposed Operating Budget	44	50	50	0	0.0	0.0	0.0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's program, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Uniform Law Commission has no changes from the FY 2015 approved budget to the FY 2016 proposed budget.

Office of the Mayor

www.dc.gov

Telephone: 202-727-1000

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$12,483,360	\$12,820,423	\$11,518,511	-10.2
FTEs	83.4	85.0	72.5	-14.7

The mission of the Executive Office of the Mayor (EOM) is to serve the public by supporting the Mayor in governing, including constituent engagement and media relations.

Summary of Services

EOM provides District agencies with vision and policy direction, and provides agencies with the leadership, support, and oversight to implement specific policy goals and objectives, including building a pathway to the middle class, through an improved education system, safe and clean neighborhoods, better job opportunities, and long-term investments in the city's infrastructure.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table AA0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table AA0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	8,287	8,283	9,322	7,825	-1,496	-16.1
Total for General Fund	8,287	8,283	9,322	7,825	-1,496	-16.1
Federal Resources						
Federal Grant Funds	3,016	3,111	2,995	3,286	291	9.7
Total for Federal Resources	3,016	3,111	2,995	3,286	291	9.7
Private Funds						
Private Grant Funds	2	25	0	0	0	N/A
Private Donations	2	1	0	0	0	N/A
Total for Private Funds	4	26	0	0	0	N/A
Intra-District Funds						
Intra-District Funds	888	1,063	504	407	-97	-19.2
Total for Intra-District Funds	888	1,063	504	407	-97	-19.2
Gross Funds	12,194	12,483	12,820	11,519	-1,302	-10.2

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table AA0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table AA0-2

	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
Appropriated Fund						
<u>General Fund</u>						
Local Funds	76.5	74.3	77.4	66.2	-11.2	-14.4
Total for General Fund	76.5	74.3	77.4	66.2	-11.2	-14.4
<u>Federal Resources</u>						
Federal Grant Funds	2.2	2.1	1.8	1.8	-0.1	-3.8
Total for Federal Resources	2.2	2.1	1.8	1.8	-0.1	-3.8
<u>Intra-District Funds</u>						
Intra-District Funds	8.7	7.0	5.7	4.5	-1.2	-21.6
Total for Intra-District Funds	8.7	7.0	5.7	4.5	-1.2	-21.6
Total Proposed FTEs	87.4	83.4	85.0	72.5	-12.5	-14.7

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table AA0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table AA0-3
(dollars in thousands)

	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
Comptroller Source Group						
11 - Regular Pay - Continuing Full Time	6,087	6,068	6,955	5,656	-1,298	-18.7
12 - Regular Pay - Other	958	780	380	466	86	22.7
13 - Additional Gross Pay	32	123	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	1,314	1,297	1,943	1,169	-774	-39.8
15 - Overtime Pay	0	3	0	0	0	N/A
Subtotal Personal Services (PS)	8,390	8,270	9,278	7,291	-1,987	-21.4
20 - Supplies and Materials	52	72	68	67	-2	-2.6
31 - Telephone, Telegraph, Telegram, Etc.	10	0	0	0	0	N/A
40 - Other Services and Charges	630	1,064	587	864	277	47.3
41 - Contractual Services - Other	107	210	0	191	191	N/A
50 - Subsidies and Transfers	2,675	2,848	2,883	3,101	218	7.6
70 - Equipment and Equipment Rental	330	18	5	5	0	0.0
Subtotal Nonpersonal Services (NPS)	3,804	4,213	3,543	4,227	685	19.3
Gross Funds	12,194	12,483	12,820	11,519	-1,302	-10.2

*Percent change is based on whole dollars.

Program Description

The Executive Office of the Mayor operates through the following 5 programs:

Office of the Mayor – provides staff support to the Mayor in leading the government and community.

This program contains the following 7 activities:

- **Office of the Mayor** – provides leadership, strategic direction, and policy guidance to EOM, Deputy Mayors, and agencies;
- **Scheduling Unit** – processes scheduling requests and correspondence for the Mayor and provides oversight of the Mayor’s public engagements;
- **Office of Communications** – provides strategic communication directions, media relations, public information dissemination, agency communications review and coordination, government-wide communication standards, and guidance to and training opportunities for agency public information officers;
- **Office of Support Services** – provides operational support to the EOM, Deputy Mayors, the Office of the City Administrator, Criminal Justice Coordinating Council, Office on Latino Affairs, Office of Veterans’ Affairs, Office of Asian and Pacific Islander Affairs, Office of the Senior Advisor, and Office of Risk Management;
- **Mayor’s Correspondence Unit** – responds to written correspondence sent to the Mayor in a timely, thoughtful, and helpful manner;
- **Office of the General Counsel** – advises the Mayor and other activities of the EOM without legal counsel on legal matters; and
- **Emancipation Day** – promotes, advocates, and supports Emancipation Day activities for the District of Columbia.

Mayor’s Office of Talent and Appointments (formerly the Office of Boards and Commissions) – provides assistance to the Mayor by making recommendations for outstanding community leaders to serve as appointed leadership staff or members to boards and commissions. The MOTA team recruits energetic, committed, and forward-thinking individuals committed to helping the District of Columbia make a fresh start.

Office of Community Affairs – provides coordinated leadership and administrative support.

This program contains the following 10 activities:

- **Office of Community Relations and Services** – provides constituent support through accessibility and coordination by resolving neighborhood obstacles and complaints, improving delivery of scheduled services, distributing educational materials, and attending community meetings;
- **Office of African-American Affairs** – supports the activities of the Commission on African-American Affairs to address the concerns of African-American communities with low economic, education, or health indicators in the District;
- **Office of Partnership and Grant Services** – enhances the capacity of the District government and non-profit organizations to obtain and manage diverse resources through effective management and oversight of the government’s donation solicitation, grant development, and grant-making process;
- **Office of African Affairs** – provides constituent services and information to the African communities through programmatic activities and outreach material; serves as a liaison between the Mayor, African communities, and District government agencies; and briefs the Mayor and District government agencies about needs and interests of the African residents of the District of Columbia;
- **Commission on Women** – provides constituent services and information to women through programmatic activities and outreach materials; serves as a liaison between the Mayor, women, and

District government agencies; and briefs the Mayor and District government agencies about the needs and interests of the women of the District of Columbia;

- **Office of Lesbian, Gay, Bi-sexual and Transgender Affairs (LGBT)** – provides constituent services and information to the LGBT communities through programmatic activities and outreach materials; serves as a liaison between the Mayor, LGBT communities, and District government agencies; and briefs the Mayor and District government agencies about the needs and interests of the LGBT residents of the District of Columbia;
- **Youth Advisory Council** – provides influence surrounding changes in legislation and policies that impact youth and develops youth and adult partnerships. The D.C. Youth Advisory Council (YAC) advises the Mayor, the District Council, the District of Columbia Public Schools, and other key District government decision makers;
- **Office of Religious Affairs** – provides constituent services and information to the religious community through programmatic activities and outreach materials; serves as a liaison between the Mayor, the religious community, and District government agencies; and briefs the Mayor;
- **Commission on Caribbean Affairs** – provides constituent services and information to the District's Caribbean community through programmatic activities and outreach materials; serves as a liaison between the Mayor, the Caribbean community, and District government agencies; and briefs the Mayor and District government agencies about the needs and concerns of the Caribbean population of the District of Columbia; and
- **Commission on Fathers, Men, and Boys** – provides constituent services and information to the District's fathers, men, and boys community through programmatic activities and outreach materials; serves as a liaison between the Mayor, fathers, men, and boys; and briefs the Mayor and District government agencies about the needs and concerns of the fathers, men, and boys population of the District of Columbia.

Serve DC – The Mayor's Office on Volunteerism – serves as the District of Columbia's Commission on National and Community Service. The mission of the organization is to strengthen and promote the spirit of service through partnerships, national service, and volunteerism by coordinating regular and episodic volunteer opportunities, as well as serving as the nexus for all volunteer partnerships and related councils, coalitions, and commissions.

This program contains the following 3 activities:

- **Administration** – provides support for staff and initiatives of State Service Commissions to fulfill the agency's mission and goals to expand volunteerism service in the District, which includes but is not limited to management of federal Corporation for National and Community Service grants;
- **AmeriCorps** – provides AmeriCorps programs to the District of Columbia and facilitates collaboration among all national service programs including AmeriCorps and National Civilian Community Corps; and
- **Training** – leads the training components of the D.C. Citizen Corps initiative, which provides citizens the opportunity to volunteer to make their communities safer, stronger, and better equipped to address threats of terrorism, crime, and disasters.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The proposed program structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at www.cfo.dc.gov on the Annual Operating Budget and Capital Plan page.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table AA0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table AA0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1070) Fleet Management	75	72	96	23	0.0	0.0	0.0	0.0
(1085) Customer Service	2	0	0	0	0.0	0.0	0.0	0.0
Subtotal (1000) Agency Management	77	72	96	23	0.0	0.0	0.0	0.0
(2000) Office of the Mayor								
(2001) Office of the Mayor	984	978	1,125	147	6.0	6.0	5.0	-1.0
(2002) Scheduling Unit	302	342	342	0	4.0	4.0	4.0	0.0
(2003) Office of Communications	641	707	589	-118	6.0	6.0	5.0	-1.0
(2004) Office of Support Services	470	9	663	654	4.5	0.0	7.5	7.5
(2005) Mayor's Correspondence Unit	339	397	405	8	5.0	5.0	5.0	0.0
(2006) Office of the General Counsel	429	494	466	-27	3.0	3.0	3.0	0.0
(2010) Emancipation Day	50	250	250	0	0.0	0.0	0.0	0.0
Subtotal (2000) Office of the Mayor	3,216	3,177	3,840	663	28.2	24.0	29.5	5.5
(3000) Office of Policy and Legislative Affairs								
(3001) Office of Policy and Legislative Affairs	808	902	0	-902	7.9	8.0	0.0	-8.0
Subtotal (3000) Office of Policy and Legislative Affairs	808	902	0	-902	7.9	8.0	0.0	-8.0
(4000) Office of Boards and Commissions								
(4001) Office of Boards and Commissions	302	378	0	-378	3.0	3.0	0.0	-3.0
Subtotal (4000) Office of Boards and Commissions	302	378	0	-378	3.0	3.0	0.0	-3.0
(4100) Mayor's Office of Talent and Appointments								
(4101) Talent and Appointments	0	0	614	614	0.0	0.0	6.0	6.0
Subtotal (4100) Mayor's Office of Talent and Appointments	0	0	614	614	0.0	0.0	6.0	6.0
(5000) Office of Community Affairs								
(5001) Community Relations and Services	1,009	1,146	931	-215	11.9	12.0	9.0	-3.0
(5002) Office of African-American Affairs	0	126	118	-8	0.0	1.0	1.0	0.0
(5003) Office of Partnerships and Grant Services	343	358	350	-8	3.0	3.0	3.0	0.0
(5004) Office of African Affairs	312	380	367	-13	2.0	3.0	3.0	0.0
(5005) Commission on Women	206	413	392	-20	2.0	4.0	4.0	0.0
(5006) Office of LGBT Affairs	193	203	209	6	2.0	2.0	2.0	0.0
(5007) Youth Advisory Council	145	193	188	-5	2.0	2.0	2.0	0.0
(5009) Office of Religious Affairs	147	153	157	4	2.0	2.0	2.0	0.0
(5011) Commission on Caribbean Affairs	0	0	75	75	0.0	0.0	0.0	0.0
(5018) Commission of Fathers, Men and Boys	0	195	189	-6	0.0	2.0	2.0	0.0
Subtotal (5000) Office of Community Affairs	2,354	3,167	2,977	-190	24.8	31.0	28.0	-3.0

(Continued on next page)

Table AA0-4 (Continued)

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(6000) Mayor's Office of Budget and Finance								
(6001) Office of Budget and Finance	1,225	1,332	0	-1,332	8.9	9.0	0.0	-9.0
Subtotal (6000) Mayor's Office of Budget and Finance	1,225	1,332	0	-1,332	8.9	9.0	0.0	-9.0
(7000) Serve DC								
(7001) Administration	680	464	503	39	10.6	3.6	4.1	0.5
(7002) AmeriCorps	2,819	2,808	2,919	111	0.0	0.4	0.0	-0.4
(7004) Training	466	0	569	569	0.0	0.0	4.9	4.9
(7005) Outreach	510	521	0	-521	0.0	5.9	0.0	-5.9
(7007) Season of Engagement	25	0	0	0	0.0	0.0	0.0	0.0
Subtotal (7000) Serve DC	4,501	3,793	3,992	199	10.6	10.0	9.0	-1.0
Total Proposed Operating Budget	12,483	12,820	11,519	-1,302	83.4	85.0	72.5	-12.5

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Executive Office of the Mayor's (EOM) proposed FY 2016 gross budget is \$11,518,511, which represents a 10.2 percent decrease from its FY 2015 approved gross budget of \$12,820,423. The budget is comprised of \$7,825,387 in Local funds, \$3,285,860 in Federal Grant funds, and \$407,264 in Intra-District funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

EOM's FY 2016 CSFL budget is \$9,437,273, which represents a \$115,580, or 1.2 percent, increase over the FY 2015 approved Local funds budget of \$9,321,693.

CSFL Assumptions

The FY 2016 CSFL calculated for EOM included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$115,580 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015.

Agency Budget Submission

Increase: In Local funds, EOM's Contractual Services budget increased by \$245,500 in the Office of the Mayor program. The increase supports the FOIAXpress application, which promotes operational transparency through the processing of Freedom of Information Act (FOIA) requests made to District agencies in a timely and efficient manner. The agency also increased its nonpersonal services by \$143,412 across multiple programs to support office supply purchases, equipment maintenance, and other miscellaneous operational costs.

In order to strengthen EOM's commitment to volunteerism, the Serve DC program's nonpersonal services increased by \$290,470 in Federal Grant funds. The increase supports the purchase of office supplies, professional service fees and contracts, and costs associated with the new Volunteer Generation Fund grant awarded to EOM in FY 2015. Serve DC also increased personal services by \$5,265, which reflects various personnel costs as well as the reallocation of funding.

Decrease: Across multiple programs, EOM decreased personal services by \$388,912 in Local funds to reflect adjustments to salary and Fringe Benefits. The reduction is partially offset by an increase in Serve DC to support a 0.3 Full-Time Equivalent (FTE), which was reallocated from the agency's other funding sources.

EOM's Intra-District funds decreased by \$9,674 and 0.3 FTE in Serve DC to reflect Fringe Benefit adjustments and the reallocation of funding. By realigning resources within Serve DC, the agency will be able to encourage and expand volunteerism in the District more efficiently.

Mayor's Proposed Budget

Enhance: In Local funds, EOM's personal services budget increased by \$69,697 across multiple programs to reflect the annualization of positions.

Transfer-In: In the Office of the Mayor program, EOM's Local funds budget increased by a net of \$492,079 and 5.5 FTEs. The increase is comprised of a transfer-in of \$662,798 and 7.5 FTEs from the Office of the Senior Advisor (OSA) for operational support services, and a transfer-out of \$170,719 and 2.0 FTEs to the Department of Health (DOH) for operational support of the Mayor's Office of Talent and Appointments (MOTA).

Transfer-Out: In Local funds, EOM's proposed budget was reduced by \$904,012 and 8.0 FTEs for the transfer-out of the Office of Policy and Legislative Affairs program to the Office of the Senior Advisor. Additionally, the proposed budget decreased by \$1,349,855 and 9.0 FTEs to reflect the transfer of the Office of Budget and Finance program to the Office of the City Administrator (OCA).

Transfer-Out/Reduce: EOM's budget proposal decreased by \$4,583 in Federal Grant funds and \$87,085 in Intra-District funds due to the transfer-out of 1.0 FTE to DOH for MOTA support.

District's Proposed Budget

Enhance: EOM's Local funds budget increased by a net of \$85,405 in the Office of Community Affairs. The increase is comprised of \$75,405 to support a newly established activity for the District's Caribbean population and \$10,000 for improved program and outreach efforts.

Reduce: In the Office of Community Affairs, the Local funds budget decreased by \$5,200 to realize savings in Fringe Benefit costs.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table AA0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table AA0-5
(dollars in thousands)

DESCRIPTION	PROGRAMS	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		9,322	77.4
Other CSFL Adjustments	Multiple Programs	116	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		9,437	77.4
Increase: To adjust the Contractual Services budget	Office of the Mayor	246	0.0
Increase: To align funding with nonpersonal services costs	Multiple Programs	143	0.0
Decrease: To adjust personal services	Multiple Programs	-389	0.3
LOCAL FUNDS: FY 2016 Agency Budget Submission		9,437	77.8
Enhance: To annualize positions	Multiple Programs	70	0.0
Transfer-In: From OSA for support services	Office of the Mayor	492	5.5
Transfer-Out: To OSA for resource realignment	Office of Policy and Legislative Affairs	-904	-8.0
Transfer-Out: To OCA for resource realignment	Multiple Programs	-1,350	-9.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		7,745	66.2
Enhance: To establish Commission on Caribbean Affairs activity	Office of Community Affairs	85	0.0
Reduce: To align the Fringe Benefits budget with projected costs	Office of Community Affairs	-5	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		7,825	66.2
FEDERAL GRANT FUNDS: FY 2015 Approved Budget and FTE		2,995	1.8
Increase: To align funding with nonpersonal services costs	Serve DC	290	0.0
Increase: To adjust personal services	Serve DC	5	0.0
FEDERAL GRANT FUNDS: FY 2016 Agency Budget Submission		3,290	1.8
Transfer-Out/Reduce: To DOH for MOTA support	Serve DC	-5	0.0
FEDERAL GRANT FUNDS: FY 2016 Mayor's Proposed Budget		3,286	1.8
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 District's Proposed Budget		3,286	1.8
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		504	5.7
Decrease: To reallocate funding within agency (across fund types)	Serve DC	-10	-0.3
INTRA-DISTRICT FUNDS: FY 2016 Agency Budget Submission		494	5.4
Transfer-Out/Reduce: To DOH for MOTA support	Serve DC	-87	-1.0
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		407	4.5
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		407	4.5
Gross for AA0 - Office of the Mayor		11,519	72.5

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Executive Office of the Mayor

Objective 1: Advance creative solutions to public challenges and restore accountability, integrity, and faith in government using data and technology.

Objective 2: Preserve and produce affordable housing, prepare to house a growing population, and ensure that vulnerable residents have shelter.

Objective 3: Strengthen communities to be safe, healthy, sustainable, and vibrant.

Objective 4: Ensure that District residents scheduling requests are processed in a timely and efficient manner.

Objective 5: Cultivate innovative ways to keep the Mayor in touch with constituents and ensure they receive updates on District issues.

Objective 6: Ensure that correspondence addressed to the District government is responded to in a timely manner by agencies.

Objective 7: Ensure the Mayor is continuously accessible to the residents of the District via community engagement.

Objective 8: Provide leadership, strategic direction, and policy guidance to Deputy Mayors and agencies.

KEY PERFORMANCE INDICATORS

Executive Office of the Mayor

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of social media interactions	Not Available	Not Available	Not Available	Baseline	13,000	13,000

Mayor's Office of Talent and Appointments (MOTA)

Objective 1: Recruit highly qualified, diverse, ethically sound candidates who serve the District through appointment to various boards and commissions to ensure that all boards and commissions have sufficient membership to be fully operational to carry out their objectives.

Objective 2: Recruit top tier talent to fill the District's excepted and appointed service positions.

KEY PERFORMANCE INDICATORS

Mayor's Office of Talent and Appointments

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of appointments to boards and commissions	523	300	392	300	300	300
Number of boards and commissions without a quorum	1	0	0	0	0	0
Percent of total vacancies to total available seats on boards and commissions ¹	6.9% Baseline	<5%	6.7%	<5%	<5%	<5%
Percent of total vacant agency heads compared to all available positions that could be filled by MOTA	Not Available	Not Available	Not Available	Baseline	<5%	<5%

Mayor's Office of Community Affairs (MOCA)

Objective 1: Promote and facilitate productive and transparent engagement between District government agencies and residents including responsive constituent services and community outreach.

Objective 2: The Office of Community Affairs will increase community engagement by creating and providing more opportunities to engage with government agencies by providing greater access to resources, education, and information to constituents.

KEY PERFORMANCE INDICATORS

Office of Community Affairs

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of constituents engaged	Not Available	Not Available	Not Available	Baseline	68,000	68,000
Number of outreach events for all community affairs offices	73	75	80	85	90	95
Number of community meetings attended	Not Available	Not Available	Not Available	Baseline ²	400	400
Number of families/individuals assisted with affordable and/or special needs housing	Not Available	Not Available	Not Available	Baseline ³	300	350
Number of applications received for community grants	Not Available	Not Available	Not Available	Baseline ⁴	70	80
Number of D.C. government employees trained in cultural competency	Not Available	Not Available	Not Available	Baseline ⁵	700	800
Number of small businesses engaged by MOCA offices	Not Available	Not Available	Not Available	Baseline	800	800
Number of technical assistance/capacity building workshops provided	Not Available	Not Available	Not Available	Baseline ⁶	21	22
Number of youth led community meetings	Not Available	Not Available	Not Available	Baseline ⁷	40	40
Number of identified blighted vacant properties and lots	Not Available	Not Available	Not Available	Baseline	1,200	1,200
Number of Citywide Cleanups completed	Not Available	Not Available	Not Available	Baseline ⁸	64	64

Serve DC - The Mayor's Office on Volunteerism

Objective 1: Provide District residents with diverse yet meaningful opportunities to serve their communities through national service volunteer events.

Objective 2: Serve DC will train and mobilize volunteers to create safer communities through emergency preparedness training including CPR training.

Objective 3: Sustain and expand grant portfolio to address the needs of District communities.

KEY PERFORMANCE INDICATORS

Serve DC - The Mayor's Office on Volunteerism

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of community volunteers participating in Seasons of Service Days ⁹	Not Available	Not Available	Not Available	Baseline ¹⁰	2,500	2,700
Cumulative number of individuals who completed Community Emergency Response training including CPR training	Not Available	Not Available	Not Available	Baseline ¹¹	400	400
Cumulative number of District students who participated in the Commander Ready program	Not Available	Not Available	Not Available	Baseline ¹²	1,110	1,510
Number of grant applications received during grant competitions across all programs	Not Available	Not Available	Not Available	Baseline ¹³	20	20

Performance Plan Endnotes:

¹The total vacancy percentage does not include the following:

1. Vacancies for appointments not under the Mayor's purview (Council designees),
2. Mayoral appointment nominations currently pending before Council,
3. Seats set to be abolished by the Boards and Commissions Act.

²This is a new baseline measure in FY 2016. The KPI data is under development. Once data is evaluated, it will be posted to the FY 2016 performance plan on the Office of the City Administrator's webpage.

³Ibid.

⁴Ibid.

⁵Ibid.

⁶Ibid.

⁷Ibid.

⁸Ibid.

⁹The five Season of Service Days are: Martin Luther King, Jr. Day of Service, Global Youth Service Day, DC Public Schools Beautification Day, 9/11 National Day of Service and Remembrance, and World AIDS Day.

¹⁰This is a new baseline measure in FY 2016. The KPI data is under development. Once data is evaluated, it will be posted to the FY 2016 performance plan on the Office of the City Administrator's webpage.

¹¹Ibid.

¹²Ibid.

¹³Ibid.

Mayor's Office of Legal Counsel

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$0	\$0	\$1,596,088	N/A
FTEs	0.0	0.0	11.0	0.0

Note: The Mayor's Office of Legal Council is a newly established District of Columbia agency.

The mission of the Mayor's Office of Legal Counsel (MOLC) is to provide various legal services to the Mayor and District of Columbia government agencies specifically working with their General Counsels.

Summary of Services

MOLC acts as the primary legal counsel to the Mayor, all Deputy Mayors, and District government agencies. Under the governing legislation, the functions of the MOLC are to:

- Coordinate the hiring, compensation, training, and resolution of significant personnel-related issues for subordinate agency counsel in conjunction with agency directors. At this time, the MOLC is working with 36 agencies;
- Provide legal and policy advice to the Mayor and the Executive Branch;
- Resolve interagency legal issues for the Mayor;
- Oversee the representation of agencies in investigative matters before the executive branch of the federal government, Congress, or the Council of the District of Columbia; and
- Supervise outside counsel in matters where the Office of the Attorney General is recused from a matter or otherwise not available.

In addition to what is outlined above, the MOLC performs a variety of special assignments from the Mayor in connection with the implementation of major policy initiatives and responsibilities.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table AH0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget.

Table AH0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	0	0	0	1,596	1,596	N/A
Total for General Fund	0	0	0	1,596	1,596	N/A
Gross Funds	0	0	0	1,596	1,596	N/A

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table AH0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type.

Table AH0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	0.0	0.0	0.0	11.0	11.0	N/A
Total for General Fund	0.0	0.0	0.0	11.0	11.0	N/A
Total Proposed FTEs	0.0	0.0	0.0	11.0	11.0	N/A

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table AH0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget.

Table AH0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	0	0	0	1,272	1,272	N/A
14 - Fringe Benefits - Current Personnel	0	0	0	274	274	N/A
Subtotal Personal Services (PS)	0	0	0	1,546	1,546	N/A
20 - Supplies and Materials	0	0	0	50	50	N/A
Subtotal Nonpersonal Services (NPS)	0	0	0	50	50	N/A
Gross Funds	0	0	0	1,596	1,596	N/A

*Percent change is based on whole dollars.

Division Description

The division below displays the intended structure of the agency once operations begin. The Mayor's Office of Legal Counsel operates through the following division:

Agency Management (Legal Counsel Team) – The office is headed by a Director who is appointed by the Mayor and serves at the Mayor's pleasure. The Director is a seasoned attorney. The Deputy Director will serve as the Director's support and stand-in. The team, made up of Chief of Staff, Staff Attorney, and Special Assistant, will serve as the Mayor's Legal Counsel and advise the Mayor on issues related to the law.

Initially, there will be five Associate Directors who will oversee the five main clusters. These five individuals will be the principal points of contact for the Health and Human Services, Education, Government Operations, Public Safety and Justice, and Planning and Economic Development clusters. The agency management team, along with these five associate directors, will also advise on the full range of issues which may arise before the Executive Office of the Mayor and citywide agencies. These issues may include, but are not limited to, drafting bills for introduction and preparation of amendments for consideration, legislation monitoring, training in the areas of administrative and regulatory law and procedure, legal sufficiency certification services, labor, Freedom of Information Act, real estate, rulemaking, and other significant financial transactions.

Division Structure Change

The Mayor's Office of Legal Counsel is a new agency in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table AH0-4 contains the proposed FY 2016 budget by division and activity compared to the FY 2015 approved budget.

Table AH0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1090) Performance Management	0	0	1,596	1,596	0.0	0.0	11.0	11.0
Subtotal (1000) Agency Management	0	0	1,596	1,596	0.0	0.0	11.0	11.0
Total Proposed Operating Budget	0	0	1,596	1,596	0.0	0.0	11.0	11.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's divisions, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Mayor's Office of Legal Counsel's (MOLC) proposed FY 2016 gross budget is \$1,596,088. This budget is newly established in FY 2016. The budget is comprised entirely of Local funds.

Mayor's Proposed Budget

Enhance: The Mayor's Office of Legal Counsel's proposed Local funds budget includes a total increase of \$551,500, which is comprised of an increase of \$501,500 and 5.0 FTEs in personal services and \$50,000 in nonpersonal services costs. Funding covers new staff, the purchase of office supplies, and other operational requirements.

Transfer-In: The Mayor's Office of Legal Counsel's Local funds budget proposal reflects an amount of \$1,044,588 and 6.0 FTEs, which were transferred from the Office of the Mayor to cover additional personal services costs.

District's Proposed Budget

No Change: The Mayor's Office of Legal Counsel's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table AH0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table AH0-5
(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		0	0.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		0	0.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		0	0.0
Enhance: Additional support for new agency	Agency Management	552	5.0
Transfer-In: New agency	Agency Management	1,045	6.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		1,596	11.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		1,596	11.0
Gross for AH0 - Mayor's Office of Legal Counsel		1,596	11.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Agency Management and Legal Counsel Team

Objective 1: Defend District agencies in personnel-related matters.

Objective 2: Hire and retain a highly qualified workforce of attorney and legal support staff.

Objective 3: Identify and foster relationships with other governmental agencies to promote opportunities to solve intergovernmental issues to the District's advantages.

Objective 4: Provide oversight and direction in all matters relating to contracts, schedules, business requirements and procurement forecasts for the various agency clusters in the government.

Objective 5: Provide legal advice, legal opinions, preparation and review of transactional documents and real estate litigation services to the District government.

Objective 6: Monitor and analyze legislature, and if necessary edit or write legislation.

KEY PERFORMANCE INDICATORS

Agency Management and Legal Counsel Team

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of attorneys who left the agency	Not Available	Not Available	Not Available	Not Available	Baseline ²	TBD
Number of interns assisting attorneys and staff on an annual basis	Not Available	Not Available	Not Available	Not Available	2	TBD

Performance Plan End Notes:

¹This is a new agency. Additional KPIs are in under development. Once data is evaluated, they will be posted to the FY 2016 Performance Plan on the Office of the City Administrator's webpage.

²This is a new baseline (in FY 2016) measure. The KPI data is under development. Once data are evaluated, they will be posted to the FY 2016 Performance Plan on the Office of the City Administrator's webpage.

Office of the Senior Advisor

Description	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$0	\$1,893,502	N/A
FTEs	0.0	17.0	N/A

Note: The Office of the Senior Advisor is a newly established District of Columbia agency created by consolidating the Office of Policy and Legislative Affairs (OPLA) program from the Executive Office of the Mayor and the Office of Federal and Regional Affairs (OFRA) program from the Office of the City Administrator.

The mission of the Office of the Senior Advisor is to advise the Mayor on local, regional, and federal affairs by providing policy analysis and legislative support.

Summary of Services

The Office of the Senior Advisor consists of two offices. The Office of Policy and Legislative Affairs provides policy analysis and develops policy for the Mayor. The Office of Federal and Regional Affairs advises the Mayor on key issues with our regional partners and on Capitol Hill.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table AI0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget.

Table AI0-1
(dollars in thousands)

Appropriated Fund	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund				
Local Funds	0	1,894	1,894	N/A
Total for General Fund	0	1,894	1,894	N/A
Gross Funds	0	1,894	1,894	N/A

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table AI0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type.

Table AI0-2

Appropriated Fund	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund				
Local Funds	0.0	17.0	17.0	N/A
Total for General Fund	0.0	17.0	17.0	N/A
Total Proposed FTEs	0.0	17.0	17.0	N/A

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table AI0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget.

Table AI0-3
(dollars in thousands)

	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
Comptroller Source Group				
11 - Regular Pay - Continuing Full Time	0	1,607	1,607	0
14 - Fringe Benefits - Current Personnel	0	286	286	0
Subtotal Personal Services (PS)	0	1,894	1,894	0
Gross Funds	0	1,894	1,894	0

*Percent change is based on whole dollars.

Program Description

The Office of the Senior Advisor operates through the following 3 programs:

Office of Policy and Legislative Affairs – coordinates the policy decision-making process by offering policy analysis and advice to inform the implementation of the Mayor’s legislative and policy agenda. Responsibilities include Council relations, policy development, and legislative support.

Office of Federal and Regional Affairs – coordinates with federal and regional partners by offering policy analysis and advice in federal and regional affairs to pursue the Mayor’s goals on federal and regional issues. Responsibilities include federal relations, regional relations, and legislative support.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Office of the Senior Advisor is a new agency in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table AI0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget.

Table AI0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands			Full-Time Equivalents		
	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management						
(1090) Performance Management	0	307	307	0.0	2.0	2.0
Subtotal (1000) Agency Management	0	307	307	0.0	2.0	2.0
(2000) Office of Policy and Legislative Affairs						
(2001) Policy and Legislative Affairs	0	882	882	0.0	8.0	8.0
Subtotal (2000) Office of Policy and Legislative Affairs	0	882	882	0.0	8.0	8.0
(3000) Office of Federal and Regional Affairs						
(3001) Federal and Regional Affairs	0	705	705	0.0	7.0	7.0
Subtotal (3000) Office of Federal and Regional Affairs	0	705	705	0.0	7.0	7.0
Total Proposed Operating Budget	0	1,894	1,894	0.0	17.0	17.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of the Senior Advisor's (OSA) proposed FY 2016 gross budget is \$1,893,502. This budget is newly established in FY 2016. The budget is comprised entirely of Local funds.

Mayor's Proposed Budget

Transfer-In/Enhance: The budget in Local funds includes adjustments of \$3,856,163 and 34.5 FTEs. These include \$3,344,342 in personal services costs and \$511,820 in nonpersonal services cost. Of the total number of FTEs in Local funds, 26.0 with associated salary and Fringe Benefits costs were absorbed into OSA from the Office of the Secretary (OS), 4.0 were transferred from the Office of the City Administrator, 0.5 was transferred from the Executive Office of the Mayor, and 4.0 were included in the budget as an enhancement.

Transfer-In: The Special Purpose Revenue funds include adjustments that establish a budget of \$1,500,000 and 6.0 FTEs in OSA, based on funding and resources absorbed from OS' Distribution Fees fund account. These adjustments include \$498,883 in personal services costs and \$1,001,117 in nonpersonal services costs.

District's Proposed Budget

Enhance: OSA's budget in Local funds includes a net increase of \$773,261, which is comprised of \$462,870 to support 3.5 FTEs in the Office of Federal and Regional Affairs program and \$310,391 to support 2.0 FTEs in the Agency Management Program, including an additional funding of \$3,841 in the Office of Policy and Legislative Affairs.

Reduce: A reduction of \$2,735,922 in Local funds is comprised of \$2,224,102 and 23.0 FTEs in personal services and \$511,820 in nonpersonal services. These adjustments are based on policy initiatives to restore the Office of the Secretary as an agency.

The entire budget in Special Purpose Revenue funds is eliminated by a reduction of \$1,500,000 and 6.0 FTEs in the Office of the Secretary program. The reduction is comprised of \$498,883 in personal services costs, and \$1,001,117 in nonpersonal services costs. These adjustments are based on policy initiatives to restore the Office of the Secretary as an agency.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table AI0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table AI0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Agency Budget Submission		0	0.0
Transfer-In/Enhance: OS, OPLA (from EOM), and OFRA (from OCA), consolidated with OSA	Multiple Programs	3,856	34.5
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		3,856	34.5
Enhance: To support additional FTEs	Multiple Programs	773	5.5
Reduce: To restore the Office of the Secretary	Multiple Programs	-2,736	-23.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		1,894	17.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		0	0.0
Transfer-In: OS consolidated with OSA	Office of the Secretary	1,500	6.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		1,500	6.0
Reduce: To restore the Office of the Secretary	Office of the Secretary	-1,500	-6.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		0	0.0
Gross for AI0 - Office of the Senior Advisor		1,894	17.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Office of the Senior Advisor

Objective 1: Provides oversight and direction to the agency's three programs.

Office of Policy and Legislative Affairs (OPLA)

Objective 1: Effectively communicates and advances the Executive's public policy, legislative, and regulatory agenda.

KEY PERFORMANCE INDICATORS

Office of Policy and Legislative Affairs

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of pieces legislation submitted to Council for approval and review	Not Available	Not Available	Not Available	Baseline ¹	TBD	TBD
Percent of submitted legislation approved by Council and signed into law	Not Available	Not Available	Not Available	Baseline ²	TBD	TBD

Office of Federal and Regional Affairs (OFRA)

Objective 1: Increases funding for the statehood delegation and commission as well as advocacy organizations.

Objective 2: Strengthens relations with federal government and advocate for D.C. rights.

KEY PERFORMANCE INDICATORS

Office of Federal and Regional Affairs

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of senior staff who have completed D.C. statehood orientation	Not Available	Not Available	Not Available	Baseline ³	TBD	TBD
Number of meetings the Mayor/team had on Capitol Hill to advocate for District rights and appropriation	Not Available	Not Available	Not Available	192 ⁴	TBD	TBD
Number of new projects created via regional partnerships as a result of OFRA	Not Available	Not Available	Not Available	2 ⁵	TBD	TBD

Performance Plan Endnotes:

¹This is a new measure under review in FY 2015. It is possible this Key Performance Indicator (KPI) will become a non-rated workload measure.

²Ibid.

³This is a new measure under review in FY 2015.

⁴This is a new measure under review in FY 2015. It is possible this KPI will become a non-rated workload measure.

⁵Ibid.

Office of the Secretary

www.os.dc.gov

Telephone: 202-727-6306

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$3,731,689	\$3,914,686	\$3,462,633	-11.5
FTEs	25.3	30.0	25.0	-16.7

The Office of the Secretary of the District of Columbia is the official resource for protocol, legal records, history, and recognitions for the public, governments, and international community.

Summary of Services

The Office of the Secretary of the District of Columbia consists of three offices and two units. The Office of Notary Commissions and Authentications (ONCA) commissions District of Columbia notaries and authenticates documents for domestic and foreign use. The Office of Documents and Administrative Issuances (ODAI) publishes the D.C. Register and the D.C. Municipal Regulations. The Office of Public Records and Archives manages the District of Columbia Archives, Records Center, and the Library of Government Information. The Ceremonial Services Unit is responsible for processing all requests for ceremonial documents. The Protocol and International Affairs Unit manages the Sister City programs and serves as the primary link between the Executive Office of the Mayor and foreign government representatives.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table BA0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table BA0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	2,546	2,487	2,915	1,963	-952	-32.7
Special Purpose Revenue Funds	998	1,224	1,000	1,500	500	50.0
Total for General Fund	3,544	3,711	3,915	3,463	-452	-11.5
Private Funds						
Private Donations	0	21	0	0	0	N/A
Total for Private Funds	0	21	0	0	0	N/A
Gross Funds	3,544	3,732	3,915	3,463	-452	-11.5

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table BA0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table BA0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	19.0	18.9	24.5	22.0	-2.5	-10.2
Special Purpose Revenue Funds	6.0	6.4	5.5	3.0	-2.5	-45.5
Total for General Fund	25.0	25.3	30.0	25.0	-5.0	-16.7
Total Proposed FTEs	25.0	25.3	30.0	25.0	-5.0	-16.7

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table BA0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table BA0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	1,757	1,884	1,993	1,749	-244	-12.2
12 - Regular Pay - Other	153	125	344	162	-182	-53.0
13 - Additional Gross Pay	0	18	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	328	344	530	406	-124	-23.4
Subtotal Personal Services (PS)	2,237	2,371	2,867	2,316	-550	-19.2
20 - Supplies and Materials	81	55	22	15	-7	-32.5
31 - Telephone, Telegraph, Telegram, Etc.	8	1	0	0	0	N/A
40 - Other Services and Charges	402	153	160	281	121	76.1
41 - Contractual Services - Other	609	934	630	600	-30	-4.8
50 - Subsidies and Transfers	200	200	200	200	0	0.0
70 - Equipment and Equipment Rental	7	18	36	50	14	38.9
Subtotal Nonpersonal Services (NPS)	1,307	1,361	1,048	1,146	98	9.4
Gross Funds	3,544	3,732	3,915	3,463	-452	-11.5

*Percent change is based on whole dollars.

Program Description

The Office of the Secretary operates through the following 6 programs:

International Relations and Protocol – provides liaison and outreach services to the diplomatic and international communities on behalf of the Mayor and local residents. This program is responsible for all international visitors to the District government, Sister City relationships, and relations between embassies and their neighbors.

Ceremonial Services – provides ceremonial document services to individuals, businesses, organizations, and government agencies so that they can have their activities and events recognized by the Mayor. Proclamations, greeting letters, and condolence letters are among the most requested documents.

Office of Documents and Administrative Issuances – provides technical, professional, and other legal services to the Mayor, District agencies, and the general public so that they can give and/or have official notice of all proposed and adopted legal mandates.

This program contains the following 2 activities:

- **D.C. Register** – provides review and technical assistance services to District executive and independent agencies so that they can comply with editorial standards and legal requirements of the District of Columbia’s Administrative Procedures Act, implementing regulations, and District of Columbia Documents Act of 1978; and
- **Administrative Issuances** – provides professional and technical assistance services to the Mayor and executive agencies so that they can implement major policies and programs and make appointments in a timely manner to foster the activities of government.

Notary Commission and Authentications – provides commissions for all notaries public in the District of Columbia and authenticates documents signed by District notaries public for domestic and foreign use.

Office of Public Records – provides archives and records management services to District government agencies and the public so that they can gain access to official government documents.

This program contains the following 3 activities:

- **Records Management** – provides temporary records management services to District government agencies and the public so that they can have access to public records stored in the District of Columbia Records Center;
- **Archival Administration** – provides historical records management services to District government agencies and the public so that they can have access to historical public records stored in the District of Columbia Archives; and
- **Library of Government Information** – provides publication management services to District government agencies and the public so that they can have access to publications created by the District government agencies.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The proposed program structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at www.cfo.dc.gov on the Annual Operating Budget and Capital Plan page.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table BA0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table BA0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1020) Contracting and Procurement	183	545	54	-490	1.0	5.5	1.0	-4.5
(1030) Property Management	0	5	0	-5	0.0	0.0	0.0	0.0
(1070) Fleet Management	93	79	0	-79	1.0	2.0	0.0	-2.0
(1080) Communication	130	184	186	2	1.0	2.0	2.0	0.0
(1090) Performance Management	324	349	1,515	1,166	2.1	2.0	2.0	0.0
Subtotal (1000) Agency Management	729	1,161	1,755	593	5.2	11.5	5.0	-6.5
(1002) International Relations and Protocol								
(1200) International Relations and Protocol	238	223	126	-97	2.1	2.0	1.0	-1.0
Subtotal (1002) International Relations and Protocol	238	223	126	-97	2.1	2.0	1.0	-1.0
(1003) Ceremonial Services								
(1300) Ceremonial Services	170	238	267	29	2.1	2.0	3.0	1.0
Subtotal (1003) Ceremonial Services	170	238	267	29	2.1	2.0	3.0	1.0
(1004) Office of Documents and Administrative Issuances								
(1401) D.C. Register	141	161	241	81	2.1	2.0	3.0	1.0
(1402) Administrative Issuances	187	215	240	25	2.1	2.0	3.0	1.0
Subtotal (1004) Office of Documents and Admin. Issuance	328	376	481	106	4.2	4.0	6.0	2.0
(1005) Notary Commission and Authentications								
(1501) Notary Authentications	623	500	499	-1	6.4	5.5	6.0	0.5
Subtotal (1005) Notary Commission and Authentications	623	500	499	-1	6.4	5.5	6.0	0.5
(1006) Office of Public Records								
(1600) Records Management	1,272	890	162	-728	3.1	3.0	2.0	-1.0
(1601) Archival Administration	84	250	95	-155	1.0	1.0	1.0	0.0
(1602) Library of Government Information	82	76	77	1	1.0	1.0	1.0	0.0
Subtotal (1006) Office of Public Records	1,439	1,217	335	-882	5.2	5.0	4.0	-1.0
(1007) Executive Management								
(1701) Emancipation Day Activities	0	0	0	0	0.0	0.0	0.0	0.0
(1702) D.C. Democracy Initiatives	204	200	0	-200	0.0	0.0	0.0	0.0
Subtotal (1007) Executive Management	205	200	0	-200	0.0	0.0	0.0	0.0
Total Proposed Operating Budget	3,732	3,915	3,463	-452	25.3	30.0	25.0	-5.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of the Secretary's proposed FY 2016 gross budget is \$3,462,633, which represents a 11.5 percent decrease from its FY 2015 approved gross budget of \$3,914,686. The budget is comprised of \$1,962,633 in Local funds and \$1,500,000 in Special Purpose Revenue funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

OS' FY 2016 CSFL budget is \$3,057,646, which represents a \$142,960, or 4.9 percent, increase over the FY 2015 approved Local funds budget of \$2,914,686.

CSFL Assumptions

The FY 2016 CSFL calculated for OS included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$46,473 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$5,059 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

OS' CSFL funding reflects an adjustment for an increase of \$91,428 for Other Adjustments to account for an attorney position transferred from the Office of the Attorney General.

Agency Budget Submission

Increase: OS's FY 2016 proposed budget reflects a net increase of \$31,625 in personal services. This is primarily due to adjustments in the cost of FTEs reallocated within the Agency Management program's Regular Pay Other to Regular Pay - Continuing Full Time and FTEs reallocated within the Office of Documents and Administrative Issuances program's Regular Pay - Continuing Full Time to Regular Pay - Other. Also included in the adjustment are increases in projected salary step and Fringe Benefits costs.

The Special Purpose Revenue (SPR) funds proposed budget includes an increase of \$496,087 in the nonpersonal services. This includes an allocation of \$400,000 in Contractual Services - Other, \$64,087 primarily for professional services fees and office support, and \$32,000 in Equipment and Equipment Rental. These adjustments support increased operational needs of the Office of Public Records program. The proposed SPR fund budget also reflects an increase of \$3,914 in personal services to support a net increase of 0.5 FTE in the Notary Commission and Authentications program.

Decrease: The proposed Local funds budget reflects a decrease of \$31,625 in nonpersonal services. This is primarily due to an adjustment in cost of Contractual Services - Other to support an increase in personal services.

Mayor's Proposed Budget

Transfer Out: The Office of the Secretary will transfer out its entire budget of \$3,057,646 and 25.0 FTEs in Local funds and \$1,500,000 and 6.0 FTEs in Special Purpose Revenue funds to the Office of the Senior Advisor (OSA).

District's Proposed Budget

Enhance: OS's budget in Local funds increased by \$1,962,633 and 22.0 FTEs in personal services. These adjustments are based on policy initiatives to restore the Office of the Secretary as an agency.

The Special Purpose Revenue funds is increased by \$1,500,000 and 3.0 FTEs. The increase is comprised of \$353,857 in personal services costs and \$1,146,143 in nonpersonal services costs. These adjustments are based on policy initiatives to restore the Office of the Secretary as an agency.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table BA0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table BA0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		2,915	24.5
Other CSFL Adjustments	Multiple Programs	143	0.7
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		3,058	25.2
Increase: To adjust personal services	Multiple Programs	32	-0.2
Decrease: To align funding with nonpersonal services costs	Multiple Programs	-32	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		3,058	25.0
Transfer-Out: OS transferred to OSA	Multiple Programs	-3,058	-25.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		0	0.0
Enhance: To restore the Office of the Secretary	Multiple Programs	1,963	22.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		1,963	22.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		1,000	5.5
Increase: To align funding with nonpersonal services costs	Multiple Programs	496	0.0
Increase: To adjust personal services	Multiple Programs	4	0.5
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		1,500	6.0
Transfer-Out: OS transferred to OSA	Multiple Programs	-1,500	-6.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		0	0.0
Enhance: To restore the Office of the Secretary	Multiple Programs	1,500	3.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		1,500	3.0
Gross for BA0 - Office of the Secretary		3,463	25.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Objective 1: Promote the District of Columbia and its rich history to local, national, and international communities through events and initiatives while supporting the quest for D.C. democracy.

Objective 2: Provide customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries public for domestic and foreign use.

Objective 3: Provide support and outreach services to the diplomatic and international communities.

Objective 4: Provide convenient records management services to District government agencies, business community, and the public in order to provide efficient access to public records stored in the District of Columbia Records Center.

Objective 5: Provide timely technical, professional, and other legal services to the Mayor, District of Columbia agencies, and general public in order to give and/or have official notice of all proposed and adopted legal mandates.

KEY PERFORMANCE INDICATORS

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual ¹	FY 2015 Projection	FY 2016 Projection	FY 2016 Projection
Number of notary application processed (excludes government employees)	1,283	1,500	1,500	1,500	1,500	1,500
Number of documents authenticated	33,243	35,000	62,738	54,780	55,000	55,000
Number of ceremonial documents processed	1,358	1,500	1,510	1,735	1,735	1,735
Percent of ambassador welcome letters sent within three months of start of new term	100%	100%	100%	100%	100%	100%
Number of foreign courtesy request and delegation visits	285	300	305	310	310	310
Number of record request processed	50,248	55,000	56,462	55,000	55,000	55,000
Number of rulemakings processed	173	350	433	450	450	450
Number of administrative issuances processed	137	200	254	275	275	275

Performance Plan Endnote:

¹Data is current as of September 30, 2013.

Office of the City Administrator

www.oca.dc.gov

Telephone: 202-478-9200

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$3,869,379	\$4,052,886	\$6,419,861	58.4
FTEs	25.8	28.0	53.0	89.3

The mission of the Office of the City Administrator (OCA) is to facilitate the effective and efficient implementation of the Mayor's vision and priorities by providing leadership, support, and oversight of District government agencies.

Summary of Services

The Office of the City Administrator supports the day-to-day operations of the District government by:

- Managing the Performance Management program (CapStat) to track progress toward goals, reduce costs, improve government services, and increase government accountability;
- Improving government services and responsiveness by creating efficiencies and advancing innovative solutions to public challenges;
- Increasing public-private partnerships to expedite vital capital projects;
- Providing direct leadership and support to the Government Operations Cluster and the Public Safety and Justice Cluster, which report directly to the OCA, in addition to the operations of each Deputy Mayor's office;
- Developing fiscally responsible performance-based budgets and continuously monitoring agency spending to ensure government services are delivered on time and on budget; and
- Fostering fair and open negotiations with the District government's labor union workforce.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table AE0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table AE0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	3,195	3,170	3,714	6,129	2,415	65.0
Special Purpose Revenue Funds	0	69	0	291	291	N/A
Total for General Fund	3,195	3,238	3,714	6,420	2,706	72.9
Intra-District Funds						
Intra-District Funds	527	631	339	0	-339	-100.0
Total for Intra-District Funds	527	631	339	0	-339	-100.0
Gross Funds	3,722	3,869	4,053	6,420	2,367	58.4

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table AE0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table AE0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	22.8	23.4	25.0	50.0	25.0	100.0
Special Purpose Revenue Funds	0.0	0.0	0.0	3.0	3.0	N/A
Total for General Fund	22.8	23.4	25.0	53.0	28.0	112.0
Intra-District Funds						
Intra-District Funds	3.5	2.5	3.0	0.0	-3.0	-100.0
Total for Intra-District Funds	3.5	2.5	3.0	0.0	-3.0	-100.0
Total Proposed FTEs	26.3	25.8	28.0	53.0	25.0	89.3

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table AE0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table AE0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	2,644	2,673	2,953	5,225	2,271	76.9
12 - Regular Pay - Other	112	110	156	76	-80	-51.3
13 - Additional Gross Pay	15	44	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	448	475	777	843	65	8.4
Subtotal Personal Services (PS)	3,218	3,303	3,887	6,144	2,257	58.1
20 - Supplies and Materials	52	23	23	28	5	21.7
31 - Telephone, Telegraph, Telegram, Etc.	4	1	0	0	0	N/A
40 - Other Services and Charges	102	143	69	114	45	64.9
41 - Contractual Services - Other	347	398	69	130	61	87.8
70 - Equipment and Equipment Rental	1	2	5	5	0	0.0
Subtotal Nonpersonal Services (NPS)	504	567	166	276	110	66.5
Gross Funds	3,722	3,869	4,053	6,420	2,367	58.4

*Percent change is based on whole dollars.

Division Description

The Office of the City Administrator operates through the following 3 divisions:

City Administrator – provides support to the City Administrator and District agencies in the areas of budget, management, and policy; organizes accountability sessions with the Mayor and City Administrator; and manages the District's Performance Management activity.

This division contains the following 5 activities:

- **Performance Management** – provides support to the City Administrator and District agencies to manage the city's Performance Management program;
- **Agency Operations** – provides support to the City Administrator and District agencies in the areas of management and policy;
- **Office of Innovation** – provides support to the City Administrator and District agencies to identify, develop, and provide solutions to important and persistent challenges;
- **Office of Public-Private Partnerships** – provides support to the City Administrator and District agencies to facilitate the procurement and administration of public-private partnerships in the District of Columbia (established by D.C. Law 20-228); and
- **Office of Budget and Finance** – advises the Mayor on financial and budgetary operations of the District government, assists the Mayor in the formulation of the annual operating and capital budgets for the District government, and monitors agency budget performance during the fiscal year.

Labor Relations and Collective Bargaining – represents the District of Columbia as the principal management advocate during labor negotiations and in administering the District’s Labor Relations activity.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

Division Structure Change

The proposed division structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at www.cfo.dc.gov on the Annual Operating Budget and Capital Plan page.

FY 2016 Proposed Operating Budget and FTEs, by Division and Activity

Table AE0-4 contains the proposed FY 2016 budget by division and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table AE0-4

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1090) Agency Management	334	369	1,711	1,342	1.0	1.0	13.0	12.0
Subtotal (1000) Agency Management	334	369	1,711	1,342	1.0	1.0	13.0	12.0
(2000) City Administrator								
(2001) Office of Performance Management	0	0	237	237	0.0	0.0	4.0	4.0
(2002) Office of Agency Operations	0	0	700	700	0.0	0.0	5.0	5.0
(2003) Office of Innovation	0	0	226	226	0.0	0.0	3.0	3.0
(2004) Office of Public-Private Partnerships	0	0	102	102	0.0	0.0	2.0	2.0
(2005) Resource and Program Management Division	1,431	1,794	0	-1,794	9.8	12.0	0.0	-12.0
(2007) Office of Budget and Finance	0	0	1,350	1,350	0.0	0.0	9.0	9.0
(2010) Capstat Division	124	0	0	0	2.0	0.0	0.0	0.0
(2020) Labor Relations/Collective Bargaining	357	0	0	0	0.0	0.0	0.0	0.0
Subtotal (2000) City Administrator	1,912	1,794	2,615	821	11.7	12.0	23.0	11.0
(3000) Labor Relations and Collective Bargaining								
(3005) Labor Relations/Collective Bargaining	1,624	1,891	2,094	203	13.2	15.0	17.0	2.0
Subtotal (3000) Labor Relations and Collective Bargaining	1,624	1,891	2,094	203	13.2	15.0	17.0	2.0
Total Proposed Operating Budget	3,869	4,053	6,420	2,367	25.8	28.0	53.0	25.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency’s divisions, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer’s website.

FY 2016 Proposed Budget Changes

The Office of the City Administrator's (OCA) proposed FY 2016 gross budget is \$6,419,861, which represents a 58.4 percent increase over its FY 2015 approved gross budget of \$4,052,886. The budget is comprised of \$6,128,873 in Local funds and \$290,988 in Special Purpose Revenue funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple divisions, and it estimates how much it would cost an agency to continue its current divisions and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

OCA's FY 2016 CSFL budget is \$3,818,035, which represents a \$104,083, or 2.8 percent, increase over the FY 2015 approved Local funds budget of \$3,713,952.

CSFL Assumptions

The FY 2016 CSFL calculated for OCA included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$102,565 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$1,518 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

Agency Budget Submission

Increase: In Local funds, the Labor Relations and Collective Bargaining division's budget increased by \$117,488 and 2.0 Full-Time Equivalent (FTEs) to manage the projected impact of collective bargaining negotiations and to support salary step increases and other adjustments. The proposed budget also reflects an increase of \$12,622 in the City Administrator division primarily for Other Services and Charges to support the tracking of District agency performance and certain mayoral task force actions. In Special Purpose Revenue funds, the agency proposes an increase of \$260,988 and 3.0 FTEs in the Labor Relations and Collective Bargaining division to support collective bargaining efforts for the Not-for-Profit Hospital Corporation and the University of the District of Columbia. Additionally, the agency proposes an increase of \$30,000 to align budget with projected revenues.

Decrease: In Local funds, the proposed budget reflects a decrease of \$130,110 for adjustments to personal services costs. In Intra-District funds, the OCA proposed budget includes a decrease of \$67,787 in nonpersonal services and \$271,147 and 3.0 FTEs in personal services in the Labor Relations and Collective Bargaining division reflecting a reduction in a citywide Memorandum of Understanding for labor relation and arbitration services.

Mayor's Proposed Budget

Enhance: In Local funds, OCA's proposed budget reflects an increase of \$1,574,356 and 17.0 FTEs. The increase primarily supports three new activities: Office of Performance Management, Office of Innovation, and Office of Public-Private Partnership. Included in this amount is an increase of \$65,000 in the City Administrator division to support an audit of equipment readiness and business processes associated with counting and reporting of votes.

Transfer-In: In Local funds, the proposed budget reflects a transfer-in of \$2,000,511 and 12.0 FTEs from the Office of the Deputy Mayor for Public Safety and Justice (DMPSJ) and the Executive Office of the Mayor

(EOM). These transfers moved the Mayor's Office of Budget and Finance and the Office of the Deputy Mayor for Public Safety and Justice's Agency Management division into the Office of the City Administrator.

Transfer-Out: The proposed Local funds budget reflects a transfer-out of \$418,201 to the Office of the Senior Advisor (OSA).

District's Proposed Budget

Reduce: In Local funds, the proposed budget reflects a decrease of \$845,827 and 6.0 FTEs in the Deputy Mayor for Public Safety and Justice program. The decrease consists of \$775,346 in personal services and \$70,481 in nonpersonal services costs. These reductions were made to reconstitute the Office of the Deputy Mayor for Public Safety and Justice as a stand-alone agency.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table AE0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table AE0-5

(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		3,714	25.0
Other CSFL Adjustments	Multiple Programs	104	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		3,818	25.0
Increase: To support additional FTEs	Labor Relations and Collective Bargaining	117	2.0
Increase: To align funding with nonpersonal services costs	City Administrator	13	0.0
Decrease: To adjust personal services	Multiple Programs	-130	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		3,818	27.0
Enhance: Create four new divisions/activities	Multiple Programs	1,574	17.0
Transfer-In: From DMPSJ and EOM to create new divisions/activities	Multiple Programs	2,001	12.0
Transfer-Out: Funding to OSA	Multiple Programs	-418	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		6,975	56.0
Reduce: To reconstitute the Office of the Deputy Mayor for Public Safety and Justice as a stand-alone agency	Deputy Mayor for Public Safety and Justice	-846	-6.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		6,129	50.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		0	0.0
Increase: To support additional FTEs	Labor Relations and Collective Bargaining	261	3.0
Increase: To align budget with projected revenues	Multiple Programs	30	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		291	3.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		291	3.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		291	3.0

(Continued on next page)

Table AE0-5 (Continued)
(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		339	3.0
Decrease: To align budget with projected revenues	Labor Relations and Collective Bargaining	-68	0.0
Decrease: To recognize savings from a reduction in FTEs	Labor Relations and Collective Bargaining	-271	-3.0
INTRA-DISTRICT FUNDS: FY 2016 Agency Budget Submission		0	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		0	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		0	0.0
Gross for AE0 - Office of the City Administrator		6,420	53.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Agency Management

Objective 1: Facilitate the effective and efficient implementation of the Mayor's vision and priorities by providing leadership, support, coordination, and oversight of District agencies.

City Administrator (OCA)

Objective 1: Assist in continuous quality improvement efforts, help coordinate multi-agency and cross-cluster projects, implement District-wide operational initiatives, and provide agencies with operational guidance throughout the year.

Objective 2: Provide in-depth oversight of agencies in the government operations cluster and public-facing agencies.

Objective 3: Establish a robust performance management program across the District government.

Objective 4: Implement innovative service delivery methods and create a culture of innovation across the District government.

Objective 5: Leverage public-private partnerships to revitalize and expand the District's infrastructure.

Objective 6: Incorporate performance improvement outcomes and management in the budget formulation process.

KEY PERFORMANCE INDICATORS

City Administrator (OCA)

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of annual multi-agency and cross-cluster projects coordinated by OCA	Not Available	Not Available	Not Available	Not Available	Baseline ¹	TBD
Percent of District agencies completing a Fiscal Year Performance Plan	101%	95%	100	95%	100%	100%
Percent of District agencies completing a Fiscal Year Performance Plan	95%	95%	101.4%	95%	95%	95%
Percent of District agencies participating in the Performance Management program completed training ²	72.2%	95%	41%	95%	95%	95%
Percent of Fiscal Year agency initiatives either fully or partially achieved	90.8%	95%	93%	95%	95%	95%
Percent of Fiscal Year agency Key Performance Indicators either fully or partially achieved	85.7%	80%	78%	85%	90%	90%
Total number of CapStat Force meetings held ³	16	15	12	15	24	24

Labor and Relations Collective Bargaining (LRCB)

Objective 1: Effectively administer the labor relations program by engaging in good faith with duly elected and authorized employee labor representatives.

KEY PERFORMANCE INDICATORS

Labor Relations and Collective Bargaining

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2016 Projection
Percent of Collective Bargaining Agreements in impasse	20%	16%	7.7%	20%	5%	10%
Percent of compensation collective bargaining agreements currently under negotiation	57%	30%	25%	100%	98% ⁴	80%
Percent of non-compensation collective bargaining agreements currently under negotiation	44%	44%	41%	0%	10%	100%
Percent of cases successfully mediated before third-party neutrals	45%	45%	40%	50%	50%	53%
Percent of cases successfully litigated before the Public Employee Relations Board	45%	45%	42%	50%	50%	55%
Total number of training sessions provided to labor liaisons, managers, supervisors and management officials ⁵	50	55	88	120	120	120

Performance Plan End Notes:

¹This is a new baseline (in FY 2016) measure. The KPI data is under development. Once data is evaluated; it will be posted to the FY 2016 performance Plan on the Office of the City Administrator's webpage.

²Re-worded for flexibility with changing numbers; in FY 2013 70 District agencies (Under the Mayor's Authority and some Independent) participated in the Performance Management program. In FY 2014 there were 73 agencies (EOM= 53, Independent = 20).

³"In FY 2013, the OCA added Task Force meetings to this measure because the Task Force meetings were held using the same format, philosophy, and level of staff support as the overall DC Stat program, as of January 2, 2015 referred to as CapStat."

⁴Most of the contracts expire on September 30, 2017, and the statutory window to reopen is in June 2016.

⁵Training is better reflected in the actual number of employees trained.

Office of the Deputy Mayor for Greater Economic Opportunity

Description	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$0	\$698,000	N/A
FTEs	0.0	5.0	N/A

Note: The Office of the Deputy Mayor for Greater Economic Opportunity is a newly established District of Columbia agency.

The mission of the Office of the Deputy Mayor for Greater Economic Opportunity (DMGEO) is to facilitate investment and job creation in underserved District of Columbia communities in order to improve economic opportunities for residents in those communities.

Summary of Services

While many neighborhoods across the city have experienced population and economic growth, other neighborhoods, especially those east of the Anacostia River, have experienced the opposite: population decrease, disinvestment, and lower median income than even ten years ago.

DMGEO will help the Mayor prioritize, tailor, and coordinate District economic development tools along with various components of government, to spur growth and expand opportunity in District neighborhoods.

In addition to managing and coordinating a cluster of agencies and functions, DMGEO will work across agencies and operational clusters to:

- Develop and advocate for policies and programs to improve the economic opportunities of overlooked communities;
- Engage residents, businesses, anchor institutions, and other community stakeholders in target communities to improve understanding of needs and opportunities;
- Engage and develop anchor institutions and other local assets that will serve as local epicenters of the job growth, neighborhood amenities, and investment;
- Develop and coordinate interagency initiatives; and
- Identify opportunities for streamlining and aligning programs for the benefit of target communities.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table EM0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget.

Table EM0-1
(dollars in thousands)

Appropriated Fund	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
<u>General Fund</u>				
Local Funds	0	698	698	N/A
Total for General Fund	0	698	698	N/A
Gross Funds	0	698	698	N/A

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table EM0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type.

Table EM0-2

Appropriated Fund	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
<u>General Fund</u>				
Local Funds	0.0	5.0	5.0	N/A
Total for General Fund	0.0	5.0	5.0	N/A
Total Proposed FTEs	0.0	5.0	5.0	N/A

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table EM0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget.

Table EM0-3
(dollars in thousands)

	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
Comptroller Source Group				
11 - Regular Pay - Continuing Full Time	0	468	468	N/A
14 - Fringe Benefits - Current Personnel	0	132	132	N/A
Subtotal Personal Services (PS)	0	600	600	N/A
20 - Supplies and Materials	0	98	98	N/A
Subtotal Nonpersonal Services (NPS)	0	98	98	N/A
Gross Funds	0	698	698	N/A

*Percent change is based on whole dollars.

Program Description

The Office of the Deputy Mayor for Greater Economic Opportunity operates through the following program:

Deputy Mayor for Greater Economic Opportunity – coordinates District government entities and leverages District resources to address chronic inequality challenges affecting residents.

Program Structure Change

The Office of the Deputy Mayor for Greater Economic Opportunity is a new agency in the FY 2016 Proposed Budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table EM0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget.

Table EM0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands			Full-Time Equivalents		
	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(2000) Deputy Mayor for Greater Economic Opportunity						
(2010) Deputy Mayor for Greater Economic Opportunity	0	698	698	0.0	5.0	5.0
Subtotal (2000) Deputy Mayor for Greater Economic Opportunity	0	698	698	0.0	5.0	5.0
Total Proposed Operating Budget	0	698	698	0.0	5.0	5.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's program, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of the Deputy Mayor for Greater Economic Opportunity's proposed gross budget is \$698,000. This budget is newly established in FY 2016. The budget is comprised entirely of Local funds.

Mayor's Proposed Budget

Create: This agency was established to facilitate increased economic opportunities for those living in underserved communities across the District. The newly established DMGEO will work with communities and District agencies to coordinate and plan for the purpose of strengthening the District's economic climate. The start-up cost of DMGEO is \$698,000 with 5.0 full-time positions.

District's Proposed Budget

No Change: The Office of the Deputy Mayor for General Economic Opportunity's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table EM0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table EM0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		0	0.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		0	0.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		0	0.0
Create: New agency	Deputy Mayor for Greater Economic Opportunity	698	5.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		698	5.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		698	5.0
Gross for EM0 - Deputy Mayor for Greater Economic Opportunity		698	5.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

D.C. Office of Risk Management

www.orm.dc.gov

Telephone: 202-727-8600

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$2,313,724	\$3,124,189	\$2,923,299	-6.4
FTEs	19.3	23.0	25.0	8.7

The mission of the Office of Risk Management (ORM) is to reduce the probability, occurrence, and cost of risk to the District of Columbia government through the provision of risk identification and insurance analysis and support to District agencies, and by efficiently and fairly administering the District's public sector Workers' Compensation, Tort Liability, and Insurance programs.

Summary of Services

ORM implements its mission through four programs: Risk Identification, Assessment and Control (RIAC); Public Sector Workers' Compensation; Tort Liability; and the Insurance program. An individual summary of services is provided by program in each section.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table RK0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table RK0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	2,133	2,314	3,124	2,923	-201	-6.4
Total for General Fund	2,133	2,314	3,124	2,923	-201	-6.4
Gross Funds	2,133	2,314	3,124	2,923	-201	-6.4

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table RK0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table RK0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	19.3	19.3	23.0	25.0	2.0	8.7
Total for General Fund	19.3	19.3	23.0	25.0	2.0	8.7
Total Proposed FTEs	19.3	19.3	23.0	25.0	2.0	8.7

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table RK0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table RK0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	1,350	1,479	1,620	1,969	349	21.5
12 - Regular Pay - Other	128	70	327	317	-10	-3.1
13 - Additional Gross Pay	4	3	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	333	325	440	510	70	15.8
Subtotal Personal Services (PS)	1,815	1,878	2,388	2,797	409	17.1
20 - Supplies and Materials	12	10	24	8	-16	-66.3
31 - Telephone, Telegraph, Telegram, Etc.	2	1	0	0	0	N/A
40 - Other Services and Charges	272	409	672	119	-553	-82.3
70 - Equipment and Equipment Rental	33	16	40	0	-40	-100.0
Subtotal Nonpersonal Services (NPS)	319	436	736	127	-609	-82.8
Gross Funds	2,133	2,314	3,124	2,923	-201	-6.4

*Percent change is based on whole dollars.

Program Description

The Office of Risk Management operates through the following 5 programs:

Risk Identification, Assessment, and Control (RIAC) – coordinates the work of Agency Risk Management Representatives (ARMRs) who systematically identify, measure, analyze, and document the District Government's exposure to risk. The program also reviews and guides the activities of agency Risk Assessment Control Committees (RACC) relative to risk management plans. The purpose of the RACC is to maintain, in cooperation with ORM, a proactive and comprehensive program of risk assessment and control for agencies that minimizes the frequency, severity, and probability of losses to which agencies are exposed. It also provides training to increase District employees' knowledge of risk prevention, including the creation of Emergency Response Plans (ERPs). ERPs include agency evacuation plans and responses to various hazards, including the threat of terrorism (for example, intentional releases of hazardous materials, use of explosive devices, or acts of arson).

This program contains the following 2 activities:

- **Risk Inspections and Coordination of ARMRs** – pursuant to subchapter XX of the Comprehensive Merit Personnel Act, ORM has inspectors who conduct risk assessment and safety inspections of District government buildings. The inspections are based on federal Occupational Safety and Health Act guidelines and are intended to ensure a safe and healthful work environment for employees and users of District government facilities. ORM also coordinates a Risk Management Council that is made up of ARMRs. The

Risk Management Council is intended to coordinate the work of ARMRS to reduce District government risk exposure and to cultivate a culture of risk awareness and management in the government; and

- **Risk Analysis** – is tasked with using the information and data from ORM’s various programs, as well as from members of the Risk Management Council and other sources, to conduct analyses for the purpose of reducing the District’s overall exposure to risk.

Insurance – administers the Captive Insurance Agency, which provides medical malpractice insurance to non-profit community health clinics in the District, as well as property insurance for risks to District government real property assets for various hazards. In addition, it works closely with the Office of Contracting and Procurement (OCP) to ensure that contracts over \$100,000 have the appropriate insurance requirements. The Insurance program also serves as a general resource to all District agencies wishing to obtain policy and other guidance on protecting the District through insurance and other contractual risk management techniques.

This program contains the following activity:

- **Insurance Analysis** – administers the three primary goals of the Insurance program, including the Captive Insurance Agency, the review of OCP contracts, and the provision of guidance to District government agencies on risk management techniques.

Public Sector Workers’ Compensation – responds to workplace injuries with the best, most appropriate medical care at a reasonable cost, and to return employees back to work as soon as medically possible. Workers’ Compensation is a system of benefits provided by law for workers who have job-related injuries or illnesses. The Office of Risk Management oversees the management of the Public Sector Workers’ Compensation program through a third-party administrator. Benefits include medical services, vocational rehabilitation, and compensation for permanent loss of use of a body part or function, and death benefits for beneficiaries. Employees are eligible for benefits when an injury or illness arises out of and in the course and scope of his or her employment. The program also oversees a Return-to-Work initiative, which helps employees get back to work as soon as possible after a job-related injury or illness. Return-to-Work is successful when there is communication between the injured worker and his or her agency, a key factor in his or her recovery.

This program contains the following 2 activities:

- **Claims Examination and Management** – oversees the processing of claims for public sector workers’ compensation benefits that are filed by District government employees; and
- **Return-to-Work** – coordinates workers’ compensation claimants’ return to work after they have recovered from their injuries. Claimants are placed into jobs within the District government that are consistent with any modified duty restrictions they may have, or they are connected with job training and vocational rehabilitation services.

Tort Liability – investigates and resolves tort liability claims filed against the District of Columbia. Effective January 20, 2004, the Mayor delegated to the Office of Risk Management the authority to accept notice of claim letters under D.C. Official Code § 12-309. As such, individuals can file claims against the District of Columbia for loss, damage, or injury. An action may not be maintained against the District of Columbia for unliquidated damages to person or property unless, within six months after the injury or damage was sustained, the claimant, his agent, or attorney has given notice in writing to the Mayor of the District of Columbia of the approximate time, place, cause, and circumstances of the injury or damage. Under certain circumstances, reports of the Metropolitan Police Department may also satisfy the notice requirement provided that they contain all of the information required by the statute. The Tort Liability program also pursues subrogation claims against third parties whose acts of negligence have resulted in damage to District government property.

This program contains the following activity:

- **Claims Examination** – investigates and resolves tort liability claims filed against the District of Columbia under D.C. Official Code § 12-309, and pursues subrogation claims against third parties.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The proposed program structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at www.cfo.dc.gov on the Annual Operating Budget and Capital Plan page.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table RK0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table RK0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1010) Personnel	126	107	112	5	0.8	1.0	1.0	0.0
(1055) Risk Management	264	350	125	-225	0.0	0.0	0.0	0.0
(1085) Customer Service	53	54	55	1	0.8	1.0	1.0	0.0
(1090) Performance Management	264	425	746	321	2.5	3.0	5.0	2.0
(Subtotal (1000) Agency Management)	707	936	1,038	103	4.2	5.0	7.0	2.0
(2000) Risk Identification and Analysis								
(2010) Coordination and Integrity of ARMRS	272	0	0	0	1.7	0.0	0.0	0.0
(2030) Review and Guide RA Control Committee	65	0	0	0	0.8	0.0	0.0	0.0
(Subtotal (2000) Risk Identification and Analysis)	337	0	0	0	2.5	0.0	0.0	0.0
(2100) Risk Identification, Assessment, and Control								
(2110) Risk Inspections and Coordination of ARMRS	0	177	186	9	0.0	2.0	2.0	0.0
(2120) Risk Analysis	0	134	130	-4	0.0	1.0	1.0	0.0
(Subtotal (2100) Risk Identification, Assessment, and Control)	0	311	316	4	0.0	3.0	3.0	0.0
(3000) Risk Control								
(3010) Safety, Security, and Emergency Planning	41	0	0	0	0.8	0.0	0.0	0.0
(Subtotal (3000) Risk Control)	41	0	0	0	0.8	0.0	0.0	0.0

(Continued on next page)

Table RK0-4 (Continued)

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(3100) Insurance								
(3110) Insurance Analysis	0	121	114	-8	0.0	1.0	1.0	0.0
Subtotal (3100) Insurance	0	121	114	-8	0.0	1.0	1.0	0.0
(4000) Risk Financing								
(4010) Claims Examination	526	0	0	0	5.9	0.0	0.0	0.0
(4040) Claims Management	416	0	0	0	3.4	0.0	0.0	0.0
Subtotal (4000) Risk Financing	942	0	0	0	9.2	0.0	0.0	0.0
(4100) Public Sector Workers' Compensation								
(4110) Claims Examination and Management	0	465	439	-26	0.0	4.0	4.0	0.0
(4120) Return-to-Work	0	620	319	-300	0.0	3.0	3.0	0.0
Subtotal (4100) Public Sector Workers' Compensation	0	1,085	758	-327	0.0	7.0	7.0	0.0
(6000) Return-to-Work								
(6010) Return-to-Work	286	0	0	0	2.5	0.0	0.0	0.0
Subtotal (6000) Return-to-Work	286	0	0	0	2.5	0.0	0.0	0.0
(6100) Tort Liability								
(6110) Claims Examination	0	671	698	26	0.0	7.0	7.0	0.0
Subtotal (6100) Tort Liability	0	671	698	26	0.0	7.0	7.0	0.0
Total Proposed Operating Budget	2,314	3,124	2,923	-201	19.3	23.0	25.0	2.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary By Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The D.C. Office of Risk Management's (ORM) proposed FY 2016 gross budget is \$2,923,299, which represents a 6.4 percent decrease from its FY 2015 approved gross budget of \$3,124,189. The budget is comprised entirely of Local funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

ORM's FY 2016 CSFL budget is \$3,177,499, which represents a \$53,310, or 1.7 percent increase over the FY 2015 approved Local funds budget of \$3,124,189.

CSFL Assumptions

The FY 2016 CSFL calculated for ORM included adjustment entries that are not described in detail on table 5. These adjustments include increases of \$70,146 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015.

Additionally, adjustments were made for a decrease of \$16,836 for Other Adjustments to account for proper funding of compensation and classification reforms within the Workforce Investments fund for Compensation Groups 1 and 2.

Agency Budget Submission

Increase: The proposed Local funds budget increase of \$310,455 and 2.0 FTEs in the Agency Management program supports the agency's functions and modest increases in salary costs. A net increase of \$44,766 across multiple programs in personal services reflects modest changes to adjust continuing full time personal services and fringe benefits with projected costs.

Decrease: In Local funds, the proposed budget in Other Services and Charges reflects a decrease of \$254,238 in the Public Sector Workers' Compensation program and \$100,983 in the Agency Management program to offset projected increases in personal services.

Mayor's Proposed Budget

Reduce: The Office of Risk Management's proposed Local funds budget includes a decrease of \$130,200 in the Public Sector Workers' Compensation program in nonpersonal services for a PeopleSoft project initiative that includes the purchase of new database software and to reduce professional services costs. In addition, the proposed Local funds budget includes a decrease of \$124,000 in the Agency Management program to reduce the costs of supplies and professional services and to delay the purchase of a risk management information tracking system.

District's Proposed Budget

No Change: The Office of Risk Management's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table RK0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table RK0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		3,124	23.0
Other CSFL Adjustments	Multiple Programs	53	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		3,177	23.0
Increase: To adjust continuing full time personal services and Fringe Benefits with projected costs	Agency Management	310	2.0
Increase: To adjust continuing full time personal services and Fringe Benefits with projected costs	Multiple Programs	45	0.0
Decrease: To offset projected increases in personal services	Agency Management	-101	0.0
Decrease: To offset projected increases in personal services	Public Sector Workers' Compensation	-254	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		3,177	25.0
Reduce: To align resources with operational goals	Agency Management	-124	0.0
Reduce: To align resources with operational goals	Public Sector Workers' Compensation	-130	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		2,923	25.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		2,923	25.0
Gross for RK0 - D. C. Office of Risk Management		2,923	25.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Risk Identification, Assessment, and Control (RIAC)

Objective 1: Reduce the level and cost of risk to the District government.

KEY PERFORMANCE INDICATORS

Risk Identification, Assessment, and Control (RIAC)

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of environmental and safety inspections/re-inspections at District government buildings	624	615	566	615	615	615
Percent of eligible facilities for which agencies have submitted an Emergency Response Plan (ERP) for approval by ORM	76%	100%	82%	100%	100%	100%
Percent of agencies under the purview of the Mayor that file Cost of Risk reports ¹	Not Available	Not Available	Not Available	100% ²	100%	100%
Average cost per safety inspection ³	Not Available	Not Available	Not Available	Not Available	\$268	\$282

Public Sector Workers' Compensation

Objective 1: Improve the management and efficiency of the Public Sector Workers' Compensation program.

KEY PERFORMANCE INDICATORS

Public Sector Workers' Compensation

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Total Cost of the Public Sector Workers' Compensation program (in millions)	\$15.3	\$17	\$16.7	\$17	\$16 ⁴	\$17
Average number of days a claimant receives workers' compensation benefits for claims opened within the fiscal year	11.8	23.5 ⁵	20.5	22.3	21.2	20.1
Number of workers' compensation claims per 100 FTEs	4.6	5.4 ⁶	5.7 ⁷	5.5	5.0	4.5
Average total payment on all claims that are four years or less (in millions)	Not Available	\$11.3	\$11.5	\$10.7	\$10.1	\$9.7
Percent of reconsideration decisions that are decided and issued within 30 days	Not Available	Not Available	Not Available	100% ⁸	100%	100%

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KEY PERFORMANCE INDICATORS (Continued)

Public Sector Workers' Compensation

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of employees returning to work and/or participating in job club	309	643 ⁹	504	675	709	744
Average cost of indemnity payment costs ¹⁰	Not Available	Not Available	Not Available	Not Available	\$5,189	\$5,295
Average cost of total claims ¹¹	Not Available	Not Available	Not Available	Not Available	\$14,013	\$14,295

Tort Liability

Objective 1: Reduce the number of lawsuits against the District government.

Objective 2: Recover money owed to the District as a result of tortious acts by third parties.

Objective 3: Develop and maintain a Risk Map so that the District can use to take steps to remediate or reduce defects and/or risks that may be consistently occurring in certain parts of the city.

KEY PERFORMANCE INDICATORS

Tort Liability

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Subrogation monies collected	\$18,321	\$69,000	\$101,109	\$75,000 ¹²	\$80,000	\$85,000
Average number of days to resolve tort claims that were filed in same fiscal year	75	71	80	59 ¹³	56	52
Average cost per tree claim ¹⁴	Not Available	Not Available	Not Available	Not Available	\$2,647	\$2,647
Average cost per automobile accident claims ¹⁵	Not Available	Not Available	Not Available	Not Available	\$5,681	\$5,681

Insurance

Objective 1: Increase contractual risk management and awareness of District agencies.

Objective 2: Ensure District residents' access to affordable health care.

Objective 3: Reduce risks to District property.

KEY PERFORMANCE INDICATORS

Insurance

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of District government vendors in compliance with ORM minimum insurance requirements	100%	100%	100% ¹⁶	100%	100%	100%
Number of contract and insurance risk management training classes offered to agency officials ¹⁷	Not Available	Not Available	Not Available	6	8	10
Percent of government real estate property assets insured by private insurance ¹⁸	Not Available	Not Available	Not Available	50%	60%	70%
Average cost per hour of legal fees to defend negligence claims against captive claims ¹⁹	Not Available	Not Available	Not Available	Not Available	\$80 - \$210 per hour	\$84 - \$221 per hour

Agency Management

Objective 1: Oversee the implementation of agencywide priorities.

NO KPI TABLE

Performance Plan Endnotes:

¹Historical data is not available. This is a new Key Performance Indicators (KPI) in FY 2015.

²Tracking for this KPI began in FY 2015.

³This cost driver is a new KPI in FY 2016. Future projections will be provided after the initial baseline year.

⁴In FY 2014, the program went through a transition period with a new Third-Party Administrator (TPA), which may affect the rate of savings in FY 2015 and FY 2016. The projection for FY 2016 is a 5 percent decrease in spending in anticipation of savings at that time.

⁵The FY 2014 – FY 2016 projections decrease by 5 percent per year.

⁶Target projections are based on an increase in the number of claims filed from FY 2012 through FY 2014.

⁷The data shows cumulative totals from October 1, 2014 – September 30, 2014.

⁸New KPI for FY 2015.

⁹The projection goal is to increase the number of employees returning to work by 5 percent each year.

¹⁰This cost driver is a new KPI in FY 2016. Future projections will be provided after the initial baseline year.

¹¹Ibid.

¹²This is a new KPI for FY 2015.

¹³Ibid.

¹⁴This cost driver is a new KPI in FY 2016. Future projections will be provided after the initial baseline year.

¹⁵Ibid.

¹⁶The data shows cumulative totals from October 1, 2014 – September 30, 2014. The information is based on the last known data in PASS system.

¹⁷Historical data is not available. This is a new KPI in FY 2015.

¹⁸Ibid.

¹⁹This cost driver is a new KPI in FY 2016. Future projections will be provided after the initial baseline year.

D.C. Department of Human Resources

www.dchr.dc.gov

Telephone: 202-442-9700

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$14,494,180	\$13,026,853	\$13,829,689	6.2
FTEs	117.2	113.3	117.3	3.5

The mission of the D.C. Department of Human Resources (DCHR) is to strengthen individual and organizational performance and enable the District government to attract, develop, and retain a highly qualified, diverse workforce.

Summary of Services

DCHR offers executive management to District government officials and/or agencies by providing personnel-related services to help each agency meet daily mission mandates. Specific services provided include position classification and recruitment services, the interpretation of personnel-related policy, as well as oversight control (such as the adherence to regulatory requirements) for effective recruitment and staffing, strategic and financial restructuring through realignment assistance, and resource management. In addition, the agency provides District government employees with a variety of services, including employee benefits and compensation guidance, performance management, compliance, audit assessments, legal guidance on personnel matters, and learning and development.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table BE0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides the FY 2013 and FY 2014 actual expenditures.

Table BE0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	9,564	8,495	8,385	8,175	-210	-2.5
Special Purpose Revenue Funds	208	403	292	452	161	55.1
Total for General Fund	9,772	8,898	8,677	8,627	-50	-0.6
Intra-District Funds						
Intra-District Funds	5,026	5,596	4,350	5,203	853	19.6
Total for Intra-District Funds	5,026	5,596	4,350	5,203	853	19.6
Gross Funds	14,798	14,494	13,027	13,830	803	6.2

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table BE0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table BE0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	87.0	91.4	92.0	84.0	-8.0	-8.7
Special Purpose Revenue Funds	2.7	4.8	3.3	5.3	2.0	60.6
Total for General Fund	89.7	96.2	95.3	89.3	-6.0	-6.3
Intra-District Funds						
Intra-District Funds	27.9	21.0	18.0	28.0	10.0	55.6
Total for Intra-District Funds	27.9	21.0	18.0	28.0	10.0	55.6
Total Proposed FTEs	117.6	117.2	113.3	117.3	4.0	3.5

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table BE0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table BE0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	6,873	7,293	7,253	7,944	691	9.5
12 - Regular Pay - Other	1,327	1,015	1,011	1,336	326	32.2
13 - Additional Gross Pay	73	135	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	1,426	1,537	2,062	1,773	-288	-14.0
15 - Overtime Pay	33	9	0	0	0	N/A
Subtotal Personal Services (PS)	9,732	9,989	10,326	11,054	728	7.1
20 - Supplies and Materials	184	140	113	113	0	0.0
31 - Telephone, Telegraph, Telegram, Etc.	34	0	0	0	0	N/A
40 - Other Services and Charges	45	824	869	905	37	4.2
41 - Contractual Services - Other	4,779	3,527	1,706	1,743	38	2.2
70 - Equipment and Equipment Rental	24	15	15	15	0	0.0
Subtotal Nonpersonal Services (NPS)	5,066	4,506	2,701	2,776	74	2.8
Gross Funds	14,798	14,494	13,027	13,830	803	6.2

*Percent change is based on whole dollars.

Division Description

The D.C. Department of Human Resources operates through the following 7 divisions:

Administration for Recruitment and Classification (ARC) – provides position management, classification, compensation and performance management assistance to District of Columbia government. ARC establishes official classifications and descriptions, designs and implements pay schedules, and develops classification, compensation, and performance management policies, procedures, and regulations. ARC delivers expert advice to District government agencies in the areas of classification, total compensation, administration of pay schedules, merit pay, compensation and classification policies, performance management systems, Fair Labor Standards Act (FLSA), and recruitment and retention issues. ARC provides assistance to HR Advisors and management on various performance appraisal and reward systems. In addition, ARC provides staffing and recruitment support to subordinate agencies delegated recruitment and selection authority, as well as other subordinate and independent agencies, and conducts recruitment.

This division contains the following 3 activities:

- **Recruitment and Staffing** – provides recruitment, selection, and placement services to client agencies and oversight controls for effective recruitment and staffing, employee relations, and auditing of subordinate agencies delegated recruitment;

- **Classification** – provides position management, classification and compensation support services to District government agencies. Establishes official classifications and descriptions, designs and implements pay schedules, and develops classification/compensation policies, procedures, and regulations; and
- **Compensation** – provides expert advice to District government management in the areas of classification, compensation, administration of pay schedules, merit pay, compensation and classification policies, FLSA, and recruitment/retention issues.

Legal Administration Division (LD) – provides legal assistance with the Comprehensive Merit Personnel Act and other relevant District and federal laws, rules, and regulations. LD also provides legal advice to the agency on a variety of complex legal issues to accomplish DCHR’s mission. In addition, LD provides legal advice and guidance to both subordinate and independent agencies within the District government regarding matters involving personnel and employment law and provides litigation support to the Office of the Attorney General in a variety of pending legal matters.

Benefits and Retirement Administration (BRA) – is responsible for the service delivery of the District’s benefits program and policies for 32,000 benefit-eligible employees and retirees (pre-and-post-October 1, 1987). This includes the plan management, contracting and communication of all health, voluntary, and retirement programs. In addition, BRA oversees the Police and Firefighters’ Retirement and Relief Board, which makes determinations and decisions on all retirement and survivor benefit claims and cases.

This division contains the following 2 activities:

- **Benefits Operation Unit** – provides benefits services that strengthen individuals and organizational performance and assists in enabling the District government to attract, develop, and retain a well-qualified, diverse workforce through the service delivery of the District’s benefits programs to all eligible employees and retirees; and
- **Police and Fire Retirement Relief Board** – provides oversight and support for the Police and Firefighters Retirement Relief Board (PFRRB). The PFRRB hears and rules on optional, disability and survivor cases pertaining to sworn personnel of the Metropolitan Police Department, Fire and Emergency Medical Services Department, U.S. Park Police, and U.S. Secret Service.

Center for Learning and Development (CLD) – provides training, workforce planning and organizational development programs, and activities that increase the knowledge, skills, and competencies of District government employees, to enable them to provide the highest quality and most cost-effective services to the District of Columbia. CLD was formerly known as the Workforce Development Administration.

This division contains the following 2 activities:

- **Training and Development** – provides training and a professional forum for implementing consortiums and programs that increase knowledge, skills, and competencies of District government employees; and
- **Capital City Fellows** – provides central oversight for this two-year training program for recent graduates of master’s degree programs in public administration, public policy, urban planning, and related fields while working for the District government.

Business Operations Group (BOG) – manages the daily operations and business processes for the agency including customer service, performance management, information technology, and strategic initiatives.

Policy and Compliance Administration (PCA) – researches, analyzes, formulates, develops, and distributes a wide range of legal, regulatory, and procedural documents concerning the District government’s personnel management program, including amendments to the Comprehensive Merit Personnel Act and the D.C. Personnel Regulations (Title 6B of the District of Columbia Municipal Regulations). In addition, PCA

focuses on three main compliance issues: Drug and Alcohol Enforcement, Criminal Background Check, and Residency Preference, and it monitors any such violations. PCA conducts HR assessment audits, reviews HR policies and procedures, conducts HR investigations, monitors internal controls, and makes conclusions and recommendations to assist in promoting optimal performance for the support of the agency.

This division contains the following 2 activities:

- **Compliance** – conducts criminal background investigations of District government employees, applicants and volunteers. Provides drug and alcohol testing services for specified employees and applicants. The unit administers and enforces the District Residency Preference regulations for employment programs and the Domicile Requirement. It also investigates complaints of violations of the District Personnel regulations and makes recommendations for corrective action; and
- **Policy** – provides policy development and consultation services.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

Division Structure Change

The D.C. Department of Human Resources has no division structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Division and Activity

Table BE0-4 contains the proposed FY 2016 budget by division and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table BE0-4

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1010) Personnel	916	3,889	3,678	-211	8.7	12.0	11.0	-1.0
(1030) Property Management	1	3	2	-1	0.0	0.0	0.0	0.0
(1040) Human Resources Information Systems	607	0	0	0	7.6	0.0	0.0	0.0
(1080) Communications	126	131	128	-3	1.1	1.0	1.0	0.0
(1085) Customer Service	299	330	358	28	5.4	6.0	6.0	0.0
Subtotal (1000) Agency Management	1,950	4,352	4,165	-188	22.9	19.0	18.0	-1.0
(2000) Admin. for Recruitment and Classification								
(2010) Recruiting and Staffing	634	831	811	-20	8.7	11.0	10.0	-1.0
(2050) Classification	0	1,200	1,459	259	0.0	10.0	16.0	6.0
(2060) Compensation	0	112	119	8	0.0	1.0	1.0	0.0
Subtotal (2000) Admin. for Recruitment and Classification	634	2,142	2,389	247	8.7	22.0	27.0	5.0
(2100) Legal Administration Division								
(2120) Legal	116	55	862	806	1.1	1.0	8.0	7.0
(2130) Compliance	601	0	0	0	6.5	0.0	0.0	0.0
(2140) Police and Fire Retirement Relief Board	280	0	0	0	4.7	0.0	0.0	0.0
(2150) Policy	410	0	0	0	4.4	0.0	0.0	0.0
Subtotal (2100) Legal Administration Division	1,407	55	862	806	16.7	1.0	8.0	7.0
(2200) Benefits and Retirement Administration								
(2210) Benefits Operation Unit	1,799	1,445	1,592	147	20.9	16.0	18.0	2.0
(2220) Police and Fire Retirement Relief Board	0	292	296	4	0.0	3.3	3.3	0.0
Subtotal (2200) Benefits and Retirement Administration	1,799	1,737	1,888	152	20.9	19.3	21.3	2.0
(2600) Compensation and Classification								
(2610) Compensation	996	0	0	0	10.9	0.0	0.0	0.0
(2620) Classification	602	0	0	0	0.0	0.0	0.0	0.0
Subtotal (2600) Compensation and Classification	1,598	0	0	0	10.9	0.0	0.0	0.0
(3000) Center for Learning and Development								
(3100) Training and Development	794	1,007	1,059	52	6.5	10.0	10.0	0.0
(3200) Capital City Fellows	757	1,003	338	-665	10.9	15.0	5.0	-10.0
(3300) Special Programs	853	0	0	0	3.3	0.0	0.0	0.0
Subtotal (3000) Center for Learning and Development	2,404	2,010	1,396	-613	20.7	25.0	15.0	-10.0

(Continued on next page)

Table BE0-4 (Continued)

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(4000) Business Operations Group								
(4100) Measurement, Analysis and Planning	745	1,698	1,843	145	10.9	17.0	17.0	0.0
(4200) Resource Management Group	3,957	0	0	0	5.4	0.0	0.0	0.0
Subtotal (4000) Business Operations Group	4,702	1,698	1,843	145	16.4	17.0	17.0	0.0
(4500) Policy and Compliance Administration								
(4510) Compliance	0	462	753	290	0.0	5.0	6.0	1.0
(4520) Policy	0	570	534	-36	0.0	5.0	5.0	0.0
Subtotal (4500) Policy and Compliance Administration	0	1,032	1,286	254	0.0	10.0	11.0	1.0
Total Proposed Operating Budget	14,494	13,027	13,830	803	117.2	113.3	117.3	4.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's divisions, please see **Schedule 30-PBB Program Summary by Activity** in the located on the Office of the Chief Financial Officer's website.

Note: In FY 2016, all prior year funding and FTEs were transferred from the Compliance and Legal Administration and the Recruitment and Staffing Administration Divisions to the newly established Legal Administration and the Administration for Recruitment and Classification Divisions. Please see the FY 2016 Operating Appendices to review detailed changes.

FY 2016 Proposed Budget Changes

The Department of Human Resources' (DCHR) proposed FY 2016 gross budget is \$13,829,689, which represents a 6.2 percent increase over its FY 2015 approved gross budget of \$13,026,853. The budget is comprised of \$8,174,638 in Local funds, \$452,127 in Special Purpose Revenue funds, and \$5,202,924 in Intra-District funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple divisions, and it estimates how much it would cost an agency to continue its current divisions and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

DCHR's FY 2016 CSFL budget is \$8,899,737, which represents a \$514,601, or 6.1 percent, increase over the FY 2015 approved Local funds budget of \$8,385,136.

CSFL Assumptions

The FY 2016 CSFL calculated for DCHR included adjustment entries that are not described in detail on table 5. Adjustments were made for a net increase of \$140,672 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015.

DCHR's CSFL funding reflects an increase of \$50,000 to account for the restoration of one-time salary lapse funds. Additionally, adjustments were made for an increase of \$323,929 in personal services to account for the transfer of 2.0 attorneys from the Office of the Attorney General.

Agency Budget Submission

Increase: In Local funds, DCHR proposes a net increase of \$1,389 to cover planned step increases and fringe benefit adjustments.

In Special Purpose Revenue funds, an increase of \$160,354 in the Benefits and Retirement Administration division will support 2.0 Full-Time Equivalent (FTEs) through a Memorandum of Understanding (MOU) with the Health Benefit Exchange agency. Additionally, an increase of \$208 in the Benefits and Retirement Administration division will align resources with operational goals.

In Intra-District funds, an increase of \$455,578 and 5.0 FTEs is made to account for the transfer of General Counsel staff from the Office of the Attorney General. The proposed budget also includes an increase of \$321,658 and 5.0 FTEs in the Benefits and Retirement Administration division to account for Letters of Intent with multiple agencies to perform criminal background checks, drug and alcohol testing, and staffing and recruitment services. Additionally, an increase of \$38,016 across multiple divisions in Other Services and Charges will cover the cost-of-living adjustments for MOUs that DCHR has with other District agencies. Finally, an increase of \$37,521 in the Agency Management division covers inflationary costs for Contractual Services.

Decrease: In Local funds, to offset a projected increase in personal services, DCHR decreased professional fees by \$1,389 in the Agency Management division.

Mayor's Proposed Budget

Reduce: The proposed Local funds budget includes a reduction in personal services of \$676,179 and 10.0 FTEs from the Capital City Fellows program, which will be supported through agreements with participating District agencies.

District's Proposed Budget

Reduce: The Local funds budget includes salary lapse savings of \$48,920 across multiple divisions.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table BE0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table BE0-5
(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		8,385	92.0
Other CSFL Adjustments	Multiple Programs	515	2.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		8,900	94.0
Increase: To adjust personal services	Multiple Programs	1	0.0
Decrease: To offset projected increases in personal services	Agency Management	-1	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		8,900	94.0
Decrease: To recognize savings from a reduction in FTEs	Center for Learning and Development	-676	-10.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		8,224	84.0
Reduce: To adjust personal services	Multiple Programs	-49	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		8,175	84.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		292	3.3
Increase: To support additional FTEs	Benefits and Retirement Services	160	2.0
Increase: To align resources with operational goals (less than \$500)	Benefits and Retirement Services	0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		452	5.3
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		452	5.3
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		452	5.3
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		4,350	18.0
Increase: To support additional FTEs	Multiple Programs	456	5.0
Increase: To support additional FTEs	Benefits and Retirement Services	322	5.0
Increase: To align funding with nonpersonal services costs	Multiple Programs	38	0.0
Increase: To adjust the Contractual Services budget	Agency Management	38	0.0
INTRA-DISTRICT FUNDS: FY 2016 Agency Budget Submission		5,203	28.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		5,203	28.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		5,203	28.0
Gross for BE0 - D.C. Department of Human Resources		13,830	117.3

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Office of the Director

Objective 1: Attract and retain a highly qualified and diverse workforce for the District of Columbia.

Objective 2: Develop and re-engineer key DCHR processes to improve delivery of services.

Objective 3: Oversee the implementation of agencywide priorities.

KEY PERFORMANCE INDICATORS

Office of the Director

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Average number of days from vetting to hire for Excepted and Executive Service positions ¹	45	30	20	25	20	15
Percent of customers rating HR service delivery as effective or better	99%	98%	99%	98%	98%	99%
Percent of employees rating overall HR service - Timeliness of service as "Good" ²	66%	70%	74%	76%	78%	80%
Percent of termination personnel file sample size with all required documents	30%	50%	62%	70%	75%	80%

Benefits and Retirement Administration

Objective 1: Attract and retain a highly qualified and diverse workforce for the District of Columbia.

Objective 2: Develop and re-engineer key DCHR processes to improve delivery of services.

Objective 3: Enhance customer service for internal and external customers.

KEY PERFORMANCE INDICATORS

Benefits and Retirement Administration

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of employees participating in deferred compensation program	51%	42%	47%	50%	54%	58%
Percent of Police and Fire Retirement Relief Board (PFRRB) cases closed within 60 days of decision ³	Not Available	Not Available	Not Available	63%	70%	84%
Average cost per benefits transaction ^{4,5}	Not Available	Not Available	Not Available	Not Available	\$18.06	TBD
Average cost per retirement/pension activity ^{6,7}	Not Available	Not Available	Not Available	Not Available	\$57.23	TBD

Business Operations Group

Objective 1: Develop and re-engineer key DCHR processes to improve delivery of services.

Objective 2: Enhance customer service for internal and external customers.

KEY PERFORMANCE INDICATORS

Business Operations Group

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of system processing tickets/errors that are personnel action related	79%	50%	34%	50%	50%	45%
Average percent of abandoned calls per month	Not Available	11%	12%	10%	9%	8%
Percent of employees under the Mayor's authority enrolled in telecommuting and alternate work schedule program	Not Available	Not Available	11%	12%	14%	16%

Center for Learning and Development

Objective 1: Attract and retain a highly qualified and diverse workforce for the District of Columbia.

Objective 2: Develop and re-engineer key DCHR processes to improve delivery of services.

KEY PERFORMANCE INDICATORS

Center for Learning and Development

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of employees completing at least two training sessions ⁸	29%	20%	14%	20%	23%	25%
Percent of Management Supervisory Service (MSS) employees under the Mayor's authority completing required training ⁹	58%	40%	55%	60%	70%	75%
Average cost of learning and development training per participant ^{10,11}	Not Available	Not Available	Not Available	Not Available	\$45.10	TBD
Average cost of learning and development program per participant ^{12,13}	Not Available	Not Available	Not Available	Not Available	\$2,811	TBD

Administration for Recruitment and Classification

Objective 1: Develop and re-engineer key DCHR processes to improve delivery of services.

Objective 2: Enhance customer service for internal and external customers.

KEY PERFORMANCE INDICATORS

Administration for Recruitment and Classification

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of jobs that are reviewed within three years	Not Available	Not Available	Not Available	80%	33%	66%
Percent of Classification Requests completed within five business days	Not Available	Not Available	Not Available	75%	85%	90%
Average number of days to fill vacancy from post to offer acceptance	Not Available	Not Available	Not Available	90	75	60
Percent of personnel actions completed within three days of effective date	Not Available	Not Available	61%	85%	90%	90%
Percent of new hires that are District residents	42%	50%	46%	55%	60%	60%
Average cost per personnel action ^{14,15}	Not Available	Not Available	Not Available	Not Available	\$74.10	TBD

Legal Administration Division

Objective 1: Develop and re-engineer key DCHR processes to improve delivery of services.

KEY PERFORMANCE INDICATORS

Legal Administration Division

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of Freedom of Information Act (FOIA) requests responses provided within 15 business days	Not Available	Not Available	65%	65%	70%	75%
Percent of legal sufficiency reviews provided within 15 business days	Not Available	Not Available	70%	75%	80%	85%

Policy and Compliance Administration

Objective 1: Develop and re-engineer key DCHR processes to improve delivery of services.

KEY PERFORMANCE INDICATORS

Policy and Compliance Administration

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of managers and HR community trained on District Personnel Manual (DPM)	52.7%	60%	60%	65%	65%	70%
Percent of covered employees receiving random drug testing ¹⁶	Not Available	Not Available	Not Available	75%	95%	95%
Average number of days to issue final fitness-for-duty determination ¹⁷	Not Available	Not Available	Not Available	70	65	60
Percent of MSS employees trained on reasonable suspicion ¹⁸	Not Available	Not Available	Not Available	80%	80%	90%
Average cost per drug/alcohol test ¹⁹	Not Available	Not Available	Not Available	Not Available	\$50.48	TBD
Average cost per criminal background check ²⁰	Not Available	Not Available	Not Available	Not Available	\$52.02	TBD
Average cost per fitness for duty assessment ²¹	Not Available	Not Available	Not Available	Not Available	\$3,478	TBD

Performance Plan Endnotes:

¹According to the 2011 International City/County Management Association, the mean standard for an organization size of 25,000 - 100,000 employees is 45 days from external recruitment to hire.

²According to the 2011 International City/County Management Association survey, the industry mean for an organization size of 25,000 - 100,000 employees for percent of employees rating overall timeliness of service as “good” is 52 percent.

³This is a new measure.

⁴Benefits transactions exclude all customer interface, i.e. calls answered, customer walk-ins addressed, emails received, etc. Benefit transactions consist of manual changes entered into PeopleSoft.

⁵This cost driver is a new Key Performance Indicators (KPI) in FY 2016. Future projections will be provided after the initial baseline year.

⁶Retirement/pension activity includes retirements processed or calculated and pension distributions or contributions processed.

⁷This cost driver is a new KPI in FY 2016. Future projections will be provided after the initial baseline year.

⁸This KPI excludes employees from D.C. Public Schools and the University of the District of Columbia.

⁹MSS employees completing the Manager’s Series of required training per the District Personnel Manual (DPM).

¹⁰This cost driver includes all learning and development trainings (in-class and on-line).

¹¹This cost driver is a new KPI in FY 2016. Future projections will be provided after the initial baseline year.

¹²This cost driver includes the Certified Public Manager, Job Circle, District Leadership, and Capital City Fellows programs.

¹³This cost driver is a new KPI in FY 2016. Future projections will be provided after the initial baseline year.

¹⁴Ibid.

¹⁵Personnel actions include the following: hires, rehires, terminations, transfers, demotions, promotions, reassignments, pay adjustments, etc. All customer interface, i.e. calls answered, customer walk-ins addressed, emails received, etc. is excluded.

¹⁶This is a new measure.

¹⁷Ibid.

¹⁸Ibid.

¹⁹This cost driver is a new KPI in FY 2016. Future projections will be provided after the initial baseline year.

²⁰Ibid.

²¹Ibid.

Office of Disability Rights

www.odr.dc.gov

Telephone: 202-724-5055

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$1,563,522	\$1,649,563	\$1,713,394	3.9
FTEs	10.9	11.0	11.0	0.0

The mission of the Office of Disability Rights (ODR) is to ensure that every program, service, benefit, and activity operated or funded by the District of Columbia is fully accessible to, and usable by, qualified people with disabilities, with or without reasonable accommodations or modifications.

Summary of Services

ODR is responsible for oversight of the District's obligations under the Americans with Disabilities Act (ADA), as well as other federal and local disability rights laws. ODR provides technical assistance, training, informal dispute resolution, policy guidance, and expertise on disability rights issues to District agencies and the disability community. ODR coordinates the ADA compliance efforts of all District agencies and works with agency ADA coordinators to ensure that the District is responsive to the needs of the disability community and employees with disabilities.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table JR0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table JR0-1
(dollars in thousands)

Appropriated Funds	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	900	916	1,043	1,070	26	2.5
Total for General Fund	900	916	1,043	1,070	26	2.5
Federal Resources						
Federal Grant Funds	628	545	536	536	0	0.0
Total for Federal Resources	628	545	536	536	0	0.0
Intra-District Funds						
Intra-District Funds	56	102	70	108	38	53.9
Total for Intra-District Funds	56	102	70	108	38	53.9
Gross Funds	1,583	1,564	1,650	1,713	64	3.9

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table JR0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table JR0-2

Appropriated Funds	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	7.7	7.9	8.0	8.0	0.0	0.0
Total for General Fund	7.7	7.9	8.0	8.0	0.0	0.0
Federal Resources						
Federal Grant Funds	3.0	3.0	3.0	3.0	0.0	0.0
Total for Federal Resources	3.0	3.0	3.0	3.0	0.0	0.0
Total Proposed FTEs	10.7	10.9	11.0	11.0	0.0	0.0

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table JR0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table JR0-3
(dollars in thousands)

	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
Comptroller Source Group						
11 - Regular Pay - Continuing Full Time	868	901	963	998	34	3.6
13 - Additional Gross Pay	0	14	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	166	178	206	209	2	1.2
Subtotal Personal Services (PS)	1,034	1,093	1,170	1,206	37	3.1
20 - Supplies and Materials	6	5	7	6	-1	-16.9
40 - Other Services and Charges	167	165	219	249	30	13.5
41 - Contractual Services - Other	365	272	235	237	1	0.5
70 - Equipment and Equipment Rental	12	28	19	16	-3	-13.9
Subtotal Nonpersonal Services (NPS)	549	471	480	507	27	5.6
Gross Funds	1,583	1,564	1,650	1,713	64	3.9

*Percent change is based on whole dollars.

Program Description

The Office of Disability Rights operates through the following 2 programs:

Disability Rights – promotes the accessibility of District of Columbia government programs and services for individuals with disabilities by coordinating and overseeing a District-wide compliance program.

This program contains the following 6 activities:

- **Operations** – provides overall direction, leadership, and coordination of, and guidance on, activities related to the centralized administrative support system; establishes procedures and protocols for unified operations within the agency; and assists in facilities management;
- **Training and Technical Assistance** – provides ongoing training and technical assistance to the agency's ADA coordinators and personnel;
- **Public Information and Outreach** – provides information through published literature, and provides assistance and referrals to individuals who have questions about disability rights or are experiencing obstacles to receiving services;
- **Evaluation and Compliance** – evaluates the District's compliance with the ADA, section 504 of the Rehabilitation Act, and the disability rights provisions of the Human Rights Act; reports deficiencies to the Office of Human Rights; makes recommendations for addressing deficiencies to the Mayor; and coordinates, facilitates, and supports the Mayor's Committee on Persons with Disabilities;
- **Investigations** – provides informal dispute resolution into actions or inactions of agencies in alleged violation of the ADA, the District of Columbia Disability Rights Protection Act, other federal disability civil rights legislation, and other disability-related civil rights legislation; and

- **State Developmental Disabilities Council (DDC)** – houses the District of Columbia Developmental Disabilities Council (DDC) and D.C. Commission on Persons with Disabilities (DCCPD). The DDC is a Mayoral appointed body established in accordance with the mandates of the D.C. Developmental Disabilities Basic State Grant Program. It is an independent, community-based advisory committee funded by the Administration on Intellectual and Developmental Disabilities (AIDD), U.S. Department of Health and Human Services. It is charged with identifying and addressing the most pressing needs of people with developmental disabilities in the District. The DCCPD advocates on behalf of persons with disabilities and their families to promote inclusive communities and service delivery systems and to provide opportunities for public input, outreach, and education. The DCCPD also facilitates ODR's collaboration with the Office of Human Rights, the Department on Disability Services, and all other agencies, boards, and commissions of the District of Columbia that affect the lives of residents with disabilities to comprehensively implement ADA compliance and training programs.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Office of Disability Rights has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table JR0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table JR0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1030) Property Management	0	3	0	-2	0.0	0.0	0.0	0.0
(1040) Information Technology	1	3	3	0	0.0	0.0	0.0	0.0
(1090) Performance Management	331	352	364	12	3.0	3.0	3.0	0.0
Subtotal (1000) Agency Management	332	357	368	10	3.0	3.0	3.0	0.0
(2000) Disability Rights								
(2005) Operations	23	10	31	21	0.0	0.0	0.0	0.0
(2010) Training and Technical Assistance	148	160	155	-6	1.6	1.6	1.6	0.0
(2015) Public Information and Outreach	0	1	1	0	0.0	0.0	0.0	0.0
(2020) Evaluation and Compliance	477	543	579	36	3.0	3.0	3.0	0.0
(2030) Investigations	38	42	44	2	0.4	0.4	0.4	0.0
(2040) State Developmental Disabilities Council	545	536	536	0	3.0	3.0	3.0	0.0
Subtotal (2000) Disability Rights	1,232	1,292	1,346	54	7.9	8.0	8.0	0.0
Total Proposed Operating Budget	1,564	1,650	1,713	64	10.9	11.0	11.0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of Disability Rights' (ODR) proposed FY 2016 gross budget is \$1,713,394, which represents a 3.9 percent increase over its FY 2015 approved gross budget of \$1,649,563. The budget is comprised of \$1,069,597 in Local funds, \$536,097 in Federal Grant funds, and \$107,700 in Intra-District funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

ODR's FY 2016 CSFL budget is \$1,069,597, which represents a \$26,131, or 2.5 percent, increase over the FY 2015 approved Local funds budget of \$1,043,466.

CSFL Assumptions

The FY 2016 CSFL calculated for ODR included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$25,012 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$1,119 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

Agency Budget Submission

Increase: ODR's proposed Local funds budget reflects an increase of \$3,187 in personal services to support projected salary step costs. The Disability Rights program budget for Supplies and Materials increased by \$952 to align it with operational goals.

ODR's FY 2016 proposed Federal Grant funds budget reflects personal services increases of \$10,702 to support projected changes in salary steps and Fringe Benefit costs.

In Intra-District funds, the nonpersonal services budget increased by \$37,700 to align the budget with the revised estimate for the Sign Language Interpretation Memoranda of Understanding with multiple agencies.

Decrease: The proposed nonpersonal services budget for Local funds decreased by \$2,013 to partially offset the projected increase in personal services. Additionally, personal services decreased by \$2,127 in Fringe Benefits to align the budget with projected costs.

ODR's FY 2016 proposed Federal Grant funds budget reflects nonpersonal services decreases of \$10,702 to offset an increase in personal services costs.

Mayor's Proposed Budget

No Change: The Office of Disability Rights' budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

District's Proposed Budget

No Change: The Office of Disability Rights' budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table JR0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table JR0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		1,043	8.0
Other CSFL Adjustments	Multiple Programs	26	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		1,070	8.0
Increase: To adjust personal services	Multiple Programs	3	0.0
Increase: To align resources with operational goals	Disability Rights	1	0.0
Decrease: To offset projected increases in personal services	Multiple Programs	-2	0.0
Decrease: To align the Fringe Benefits budget with projected costs	Multiple Programs	-2	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		1,070	8.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		1,070	8.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		1,070	8.0
FEDERAL GRANT FUNDS: FY 2015 Approved Budget and FTE		536	3.0
Increase: To adjust continuing full time personal services and Fringe Benefits with projected costs	Disability Rights	11	0.0
Decrease: To offset projected increases in personal services	Disability Rights	-11	0.0
FEDERAL GRANT FUNDS: FY 2016 Agency Budget Submission		536	3.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 Mayor's Proposed Budget		536	3.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 District's Proposed Budget		536	3.0
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		70	0.0
Increase: To align funding with nonpersonal services costs	Disability Rights	38	0.0
INTRA-DISTRICT FUNDS: FY 2016 Agency Budget Submission		108	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		108	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		108	0.0
Gross for JR0 - Office of Disability Rights		1,713	11.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Objective 1: Be a model city of accessibility for people with disabilities.

Objective 2: Improve the responsiveness of District Government agencies and District employees to the needs of constituents with disabilities.

Objective 3: Increase the responsiveness of District Government agencies to its employees when reasonable accommodations are requested.

Objective 4: Expand opportunities for people with disabilities to live in integrated community settings.

Objective 5: Oversee the implementation of agencywide priorities.

KEY PERFORMANCE INDICATORS

Office of Disability Rights

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Target	FY 2016 Projection	FY 2017 Projection
Percent of accessibility reports which are completed within 30 days of the request	63 ¹	20 ²	39 ³	85%	85%	90%
Average number of days Sign Language Interpretation requests are filled from the date of the request ⁴	Not Available	Not Available	5	5	5	4
Number of District employees, contractors, and grantees receiving ADA training	799	800	1,121	1,000	1,250	1,500
Number of technical assistance calls/complaints/resource requests handled within 30 days ⁵	430	475	389	Not Available	Not Available	Not Available
Percent of technical assistance calls/complaints/resource requests handled within 30 days ⁶	Not Available	Not Available	Not Available	85%	85%	90%
Percent of reasonable accommodations plans completed within 60 days of the request ⁷	32 ⁸	20 ⁹	51 ¹⁰	85%	85%	90%

Performance Plan Endnotes:

¹ Actual number of plans completed.

² Ibid.

³ Ibid.

⁴ This Key Performance Indicator (KPI) was previously measured as the percent of sign language interpretation requests filled within 5-7 days from the date of the request. The KPI was amended in FY 2014 to the average number of days because the prior metric was consistently 100 percent.

⁵ This KPI previously measured the number of calls received, which did not reflect ODR's performance in responding to these inquiries. Therefore, the measure was changed to reflect our degree of expeditiousness and efficiency in responding to constituents.

⁶ Ibid.

⁷ This KPI previously measured the number of reasonable accommodation request inquiries, which did not reflect ODR's performance in responding to these inquiries. Therefore, the measure was changed to reflect our degree of expeditiousness and efficiency in responding to constituents.

⁸ Actual number of plans completed.

⁹ Ibid.

¹⁰ Ibid.

Captive Insurance Agency

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$928,519	\$1,600,145	\$1,488,533	-7.0

The mission of the Captive Insurance Agency (“the Captive”) is to provide medical malpractice insurance for local non-profit health centers, as well as property insurance for District government real property assets. The Captive was created by statute in 2008 and is administered by the Chief Risk Officer, Office of Risk Management (ORM). ORM incorporated the Captive and began writing medical malpractice insurance policies in FY 2008. In FY 2014, the scope of the Captive was expanded to include property insurance. The liability of the agency is limited to the funds available to the Captive participants.

The agency’s FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table RJ0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table RJ0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	498	929	1,545	1,422	-124	-8.0
Special Purpose Revenue Funds	0	0	55	67	12	21.8
Total for General Fund	498	929	1,600	1,489	-112	-7.0
Gross Funds	498	929	1,600	1,489	-112	-7.0

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table RJ0-2 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table RJ0-2
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
20 - Supplies and Materials	5	4	10	10	0	0.0
40 - Other Services and Charges	493	924	1,590	1,479	-112	-7.0
Subtotal Nonpersonal Services (NPS)	498	929	1,600	1,489	-112	-7.0
Gross Funds	498	929	1,600	1,489	-112	-7.0

*Percent change is based on whole dollars.

Program Description

The District of Columbia Captive Insurance Agency operates through the following program:

Captive Operations – funds the management and insurance policies of the Captive Insurance Agency. The Office of Risk Management underwrites and administers medical malpractice insurance policies to non-profit community health centers and offers gap insurance to Federally Qualified Health Centers for claims that are not covered by the Federal Tort Claims Act. It also provides property insurance for risks to District government real property assets for various hazards.

This program contains the following 2 activities:

- **Oversight** – the Chief Risk Officer, with the advice of the Captive Advisory Council, administers the Captive by hiring a Captive manager and other staff, including legal staff; and
- **Growth and Income Strategy and Management** – distributes payments and collects premium and interest income on behalf of the Captive for the establishment, operation, and administration of the agency.

Program Structure Change

The Captive Insurance Agency has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table RJ0-3 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table RJ0-3

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(2000) Captive Operations								
(2001) Oversight	929	1,545	1,422	-124	0.0	0.0	0.0	0.0
(2002) Growth and Income Strategy and Management	0	55	67	12	0.0	0.0	0.0	0.0
Subtotal (2000) Captive Operations	929	1,600	1,489	-112	0.0	0.0	0.0	0.0
Total Proposed Operating Budget	929	1,600	1,489	-112	0.0	0.0	0.0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Captive Insurance Agency's (the Captive) proposed FY 2016 gross budget is \$1,488,533, which represents a 7.0 percent decrease from its FY 2015 approved gross budget of \$1,600,145. The budget is comprised of \$1,421,533 in Local funds and \$67,000 in Special Purpose Revenue funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 4 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

The Captive's FY 2016 CSFL budget is \$1,545,145, which represents no change from the FY 2015 approved Local funds budget.

Agency Budget Submission

Increase: In Special Purpose Revenue funds, the budget increased by \$12,000 to align it with projected revenues.

Mayor's Proposed Budget

Reduce: The Local funds budget includes a reduction of \$123,612 to align the budget with projected estimates for insurance payments.

District's Proposed Budget

No Change: The Captive Insurance Agency's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table RJ0-4 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table RJ0-4

(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		1,545	0.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		1,545	0.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		1,545	0.0
Reduce: To align budget with projected insurance payments	Captive Operations	-124	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		1,422	0.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		1,422	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		55	0.0
Increase: To align budget with projected revenues	Captive Operations	12	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		67	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		67	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		67	0.0
Gross for RJ0 - Captive Insurance Agency		1,489	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Office of Finance and Resource Management

www.ofrm.dc.gov

Telephone: 202-727-0333

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$27,869,902	\$35,347,530	\$36,512,223	3.3
FTEs	41.3	44.0	46.0	4.5

The mission of the Office of Finance and Resource Management (OFRM) is to provide financial and resource management services to various District of Columbia government agencies. OFRM will promote the effective management of the District's resources by continuously seeking improvements in operational efficiency on behalf of the government and the residents of the District.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table AS0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table AS0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
<u>General Fund</u>						
Local Funds	19,154	19,091	21,203	21,572	369	1.7
Special Purpose Revenue Funds	0	101	506	301	-204	-40.4
Total for General Fund	19,154	19,192	21,709	21,873	165	0.8
<u>Intra-District Funds</u>						
Intra-District Funds	8,771	8,678	13,639	14,639	1,000	7.3
Total for Intra-District Funds	8,771	8,678	13,639	14,639	1,000	7.3
Gross Funds	27,925	27,870	35,348	36,512	1,165	3.3

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table AS0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table AS0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
<u>General Fund</u>						
Local Funds	34.5	36.2	38.0	39.0	1.0	2.6
Total for General Fund	34.5	36.2	38.0	39.0	1.0	2.6
<u>Intra-District Funds</u>						
Intra-District Funds	4.7	5.0	6.0	7.0	1.0	16.7
Total for Intra-District Funds	4.7	5.0	6.0	7.0	1.0	16.7
Total Proposed FTEs	39.2	41.3	44.0	46.0	2.0	4.5

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table AS0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table AS0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	3,512	3,679	4,140	4,592	452	10.9
12 - Regular Pay - Other	51	65	27	74	47	174.2
13 - Additional Gross Pay	1	9	0	0	0	0
14 - Fringe Benefits - Current Personnel	732	712	1,075	1,040	-34	-3.2
15 - Overtime Pay	4	6	4	4	0	0.0
Subtotal Personal Services (PS)	4,299	4,472	5,246	5,710	465	8.9
20 - Supplies and Materials	31	31	30	30	0	0.0
31 - Telephone, Telegraph, Telegram, Etc.	23,283	23,056	29,934	30,552	618	2.1
40 - Other Services and Charges	191	97	123	205	82	66.4
41 - Contractual Services - Other	73	116	0	0	0	0
70 - Equipment and Equipment Rental	48	98	15	15	0	0.0
Subtotal Nonpersonal Services (NPS)	23,625	23,398	30,102	30,802	700	2.3
Gross Funds	27,925	27,870	35,348	36,512	1,165	3.3

*Percent change is based on whole dollars.

Program Description

The Office of Finance and Resource Management operates through the following 3 programs:

Financial Management – provides financial management services to enable agencies to accomplish programmatic goals and ensure financial health and positive recognition of the agency and the District of Columbia government.

This program contains the following 3 activities:

- **Accounting** – provides accounts payable and accounts receivable services to cluster agencies; processes all vendor invoice payments ensuring that the provisions of the District’s Quick Payment Act are adhered to; reconciles all agency-controlled cash accounts; processes all check payments and cash receipts within 24 hours; processes accounting journal entries for cluster agencies and records all financial events in the accounting system within the required timeframes; manages and directs the monthly, interim, and annual closings; and completes cash drawdowns for agencies with federal grant programs;
- **Budget Formulation and Planning** – provides and develops the annual budgets in conjunction with the cluster agencies; provides budget execution, financial analysis, forecasting, and reporting functions on behalf of the agencies in the cluster; and approves and tracks all agency obligations and commitments; and
- **Fixed Costs** – provides timely and accurate fixed costs payments to District vendors and ensures that expenditures are accurately billed to the applicable cluster agency.

Resource Management – performs due diligence analysis to identify financial waste and abuse and accounts for the use of all dollars expended from budgets of client agencies that are related to fixed costs.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Office of Finance and Resource Management has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table AS0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table AS0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1010) Personnel	0	303	190	-113	0.0	3.1	1.7	-1.4
(1020) Contracting and Procurement	0	97	86	-10	0.0	0.9	0.6	-0.3
(1030) Property Management	14,863	0	0	0	0.0	0.0	0.0	0.0
(1040) Information Management	2	8	8	0	0.0	0.0	0.0	0.0
(1050) Financial Management	128	72	40	-32	0.0	0.0	0.0	0.0
(1070) Fleet Management	4	2	3	1	0.0	0.0	0.0	0.0
(1080) Communications	723	6	90	85	5.5	0.0	0.7	0.7
(1085) Customer Service	0	137	129	-8	0.0	2.0	2.0	0.0
(1090) Performance Management	0	623	650	27	0.0	3.0	3.0	0.0
Subtotal (1000) Agency Management	15,719	1,248	1,197	-51	5.5	9.0	8.0	-1.0
(2000) Financial Management								
(2100) Accounting	1,587	1,924	2,003	79	13.4	18.0	18.0	0.0
(2200) Budget Formulation and Planning	1,648	1,806	2,136	331	17.5	14.0	16.0	2.0
(2300) Grants	101	0	0	0	1.0	0.0	0.0	0.0
(2500) Fixed Costs	8,196	29,929	29,647	-282	0.0	0.0	0.0	0.0
Subtotal (2000) Financial Management	11,531	33,659	33,787	128	31.9	32.0	34.0	2.0
(3000) Resource Management								
(3100) Resource Management	619	441	1,529	1,088	3.9	3.0	4.0	1.0
Subtotal (3000) Resource Management	619	441	1,529	1,088	3.9	3.0	4.0	1.0
Total Proposed Operating Budget	27,870	35,348	36,512	1,165	41.3	44.0	46.0	2.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of Finance and Resource Management's (OFRM) proposed FY 2016 gross budget is \$36,512,223, which represents a 3.3 percent increase over its FY 2015 approved gross budget of \$35,347,530. The budget is comprised of \$21,572,261 in Local funds, \$301,141 in Special Purpose Revenue funds, and \$14,638,821 in Intra-District funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

OFRM's FY 2016 CSFL budget is \$21,582,261, which represents a \$378,901, or 1.8 percent, increase over the FY 2015 approved Local funds budget of \$21,203,360.

CSFL Assumptions

The FY 2016 CSFL calculated for OFRM included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$278,901 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015.

OFRM's CSFL funding for recurring budget items reflects an adjustment for an increase of \$100,000 to account for an unfunded position.

Agency Budget Submission

Increase: The proposed budget for Local funds includes an increase of \$91,697 to support projected costs of the agency's dashboard enhancements, which provide comprehensive financial data to residents and stakeholders. Also, the proposed budget includes an increase in personal services of \$44,796 and 1.0 FTE to support a new financial manager position.

Intra-District funds increased by \$860,671 in the Financial Management program to support higher projections for Telecommunications Fixed Costs, and an increase of \$139,506 and 1.0 FTE from an MOU with the Council of the District of Columbia will allow OFRM to provide financial management and reporting services.

Decrease: In Local funds, a decrease of \$37,885 across multiple programs for Telecommunications costs is based on revised estimates, and a decrease of \$98,608 will reclassify salaries across multiple programs.

The Special Purpose Revenue funds budget reflects a decrease of \$204,385 in the Financial Management program for Telecommunications costs based on revised estimates.

Mayor's Proposed Budget

No Change: OFRM's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

District's Proposed Budget

Reduce: The proposed Local funds budget includes a savings of \$10,000 for Other Services and Charges in the Resource Management program. The funding was transferred to the Office of the Mayor's Office of Partnerships and Grant Services activity.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table AS0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table AS0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		21,203	38.0
Other CSFL Adjustments	Multiple Programs	379	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		21,582	38.0
Increase: To align funding with nonpersonal services costs	Multiple Programs	92	0.0
Increase: To support additional FTEs	Multiple Programs	45	1.0
Decrease: To align Fixed Costs with proposed estimates	Multiple Programs	-38	0.0
Decrease: To adjust personal services	Multiple Programs	-99	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		21,582	39.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		21,582	39.0
Reduce: To support the Office of the Mayor's Office of Partnerships and Grant Services	Resource Management	-10	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		21,572	39.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		506	0.0
Decrease: To align Fixed Costs with proposed estimates	Financial Management	-204	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		301	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		301	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		301	0.0
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		13,639	6.0
Increase: To align Fixed Costs with proposed estimates	Financial Management	861	0.0
Increase: To support additional FTEs	Financial Management	140	1.0
INTRA-DISTRICT FUNDS: FY 2016 Agency Budget Submission		14,639	7.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		14,639	7.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		14,639	7.0
Gross for AS0 - Office of Finance and Resource Management		36,512	46.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Office of Contracting and Procurement

www.ocp.dc.gov

Telephone: 202-727-0252

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$33,042,269	\$17,644,855	\$22,822,939	29.3
FTEs	107.4	146.0	191.0	30.8

The Office of Contracting and Procurement's (OCP) mission is to procure quality goods and services through a streamlined procurement process that is transparent and responsive to the needs of government agencies and the public, and ensures all purchases are conducted fairly and impartially.

Summary of Services

OCP manages the purchase of \$1.1 billion in goods and services annually, on behalf of over 70 District agencies. In its authority under the Procurement Practices Reform Act of 2010 (PPRA), OCP is responsible for both establishing procurement processing standards that conform to regulations and monitoring procurement service delivery. To enhance procurement processing and management, OCP specialists are delegated to agency worksites to directly collaborate with program staff on requirements for pre-award, including solicitation planning and development, as well as, contract administration, after award. The D.C. Supply Schedule, the Purchase Card (P-Card) program, District-wide acquisition of universal goods and services, and the Surplus Property program are also core OCP services. OCP's learning and certification programs support ongoing development of staff proficiency and procurement service quality.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table PO0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table PO0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	10,730	12,116	17,270	20,968	3,698	21.4
Special Purpose Revenue Funds	0	29	375	375	0	0.0
Total for General Funds	10,730	12,145	17,645	21,343	3,698	21.0
Intra-District Funds						
Intra-District Funds	18,636	20,897	0	1,480	1,480	N/A
Total for Intra-District Funds	18,636	20,897	0	1,480	1,480	N/A
Gross Funds	29,366	33,042	17,645	22,823	5,178	29.3

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table PO0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table PO0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	80.4	107.4	146.0	178.0	32.0	21.9
Total for General Fund	80.4	107.4	146.0	178.0	32.0	21.9
Intra-District Funds						
Intra-District Funds	0.0	0.0	0.0	13.0	13.0	N/A
Total for Intra-District Funds	0.0	0.0	0.0	13.0	13.0	N/A
Total Proposed FTEs	80.4	107.4	146.0	191.0	45.0	30.8

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table PO0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table PO0-3
(dollars in thousands)

	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
Comptroller Source Group						
11 - Regular Pay - Continuing Full Time	6,261	7,679	12,750	17,721	4,971	39.0
12 - Regular Pay - Other	180	839	0	0	0	N/A
13 - Additional Gross Pay	157	64	0	8	8	N/A
14 - Fringe Benefits - Current Personnel	1,243	1,597	3,007	3,631	625	20.8
15 - Overtime Pay	23	9	0	0	0	N/A
Subtotal Personal Services (PS)	7,865	10,187	15,757	21,361	5,604	35.6
20 - Supplies and Materials	85	144	115	117	3	2.4
31 - Telephone, Telegraph, Telegram, Etc.	10	25	0	0	0	N/A
40 - Other Services and Charges	20,854	21,493	773	659	-115	-14.8
41 - Contractual Services - Other	395	933	639	522	-116	-18.2
70 - Equipment and Equipment Rental	157	260	362	164	-198	-54.6
Subtotal Nonpersonal Services (NPS)	21,501	22,855	1,888	1,462	-426	-22.5
Gross Funds	29,366	33,042	17,645	22,823	5,178	29.3

*Percent change is based on whole dollars.

Division Description

The Office of Contracting and Procurement operates through the following 7 divisions:

Resource Management – works across agency divisions and programs to assist managers with staff recruitment, retention, and development.

Procurement – provides acquisition services to District agencies in accordance with District laws and regulations for the supplies, equipment, and services needed to support agencies' missions and objectives.

This division contains the following 3 activities:

- **Procurement Management and Support** – provides oversight and project management;
- **EOM and Boards Cluster/Simplified Acquisitions** – includes simplified acquisitions and D.C. Supply Schedule Purchases (DCSS) for all District agencies, including purchases on behalf of designated agencies serviced by this cluster; and
- **Priority Special Projects Cluster** – includes citywide and rapid response initiatives i.e. coordination and execution of emergency procurements.

Procurement Technology – provides consultative and technical support to agencies, vendors, and OCP procurement professionals, including user training and report generation; works closely with senior management and the Office of the Chief Technology Officer (OCTO) to implement the latest technologies to promote transparency and accountability to achieve the best results. The OCP IT team also administers the Procurement Automated Support System (PASS).

Training – responsible for the development, maintenance, and delivery of a ‘best-in-class’ procurement training curriculum tailored to the needs of the District’s procurement professionals.

Operations – provides a range of oversight, administrative, and customer servicing support for the Office of Contracting and Procurement and customer agencies.

This division contains the following 4 activities:

- **Procurement Integrity and Compliance** – includes audit and non-audit advisory services to agency leadership, staff and affected stakeholders; initiation and conduct of independent operational performance audits and business process improvement reviews of existing procurement functions; and liaising with external auditors for OCP’s compliance with the Comprehensive Annual Financial Report (CAFR) and Single Audit;
- **Operations Management and Support** – provides oversight and project management of all operations functions, which include the administration of OCP’s records management program;
- **Customer Service and Communications** – provides the coordination of vendor relations and language access programs; and
- **Purchase Card** – provides overall oversight and administration of the District’s Purchase Cards used in customer agencies. The Purchase Card provides an alternative delegated procurement vehicle that reduces the processing cost and delivery time for purchases within the non-competitive threshold.

Business Resources and Support Services – provides a wide range of mission-critical services to OCP divisions and the agency’s customers. This division executes agency acquisitions, maintains facilities including risk management, and administers the OCP fleet management program. Further, this division manages the District’s property disposal program, and in collaboration with OCP’s Procurement Division, coordinates acquisition efforts during declared emergencies.

This division contains the following 2 activities:

- **Surplus Property** – provides surplus property management, re-utilization, and disposal services to District agencies; and
- **Support Services** – provides agency acquisition services and facilities management; coordinates acquisition efforts during declared emergencies; and manages transportation assets designated for District surplus activities.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

Division Structure Change

The Office of Contracting and Procurement has no division structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Division and Activity

Table PO0-4 contains the proposed FY 2016 budget by division and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table PO0-4

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(0100) Resource Management								
(0110) Resource Management	0	368	379	11	0.0	3.0	3.0	0.0
Subtotal (0100) Resource Management	0	368	379	11	0.0	3.0	3.0	0.0
(1000) Agency Management								
(1010) Personnel	587	7,591	10,970	3,380	0.0	69.0	97.0	28.0
(1015) Training and Employee Development	236	384	252	-132	0.0	0.0	0.0	0.0
(1020) Contracting and Procurement	22,034	537	505	-32	0.0	0.0	0.0	0.0
(1040) Information Technology	154	203	110	-93	0.0	0.0	0.0	0.0
(1060) Legal	0	0	740	740	0.0	0.0	5.0	5.0
(1070) Fleet Management	16	15	17	2	0.0	0.0	0.0	0.0
(1090) Performance Management	484	480	470	-10	3.1	4.0	3.0	-1.0
Subtotal (1000) Agency Management	23,511	9,208	13,063	3,855	3.1	73.0	105.0	32.0
(2000) Procurement								
(2010) Procurement Management and Support	378	905	827	-78	3.1	7.0	6.0	-1.0
(2015) Information Technology	805	0	0	0	12.3	0.0	0.0	0.0
(2020) Goods	751	0	0	0	16.4	0.0	0.0	0.0
(2030) Services	3,214	0	0	0	27.6	0.0	0.0	0.0
(2040) Transportation and Special Equipment	255	0	0	0	3.1	0.0	0.0	0.0
(2055) Purchase Card	117	0	0	0	1.0	0.0	0.0	0.0
(2070) EOM and Boards Cluster/Simplified Acquisitions	0	953	1,373	419	0.0	10.0	14.0	4.0
(2095) Priority Special Projects Cluster	0	385	1,238	852	0.0	3.0	10.0	7.0
Subtotal (2000) Procurement	5,520	2,244	3,438	1,194	63.4	20.0	30.0	10.0
(3000) Procurement Integrity and Compliance								
(3010) Procurement Integrity and Compliance	649	0	0	0	7.2	0.0	0.0	0.0
Subtotal (3000) Procurement Integrity and Compliance	649	0	0	0	7.2	0.0	0.0	0.0
(4000) Administration and Support								
(4010) Surplus Property	1,224	0	0	0	9.2	0.0	0.0	0.0
(4020) Support Services	581	0	0	0	7.2	0.0	0.0	0.0
(4030) Customer Service and Communications	386	0	0	0	6.1	0.0	0.0	0.0
(4040) Resource Management	280	0	0	0	3.1	0.0	0.0	0.0
(4050) Procurement Training	380	0	0	0	4.1	0.0	0.0	0.0
Subtotal (4000) Administration and Support	2,851	0	0	0	29.6	0.0	0.0	0.0

(Continued on next page)

Table PO0-4 (Continued)

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(6000) Procurement Technology								
(6010) Technology Support	511	665	701	36	4.1	6.0	6.0	0.0
Subtotal (6000) Procurement Technology	511	665	701	36	4.1	6.0	6.0	0.0
(7000) Training								
(7010) Training	0	870	815	-56	0.0	7.0	7.0	0.0
Subtotal (7000) Training	0	870	815	-56	0.0	7.0	7.0	0.0
(8000) Operations								
(8010) Procurement Integrity and Compliance	0	1,407	1,408	1	0.0	13.0	13.0	0.0
(8020) Operations Management and Support	0	308	534	226	0.0	3.0	5.0	2.0
(8030) Customer Service and Communications	0	566	473	-93	0.0	8.0	7.0	-1.0
(8040) Purchase Card	0	120	124	4	0.0	1.0	1.0	0.0
Subtotal (8000) Operations	0	2,401	2,539	138	0.0	25.0	26.0	1.0
(9000) Business Resources and Support Services								
(9010) Surplus Property	0	1,502	1,485	-17	0.0	7.0	9.0	2.0
(9020) Support Services	0	386	403	17	0.0	5.0	5.0	0.0
Subtotal (9000) Business Resources and Support Services	0	1,888	1,889	0	0.0	12.0	14.0	2.0
Total Proposed Operating Budget	33,042	17,645	22,823	5,178	107.4	146.0	191.0	45.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities in the agency's divisions, please refer to **Schedule 30-PBB, Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of Contracting and Procurement's (OCP) FY 2016 gross budget is \$22,822,939, which represents a 29.3 percent increase over its FY 2015 approved gross budget of \$17,644,855. The budget is comprised of \$20,967,859 in Local funds, \$375,000 in Special Purpose Revenue funds, and \$1,480,081 in Intra-District funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple divisions, and it estimates how much it would cost an agency to continue its current divisions and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

OCP's FY 2016 CSFL budget is \$18,910,313, which represents a \$1,640,458, or 9.5 percent, increase over the FY 2015 approved Local funds budget of \$17,269,855.

CSFL Assumptions

The FY 2016 CSFL calculated for OCP included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$362,599 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$5,797 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

OCP's CSFL funding for the restoration of One-Time Salary Lapse reflects increase of \$500,000. Additionally, adjustments were made for a net increase of \$772,062 and 5.0 for Other Adjustments to account for proper funding of compensation and classification reforms within the Workforce Investments fund for Compensation Groups 1 and 2 and to reflect the transfer of attorneys from the Office of the Attorney General.

Agency Budget Submission

Increase: The Local funds proposed budget includes a net increase of \$204,252 in nonpersonal services across multiple divisions to satisfy the various needs of activities. This adjustment is comprised of increases of \$170,508 for office supplies, \$55,680 in Contractual Services, and \$27,981 in professional service fees, partially offset by a decrease of \$49,917 in Equipment and Equipment Rental due to an analysis of the need for vehicles and software upgrades.

Decrease: OCP's Local funds proposed budget includes a net savings of \$204,252 in personal services costs. A reduction of \$311,417 is primarily due to Fringe Benefits adjustments that align the budget with historical spending rates and miscellaneous salary changes. The decrease is partially offset by an increase of \$107,165 and 2.0 Full-Time Equivalents (FTEs) in the Business Resources and Support Services division. The agency also reallocated positions across divisions, primarily from the Agency Management division to the Procurement division.

Technical Adjustment: The proposed budget includes an increase of \$29,963 to accommodate the anticipated performance-related pay associated with the transfer of attorneys to OCP.

Mayor's Proposed Budget

Transfer-In/Enhance: To improve the effectiveness and efficiency of the procurement process, in February 2014, the Procurement Practices Reform Act of 2010 (PPRA) was instituted and subject to the Delegated Procurement Authority (DPA) operating structure. In accordance with this procurement reform initiative, designated agencies were delegated the authority to manage full-service procurement operations with the oversight and supervision of the Chief Procurement Officer (CPO). Consistent with reforms through the DPA structure, agency personnel who perform procurement processing and management services under the provision of the PPRA and under the authorization of the CPO, were transferred to the OCP. To support the implementation of the DPA operating structure, the Local funds budget increased by \$3,941,393 and 37.0 FTEs were transferred to OCP from the following District agencies:

- Department of Consumer and Regulatory Affairs
- Department of Housing and Community Development
- Metropolitan Police Department
- Fire and Emergency Medical Services Department
- Department of Corrections
- Office of the State Superintendent of Education
- Special Education Transportation
- Department of Parks and Recreation
- District Department of Transportation
- Department of Public Works

Transfer-In/Shift: In Intra-District funds, OCP's proposed budget includes an increase of \$1,480,081 and a net increase of 13.0 FTEs. The 5.0 FTEs are the result of a shift from Local funds. The 8.0 FTEs are the result of a transfer-in of 4.0 FTEs from the Department of Health Care Finance (DHCF), 2.0 FTEs from the Department of Health (DOH), and 2.0 FTEs from the Department of Employment Services (DOES). These actions support Memorandum of Understanding (MOU) agreements that are in place to cover personal services costs associated with the DPA operating structure.

Shift: OCP's proposed Local funds budget includes a decrease of \$585,915 due to a shift of 5.0 FTEs to Intra-District funds, to support Department of Health Care Finance.

Reduce: The proposed Local funds budget also includes a decrease of \$638,223 in nonpersonal services. The adjustment includes a decrease in office supplies, technology hardware, contracts, and equipment purchases across multiple divisions. Lastly, the proposed budget includes a reduction of \$689,672 and 7.0 FTEs to reflect the elimination of vacant positions across multiple divisions.

District's Proposed Budget

No Change: OCP's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table PO0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table PO0-5
(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		17,270	146.0
Other CSFL Adjustments	Multiple Programs	1,640	5.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		18,910	151.0
Increase: To align resources with operational goals	Multiple Programs	204	0.0
Decrease: To adjust personal services	Multiple Programs	-204	2.0
Technical Adjustment: To support performance-related pay adjustments for Attorneys	Agency Management	30	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		18,940	153.0
Transfer-In/Enhance: From multiple District agencies to support the Procurement Practices Reform Act of 2010 initiatives	Multiple Programs	3,941	37.0
Shift: Transfer FTEs to Intra-District funds	Multiple Programs	-586	-5.0
Reduce: Reduction to office supplies, IT hardware, and contractual services	Multiple Programs	-638	0.0
Reduce: Eliminate vacant positions	Multiple Programs	-690	-7.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		20,968	178.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		20,968	178.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		375	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		375	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		375	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		375	0.0
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		0	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 Agency Budget Submission		0	0.0
Transfer-In/Shift: From multiple District agencies to support the Procurement Practices Reform Act of 2010 initiatives	Agency Management	1,480	13.0
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		1,480	13.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		1,480	13.0
Gross for PO0 - Office of Contracting and Procurement		22,823	191.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency has the following objectives and performance indicators for their Divisions:

Procurement Division

Objective 1: Improve the overall fiscal year Acquisition Planning process utilized by key procurement stakeholders to include agency program staff, contract administrators, and OCP staff working on the Contracting Procurement Officer's authority in delegated agencies.¹

Objective 2: Consistent with procurement reform efforts, analyze the District's procurement portfolio and methodologies to further identify opportunities for transparency and greater efficiency.²

Objective 3: Complete all procurements as efficiently as possible and in accordance with validated implementation plans.³

Objective 4: Ensure compliance in the utilization of the D.C. Supply Schedule (DCSS) to include the full collection of revenue fees owed to the District as mandated by law.⁴

Objective 5: Further support sustainability objectives through the management and administration of the Sustainable Purchasing Program.⁵

Objective 6: Manage the Procurement Accountability and Review Board.⁶

KEY PERFORMANCE INDICATORS

Procurement Division

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Dollar amount of procurements using Term Contracts (in millions)	\$17.2	\$150	\$122	\$155	Not Available ⁷	Not Available
Percent achieved of the 35 percent Certified Business Enterprise (CBE) award mandate for contracts over \$250,000 ⁸	Not Available	Not Available	100%	100%	100%	100%
Percent of contracts awarded to CBE firms (operating)	24.9%	50%	30%	50%	Not Available ⁹	Not Available
Percent of unplanned procurements	Not Available	Not Available	Not Available	Not Available	Not Available ¹⁰	Not Available
Percent of active contracts "Published" in Procurement Automated Support System (PASS) ¹¹	Not Available	Not Available	Not Available	90%	90%	90%
Percent of completed Electronic Performance Evaluations (E-Vals)	Not Available	Not Available	Not Available	90%	Not Available ¹²	Not Available
Invoiced spend against D.C. Supply Schedule (DCSS)	Not Available	Not Available	\$115,549	\$118,000	Not Available ¹³	Not Available
DCSS percent Discount fee collected	\$164,000	\$190,000	\$213,305	\$118,000	100%	100%
Preparation of Post Adjudication Review Boards (PARB) report of findings and recommendations for target procurements	Not Available	Not Available	Not Available	Not Available	100%	100%
Average administrative cost per purchase order	Not Available	Not Available	Not Available	Not Available	Not Available ¹⁴	Not Available

Operations

Objective 1: Increase compliance with District procurement laws and regulations by implementing targeted expansions to the Audit and Compliance Program.

Objective2: Increase P-Card revenue by using the P-Card as a payment vehicle as well as a procurement vehicle.

Objective3: Enhance or establish an efficient lifecycle contract records management system within OCP and DPA agencies for the control, receipt, maintenance, use, storage, retrieval, retention, and disposition of contract files.

KEY PERFORMANCE INDICATORS

Operations

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of Procurement Integrity and Compliance reviews and audit reports ¹⁵	241	150	121	150	150	150
Percent of Contracting Officers with Delegated Authority Audited	21.8%	100%	100%	100%	100%	100%
Number of identified deficiencies corrected prior to external audit	Not Available	Not Available	Not Available	Baseline	Not Available ¹⁶	Not Available
Percent of Comprehensive Annual Financial Report (CAFR) and Single Audit Act deficiencies remediated within a year of the audit period	Not Available	Not Available	Not Available	Baseline	TBD	TBD
Percent of requested contract files found in Records Management	Not Available	Not Available	Not Available	Baseline	Not Available ¹⁷	Not Available
The annual average employee and customer satisfaction ratings based on a five-point scale	Not Available	Not Available	Not Available	Baseline	Not Available ¹⁸	Not Available
Number of DPA agencies in compliance for records management for inventory, secured locations and electronic tracking	Not Available	Not Available	Not Available	Not Available	Not Available ¹⁹	TBD
Number of DPA agencies assessed for records management compliance	Not Available	Not Available	15	3	TBD	TBD
Average administrative cost per compliance audit	Not Available	Not Available	Not Available	Not Available	Not Available ²⁰	Not Available

Business Resources and Support Services

Objective 1: Expand the revenue-generating capacity of the Personal and Surplus Property program.

KEY PERFORMANCE INDICATORS

Business Resources and Support Services

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Amount of revenue generated from surplus property (in millions) ²¹	\$3.8	\$3.8	\$3.9	\$3.9	\$4.0	\$4.1
Number of certified non-profits using Surplus Property Division (SPD) program ²²	65	90	85	80	85	90
Number of agency property officers trained on the federal reutilization website; GSAXCESS.gov ²³	Not Available	20	31	40	50	70
Amount of cost avoidance realized through re-utilization of surplus (in millions)	Not Available	2.0	4.0	3.0	4.0	5.0

Procurement Technology

Objective 1: Use technology and process enhancements to support the Procurement Reform Initiative.

Objective 2: Provide better transparency and compliance with governing laws and policies by making required documents available in a timely manner via the website.

KEY PERFORMANCE INDICATORS

Procurement Technology

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Automate procurement workload management to monitor performance and reconcile production and resource allocation	Not Available	Not Available	Not Available	Not Available	TBD	TBD
Percent of total number of issues resolved from all customers within eight business hours (Help Desk) ²⁴	94%	95%	94.4%	95%	95%	95%
Percent of vendor management approvals completed within 24 business hours	97.3%	90%	96.8%	90%	90%	90%
Percent of phone/email response to all IT support tickets created within two business hours (IT Help Desk)	Not Available	Not Available	Not Available	90%	95%	95%
Average administrative cost per first level support issues	Not Available	Not Available	Not Available	Not Available	Not Available ²⁵	Not Available

Learning and Development

Objective 1: To improve the skill and proficiency of procurement professionals through a District-specific certification program.²⁶

KEY PERFORMANCE INDICATORS

Training

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of procurement staff educated at each tier in preparation for certification assessments	Not Available	Not Available	Not Available	22.5%	31.5%	46%
Number of Delegated Procurement Authority (DPA) personnel completing the two-week procurement foundation course ²⁷	Not Available	Not Available	Not Available	100%	TBD	TBD
Percent of training staff certified in adult learning methodology and the delivery of procurement curriculum at all three tiers	Not Available	Not Available	Not Available	40%	Not Available ²⁸	Not Available

Resource Management

Objective 1: Improve the hiring capacity of managers.

KEY PERFORMANCE INDICATORS

Resource Management

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of all hiring managers completing eight hours of D.C. Human Resources (DCHR) training encompassing review, evaluation, and selection of candidates	Not Available	Not Available	Not Available	Not Available	90%	95%

Office of the General Counsel

Objective 1: Provide current regulatory legal and compliance information to OCP procurement personnel.

Objective 2: Respond to Freedom of Information Act (FOIA) requests in a timely manner.

KEY PERFORMANCE INDICATORS

Office of the General Counsel

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of 27 District of Columbia Municipal Regulations (DCMR) chapters revised	Not Available	Not Available	Not Available	8	Not Available	Not Available
Percent of Freedom of Information Act (FOIA) requests handled within the statutory time frame (15 business days) ²⁹	Not Available	Not Available	Not Available	80%	90%	95 %

Performance Plan Endnotes:

¹This is a new baseline objective, which will help drive the development of more streamlined processes.

²This is a new objective in tandem with OCP procurement reform efforts.

³This is a re-write focusing on efficiency.

⁴This objective is re-written for clarity.

⁵The primary objectives of the Sustainability program have been met; the next focus will be support as necessary.

⁶This is a new objective, which involves an oversight and review body for OCP procurement reform.

⁷In FY 2016, this measure will no longer be tracked.

⁸Where the supplier is identified as a Certified Business Enterprise (CBE), District law mandates that 35 percent of the dollar value of contracts over \$250,000 (with certain exceptions) be subcontracted to CBE firms.

⁹In FY 2016, this measure will no longer be tracked.

¹⁰Ibid.

¹¹A "Published" contract can be classified as either Published, Publishing, or as a Draft Amendment because all three statuses indicate that the contract has either been published or is being actively amended by procurement staff. There will always be a small percentage of contracts that will be in flux due to personnel changes and technical issues. Contracts being tracked only reflect the awards for which a Contract Workspace has been created and for which the start date and end date designate that a contract is currently active.

¹²In FY 2016, this measure will no longer be tracked.

¹³In FY 2016, this measure will no longer be tracked.

¹⁴Ibid.

¹⁵Reporting has changed to reflect the number of reports issued by the Office of Procurement Integrity and Compliance rather than the number of individual transactions audited.

¹⁶In FY 2015, this was a baseline measure; however, after testing it will no longer be tracked in FY 2016.

¹⁷Ibid.

¹⁸Ibid.

¹⁹This is a new measure in FY 2016.

²⁰This measure is no longer being tracked in FY 2016.

²¹Revenue includes all revenue generated ranging from auction electronic commerce to scrap and electric recycling.

²²Includes 17 Federal "8A" entities.

²³This is a new performance measure for FY 2014.

²⁴According to the FY 2011 ICMA Center for Performance Measurement, the mean performance for this metric is 77.1 percent (for jurisdictions with populations exceeding 100,000).

²⁵This FY 2015 baseline measurement is no longer being tracked in FY 2016.

²⁶The objective is new and re-written to address a definitive purpose.

²⁷Historical data is not available because this is a new measure in FY 2016.

²⁸In FY 2016, this measure will no longer be tracked by the agency. It was fulfilled in FY 2015.

²⁹Except for unusual circumstances per D.C. Code § 2-532(d).

Office of the Chief Technology Officer

www.octo.dc.gov

Telephone: 202-727-2277

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$96,972,512	\$100,042,984	\$104,173,955	4.1
FTEs	266.7	289.5	282.0	-2.6

Direct the strategy, deployment, and management of District government technology with an unwavering commitment to information technology excellence, efficiency, and value for government, residents, businesses, and visitors.

Summary of Services

The Office of the Chief Technology Officer (OCTO) is the central technology organization of the District of Columbia Government. OCTO develops, implements, and maintains the District's technology infrastructure; develops and implements major enterprise applications; establishes and oversees technology policies and standards for the District; provides technology services and support for District agencies; and develops technology solutions to improve services to residents, businesses, and visitors in all areas of District government.

Combining these services into a customer-centered, mission-driven organization is the responsibility of the Office of the Chief Technology Officer. Department performance expectations in FY 2016 are listed by division.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table TO0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table TO0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	40,253	53,499	56,268	58,268	2,000	3.6
Special Purpose Revenue Funds	5,984	6,276	13,848	14,149	301	2.2
Total for General Fund	46,237	59,775	70,116	72,417	2,301	3.3
Federal Resources						
Federal Grant Funds	1,208	1,249	0	114	114	N/A
Total for Federal Resources	1,208	1,249	0	114	114	N/A
Intra-District Funds						
Intra-District Funds	33,052	35,949	29,927	31,643	1,716	5.7
Total for Intra-District Funds	33,052	35,949	29,927	31,643	1,716	5.7
Gross Funds	80,497	96,973	100,043	104,174	4,131	4.1

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table TO0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table TO0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	176.4	186.0	194.6	186.9	-7.8	-4.0
Special Purpose Revenue Funds	6.6	7.5	13.9	17.9	4.0	28.8
Total for General Fund	183.0	193.5	208.6	204.8	-3.8	-1.8
Intra-District Funds						
Intra-District Funds	71.5	73.2	81.0	77.2	-3.8	-4.6
Total for Intra-District Funds	71.5	73.2	81.0	77.2	-3.8	-4.6
Total Proposed FTEs	254.5	266.7	289.5	282.0	-7.5	-2.6

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table TO0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table TO0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	20,998	22,300	25,926	27,054	1,128	4.4
12 - Regular Pay - Other	2,776	2,600	2,609	2,730	121	4.6
13 - Additional Gross Pay	347	291	0	32	32	N/A
14 - Fringe Benefits - Current Personnel	5,011	5,212	6,365	6,612	246	3.9
15 - Overtime Pay	53	67	0	0	0	N/A
Subtotal Personal Services (PS)	29,186	30,469	34,900	36,429	1,528	4.4
20 - Supplies and Materials	240	264	329	343	14	4.4
31 - Telephone, Telegraph, Telegram, Etc.	1,664	861	265	1,225	960	361.9
32 - Rentals - Land and Structures	0	82	0	0	0	N/A
40 - Other Services and Charges	16,286	24,959	20,857	22,444	1,587	7.6
41 - Contractual Services - Other	31,470	38,076	40,832	41,697	865	2.1
50 - Subsidies and Transfers	94	87	0	0	0	N/A
70 - Equipment and Equipment Rental	1,558	2,173	2,859	2,036	-823	-28.8
Subtotal Nonpersonal Services (NPS)	51,311	66,503	65,143	67,745	2,603	4.0
Gross Funds	80,497	96,973	100,043	104,174	4,131	4.1

*Percent change is based on whole dollars.

Division Description

The Office of the Chief Technology Officer operates through the following 7 divisions:

Application Solutions – provides innovative, efficient, and cost-effective application development for the District government and District residents. This division applies standard application development practices to guarantee on-time and on-budget delivery of both custom-built and some selected standard, off-the-shelf software packages.

This division contains the following 9 activities:

- **Application Implementation** – provides project management, application development, application implementation, technical consultations, and application maintenance and support for District agencies to enhance information flow and responsiveness to citizens and to make government more efficient;
- **Web Maintenance** – establishes, maintains, and implements standards, guidelines, policies, and procedures for maintaining the DC.Gov web portal, which has over 100 District agency websites and is visited over 25 million times a year by District residents, businesses, and visitors. The team creates new websites every year for District agencies and provides centralized content management and fee-for-service webmaster support for District agencies;

- **FileNet** – centralizes IT infrastructure support for the various electronic and paper records throughout the District. It provides system administration, maintenance, and application support for agencies using FileNet and Kofax applications. It is a repository for electronic content;
- **Application Quality Assurance** – implements industry best practices for independent software and system testing for District government agencies. The team utilizes various testing tools and provides a wide range of testing services including functional testing, regression testing, integration testing, performance and load testing to ensure application software and systems conform to the required specifications and business requirements for high quality functionality and performance;
- **DMV Application Solutions** – provides system development, maintenance and new functional enhancements for Department of Motor Vehicles’ (DMV) business applications, which support vehicle registration, driver’s license/identification cards, dealer tags, residential parking permits, insurance verification, adjudication, law enforcement services with on-site and back-office services, the DMV web portal, and mobile application development;
- **D.C. Geographic Information System (GIS)** – provides critical geospatial data to District government agency staff within public safety, economic development, education, transportation, city planning and operations areas. Maintaining accurate geospatial data and reliable systems and applications (and other customer services) improves quality and maximizes the efficiency of District government services through the application of geospatial technology. The program also serves the general public by publishing and sharing geospatial data freely to the fullest extent possible with appropriate privacy and security protections;
- **Procurement Application Services** – supports the Office of Contracting and Procurement by maintaining and enhancing the Procurement Automated Support System (PASS), which enables purchasing, receiving of goods, and contract compliance for all District agencies (including the District of Columbia Public Schools); and delivers a centralized workflow for the procurement function of the District government;
- **Human Resource Application Services** – operates the Human Capital Management technology used by all District employees and the D.C. Department of Human Resources (DCHR). Maintains and upgrades the system and delivers new functionality as needed to expand and enhance the human resources management and payroll system that serves all District employees; and
- **Data Transparency and Accountability (Citywide Data Warehouse)** – collects, analyzes, and publishes government data for easy consumption for both the government and the general public. This program operates a series of applications and data reporting services as a centralized hub for the exchange of citywide data; specialized data sets requested by agencies; and web-accessible “transparency data” on government operations for the public, the Office of the City Administrator, and District agencies.

Program Management Office – provides management, business consulting services, and business application support to agencies to effectively develop and maintain new technology applications and improve service delivery through effective integration of technology solutions.

This division contains the following 3 activities:

- **Agency Technology Oversight and Support** – consists of multiple management and program management type functions, including agency relationship management and business services, project management, and enterprise contracts. The agency relationship management function acts as the point of contact between all agencies and OCTO and enhances District technology projects with partnership across agency Information Technology (IT) representatives to ensure IT project alignment, cost efficiency, and success. The project management function provides review and approval of IT projects as part of the Project Initiation Phase and during the project life cycle to improve the quality, consistency and performance of IT projects. The enterprise contract function reviews District-wide technology contracts for cost avoidance opportunities;

- **Strategic Investment Services** – provides program budget coordination and identifies and monitors the agency’s ongoing priorities and critical new capital investments. The services are provided through routinely generating reliable cost metrics and performance analysis, benchmarking, profitability models, and undertaking value-added activities that support overall strategic decision-making and mission performance. This activity provides end users with insight and understanding to make optimal decisions and transform data into strategic and profitable business goals; and
- **Digital Inclusion Initiative (DII)** – leads OCTO’s efforts to foster technology inclusion through outreach and coordination by developing specialized services, public events, and engagement campaigns to empower District residents and small businesses to embrace an expanding digital landscape.

Shared Infrastructure Services – provides the technology infrastructure foundation for the entire District government’s enterprise technology, including a vast high speed digital network, wireless networking services, telecommunications services, database management, messaging and collaboration services, cloud services and hosted applications, citywide IT security services, desktop support and management, mainframe and financial system hosted environments, Network Operations Center, a Security Operation Center, disaster readiness services, inter-government cooperative services, data center-based mainframe services, and state-of-the-art IT systems.

This division contains the following 7 activities:

- **Mainframe Operations** – provides reliable, secure and efficient computing environments with sufficient resource capacity to meet the information processing requirements of the mainframe applications in OCTO’s data centers; and sustains the mainframe hardware and software that support mission-critical applications used by DMV, Department of Employment Services, Office of the Chief Financial Officer, and University of the District of Columbia;
- **Data Center Facilities** – maintains the premises for OCTO’s data center sites, including facilities operations and upgrade, resource allocation and access control, power management, site security, with consideration for environmentally-friendly solutions;
- **Enterprise Cloud and Infrastructure Services (ECIS)** – delivers a cost-effective, highly available and scalable cloud computing platform capable of meeting the District’s current and future demands. ECIS currently hosts a myriad of mission-critical web and application systems (approximately 2 petabyte of data, 3,000 virtual servers, and 500 shared databases) that are critical to the business operations of over 80 District agencies. ECIS’s core technology focus areas include designing and implementing enterprise-class cloud computing platforms, shared/centralized database services, enterprise storage and backup systems;
- **Telecommunications Governance** – manages a portfolio of approved vendors and contract vehicles to purchase telecommunications products and services, complying with procurement guidelines, and works with all District agencies to monitor and certify telecommunications inventories (e.g. landlines, cellular devices, pagers, and data circuits) to best manage overall telecommunications operations;
- **D.C. Network Operations Center (DCNOC)** – provides around-the-clock monitoring of critical data, wireless and voice network components, along with server and web applications, for the District government; also provides after-hours and weekend call center services that support multiple agencies;
- **DC-Net** – supplies a fiber-optic telecommunications platform serving as the core foundation and primary backbone conduit of all technology and telecommunications services used by over 35,000 District employees and manages secure voice, video, and data services throughout the District, supporting District agencies including public schools, public libraries, community centers, health clinics, public safety agencies, administrative offices, and District government public Wi-Fi networks; and
- **Email (Citywide Messaging)** – provides collaborative email services engineering, operations management, and modernization for entirety of the District government; manages mobile messaging systems engineering and operations; delivers over one million email messages daily to 39,000 electronic

mailboxes throughout the District government; completes more than 450 Freedom of Information Act searches per year; implements and manages Citywide Active Directory and Identity Management systems for all user logins; manages centralized LDAP systems for specialized application authentication; and creates specialized mobility solutions.

Information Security – is responsible for the citywide information security platform and policies as well as credentialing operations and policies for District citizens and employees.

This division contains the following 2 activities:

- **Information Security** – manages and maintains an information security architecture that mitigates security vulnerabilities within the District government's technology infrastructure; provides a secure application and network environment for all District government agency systems; ensures compliance with health information security regulations; provides an array of information security services for all District government agencies and public partners who conduct daily business activities with the District of Columbia government; and
- **Identity Management Systems** – manages the District's identity and access management systems used in support of employees and District residents, provides PIV-I (Personal Identity Verification Interoperability) solutions for District government agencies seeking to issue and use highly secure (identity assurance Level 4) PIV-I credentials, and operates the DC One Card (DC1C) centers that provide identity cards for citizens.

Technology Support Services – allows OCTO to provide around-the-clock support for applications and hardware across the District government. The IT ServUs activity provides around-the-clock support of desktop products and services for District agencies with certified technicians who apply industry best practices with industry-level software tools, combined with service-level agreements, to provide solutions for all end-user computer needs.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

Agency Financial Operations – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This division is standard for all agencies using performance-based budgeting.

Division Structure Change

The Office of the Chief Technology Officer has no division structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Division and Activity

Table TO0-4 contains the proposed FY 2016 budget by division and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table TO0-4

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1010) Personnel	537	527	469	-57	2.8	3.0	3.0	0.0
(1030) Property Management	780	829	1,061	231	3.8	4.0	5.0	1.0
(1060) Legal Services	0	0	210	210	0.0	0.0	1.0	1.0
(1090) Performance Management	2,058	2,821	2,466	-355	12.3	15.0	11.0	-4.0
Subtotal (1000) Agency Management	3,375	4,177	4,206	29	18.9	22.0	20.0	-2.0
(100F) Agency Financial Operations								
(110F) Budget Operations	784	857	913	56	5.7	6.0	6.0	0.0
(120F) Accounting Operations	431	452	504	52	4.7	5.0	5.0	0.0
Subtotal (100F) Agency Financial Operations	1,215	1,309	1,418	108	10.4	11.0	11.0	0.0
(2000) Application Solutions								
(2010) Application Implementation	5,991	3,950	3,889	-61	11.3	12.0	12.0	0.0
(2011) Web Maintenance	1,585	2,139	1,754	-385	8.5	10.0	8.0	-2.0
(2012) FileNet	712	750	742	-8	0.0	0.0	1.0	1.0
(2013) Application Quality Assurance	1,580	1,531	1,617	86	8.5	8.0	9.0	1.0
(2015) DMV Application Solutions	2,053	1,618	2,496	878	6.5	7.0	7.0	0.0
(2016) D.C. Geographic Information System-GIS	2,783	2,605	2,547	-58	10.4	12.0	11.0	-1.0
(2080) Procurement Application Services	1,801	1,568	1,780	212	3.8	4.0	3.0	-1.0
(2081) Human Resource Application Services	3,560	4,136	5,949	1,813	5.7	6.0	5.0	-1.0
(2085) Data Transparency and Accountability-CDW	786	838	1,212	374	1.9	2.0	3.0	1.0
Subtotal (2000) Application Solutions	20,851	19,135	21,986	2,851	56.5	61.0	59.0	-2.0
(3000) Program Management Office								
(3010) Agency Technology Oversight and Support	1,689	1,960	1,962	3	7.6	8.0	8.0	0.0
(3020) Strategic Investment Services	1,021	1,098	1,117	18	6.6	7.0	7.0	0.0
(3037) Digital Inclusion Initiative (DII)	1,053	924	815	-110	1.9	1.0	2.0	1.0
Subtotal (3000) Program Management Office	3,762	3,982	3,893	-89	16.0	16.0	17.0	1.0

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Table T00-4 (Continued)

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(4000) Shared Infrastructure Services								
(4010) Mainframe Operations	7,296	7,501	7,646	144	19.8	21.0	20.0	-1.0
(4015) Data Center Facilities	990	1,704	1,618	-86	2.8	3.0	3.0	0.0
(4020) Enterprise Cloud and Infrastructure Services - ECIS	8,364	9,925	9,058	-866	12.2	13.5	14.0	0.5
(4030) Telecommunications Governance	1,922	2,438	2,362	-76	13.2	13.0	12.0	-1.0
(4035) DC Network Operations Center (DCNOC)	5,761	5,404	6,145	742	18.8	19.0	18.0	-1.0
(4036) DC Net	20,647	25,039	22,778	-2,261	40.0	47.0	47.0	0.0
(4050) Email (Citywide Messaging)	8,882	4,557	4,734	177	1.9	3.0	3.0	0.0
Subtotal (4000) Shared Infrastructure Services	53,863	56,567	54,341	-2,227	108.7	119.5	117.0	-2.5
(5000) Information Security								
(5010) Information Security	2,999	4,973	5,665	692	4.7	4.0	4.0	0.0
(5020) Identity Management Systems	1,330	1,555	1,775	220	4.7	7.0	7.0	0.0
Subtotal (5000) Information Security	4,329	6,528	7,440	912	9.4	11.0	11.0	0.0
(6000) Technology Support Services								
(6010) IT ServUs	9,578	8,344	10,891	2,547	46.8	49.0	47.0	-2.0
Subtotal (6000) Technology Support Services	9,578	8,344	10,891	2,547	46.8	49.0	47.0	-2.0
Total Proposed Operating Budget	96,973	100,043	104,174	4,131	266.7	289.5	282.0	-7.5

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities in the agency's divisions, please refer to **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of the Chief Technology Officer's (OCTO) proposed FY 2016 gross budget is \$104,173,955, which represents a 4.1 percent increase over its FY 2015 approved gross budget of \$100,042,984. The budget is comprised of \$58,268,434 in Local funds, \$114,200 in Federal Grant funds, \$14,148,535 in Special Purpose Revenue funds, and \$31,642,786 in Intra-District funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple divisions, and it estimates how much it would cost an agency to continue its current divisions and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

OCTO's FY 2016 CSFL budget is \$63,571,233, which represents a \$7,302,952, or 13 percent, increase over the FY 2015 approved Local funds budget of \$56,268,281.

CSFL Assumptions

The FY 2016 CSFL calculated for OCTO included adjustment entries that are not described in detail on table 5. Adjustments were made for a net increase of \$769,238 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$403,711 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent. OCTO's CSFL budget includes an increase of \$600,000 for removal of one-time salary lapse savings. An adjustment of \$5,328,816 reflects the FY 2016 operating impact on projected expenditures of completed capital projects. Additionally, a increase of \$201,188 reflects a transfer of an attorney from the Office of the Attorney General.

Agency Budget Submission

Increase: In Local Funds, OCTO proposes an increase of \$1,640,088 to reflect increased service demand for the Information Technology Assessment program for Contractual Services. A net increase of \$458,833 and 0.2 FTE in personal services across multiple programs will support planned step increase progressions for eligible employees. To properly align funding for Supplies, the agency proposes an increase of \$43,173, as well as \$9,796, due to projected Telecommunications Fixed Costs.

In Federal Grant funds, an increase of \$114,200 will allow for the implementation of the State and Local Implementation Grant program to assist the OCTO in identifying, planning, and executing the most efficient means to use and integrate the infrastructure, equipment and other architecture associated with the National Public Safety Broadband Network to satisfy the wireless broadband and data services of the District.

In Special Purpose Revenue (SPR) funds, OCTO proposes an increase of \$950,000 in the Shared Infrastructure Services division to realign the Telecommunications fixed costs to pre-2015 levels. OCTO proposes an increase of \$643,528 and realignment of 4.0 FTEs to provide Enterprise Cloud Infrastructure services to the D.C. Health Benefit Exchange Authority, an independent agency. The FTEs are realigned from the Intra-District budget due to funding changes.

In Intra-District funds, the budget proposal reflects a net increase of \$1,751,347 across multiple programs based on a Letter of Intent with D.C. Public Schools for information technology (IT) related services.

Decrease: In Local funds, the agency has identified savings of \$199,346 across multiple programs in Other Services and Charges primarily for professional services. Additional savings of \$1,952,544 are projected in Equipment and Equipment Rental which is due to a scaling back on IT hardware acquisitions.

In SPR funds, OCTO proposes to reduce spending on IT hardware acquisitions and professional fees by \$304,158 in the Shared Infrastructure Services division to realize operational efficiencies. Additionally, a net decrease of \$988,373 across multiple programs to the SAIC contract will achieve greater savings for the agency.

In Intra-District funds, a proposed reduction in personal services of \$35,687 and 3.8 FTEs reflects IT-related services to the D.C. Health Benefit Exchange agency. This funding is no longer supported by Intra-District Transfers because the Exchange is an independent agency, and instead it is funded through SPR in OCTO's budget.

Technical Adjustment: An increase of \$1,970,982 is proposed in Local funds to cover increased costs associated with the citywide IT assessment program.

Mayor's Proposed Budget

Reduce: A decrease in Local funds of \$115,000 reflects cost savings for agencywide IT certifications, travel, and office equipment. In personal services, a reduction of \$706,917 reflects the elimination of 5.0 FTEs across multiple divisions. A reduction in Contractual Services of \$3,421,460 includes costs savings across the following divisions: Agency Management, \$72,418; the Program Management Office, \$448,898; Information Security, \$556,640; Shared Infrastructure, \$824,627; and Application Solutions, \$1,518,876.

District's Proposed Budget

Reduce: OCTO's proposed Local funds budget includes a reduction of \$400,000 in personal services to reflect the elimination of 4.0 FTEs. Additionally, the budget reflects cost savings of \$2,630,404 in Contractual Services, primarily in the Information Technology Staff Augmentation (ITSA) program.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table TO0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table TO0-5
(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		56,268	194.6
Other CSFL Adjustments	Multiple Programs	7,303	1.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		63,571	195.6
Increase: To adjust the Contractual Services budget	Multiple Programs	1,640	0.0
Increase: To adjust personal services	Multiple Programs	459	0.2
Increase: To align funding with nonpersonal services costs	Multiple Programs	43	0.0
Increase: To align Fixed Costs with proposed estimates	Multiple Programs	10	0.0
Decrease: To align resources with operational goals	Multiple Programs	-199	0.0
Decrease: To streamline operation efficiency	Multiple Programs	-1,953	0.0
Technical Adjustment: Reforecast of the centralized Information Technology cost assessment	Multiple Programs	1,971	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		65,542	195.9
Reduce: To align funding with nonpersonal services costs	Multiple Programs	-115	0.0
Reduce: To adjust personal services	Multiple Programs	-707	-5.0
Reduce: Reduction to Contractual Services budget	Multiple Programs	-3,421	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		61,299	190.9
Reduce: To recognize savings from a reduction in FTEs	Agency Management	-400	-4.0
Reduce: Reduction in Contractual Services budget	Multiple Programs	-2,630	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		58,268	186.9
FEDERAL GRANT FUNDS: FY 2015 Approved Budget and FTE		0	0.0
Increase: To align budget with projected grant awards	Multiple Programs	114	0.0
FEDERAL GRANT FUNDS: FY 2016 Agency Budget Submission		114	0.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 Mayor's Proposed Budget		114	0.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 District's Proposed Budget		114	0.0

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Table TO0-5 (Continued)
(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		13,848	13.9
Increase: To align Fixed Costs with proposed estimates	Shared Infrastructure Services	950	0.0
Increase: To support additional FTEs	Shared Infrastructure Services	644	4.0
Decrease: To adjust the Contractual Services budget	Multiple Programs	-304	0.0
Decrease: To align budget with projected revenues	Shared Infrastructure Services	-988	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		14,149	17.9
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		14,149	17.9
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		14,149	17.9
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		29,927	81.0
Increase: To align resources with operational goals	Multiple Programs	1,751	0.0
Decrease: To adjust personal services	Multiple Programs	-36	-3.8
INTRA-DISTRICT FUNDS: FY 2016 Agency Budget Submission		31,643	77.2
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		31,643	77.2
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		31,643	77.2
Gross for TO0 - Office of the Chief Technology Officer		104,174	282.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plans has the following objectives for FY 2016:

Applications Solutions

Objective 1: Provide strategic IT leadership, drive technology innovation, and open government initiatives for the District government to enhance the delivery of services and adoption for the city's residents, businesses, and visitors.

Objective 2: Improve service delivery through purposeful and strategic citywide agency alignment.

Objective 3: Manage or oversee IT initiatives, programs, and assets strategically, efficiently, and economically to lower the cost of government operations.

KEY PERFORMANCE INDICATORS

Applications Solutions

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of assessments conducted on agency websites to meet District's Web standards and policies ¹	20	20	20	12	Not Available	Not Available
Number of Writing for the Web classes ²	Not Available	Not Available	Not Available	9	Not Available	Not Available
Percent of routine agency web update requests fulfilled within 24 hours by Web Maintenance ³	Not Available	Not Available	Not Available	Not Available	85%	90%
Percent of customer satisfaction rating for Web Maintenance ⁴	Not Available	Not Available	Not Available	Not Available	80%	85%
Number of on-time delivery of releases to Department of Motor Vehicles (DMV)	5	4	4	4	4	4
Number of new datasets added annually to Data Catalog, dashboards, reporting environments, and applications ⁵	21	Not Available	10	30	Not Available	Not Available
Number of Business Intelligence dashboards and reporting environments developed ⁶	Not Available	Not Available	Not Available	5	Not Available	Not Available
Number of District's geographic information system (GIS) Steering committee meetings held with posted minutes	3	4	4	4	4	4
Percent of uptime for GIS Services ⁷	Not Available	Not Available	Not Available	95%	99%	99%
Percent of inquires responded to customers within GIS's Service Level of Agreement (SLA) ⁸	Not Available	Not Available	Not Available	90%	95%	95%
Percent of database environment uptime supported by Citywide Data Warehouse ⁹	Not Available	Not Available	Not Available	98%	98%	98%
Percent of reports created within Citywide Data Warehouse's SLA ¹⁰	Not Available	Not Available	Not Available	98%	98%	98%

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KEY PERFORMANCE INDICATORS

Applications Solutions (Continued)

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of customer satisfaction rating for Application Implementation group ¹¹	Not Available	Not Available	Not Available	Not Available	80%	85%
Percent of customer satisfaction rating for D.C. GIS group ¹²	Not Available	Not Available	Not Available	Not Available	80%	85%
Percent of customer satisfaction rating for DMV Application Solutions group ¹³	Not Available	Not Available	Not Available	Not Available	80%	85%
Percent of customer satisfaction rating for District Procurement Application Services group ¹⁴	Not Available	Not Available	Not Available	Not Available	80%	85%
Percent of customer satisfaction rating for Applications Quality Assurance group ¹⁵	Not Available	Not Available	Not Available	Not Available	80%	85%
Percent of customer satisfaction rating for District Human Resource Application Services group ¹⁶	Not Available	Not Available	Not Available	Not Available	80%	85%
Percent of customer satisfaction rating for Citywide Data Warehouse group ¹⁷	Not Available	Not Available	Not Available	Not Available	80%	85%
Percent of customer satisfaction rating for FileNet group ¹⁸	Not Available	Not Available	Not Available	Not Available	80%	85%

Program Management Office

Objective 1: Provide strategic IT, drive technology innovation and open government initiatives for the District government to enhance the delivery of services and adoption for the city’s residents, businesses, and visitors.

Objective 2: Manage or oversee IT initiatives, programs and assets strategically, efficiently and economically to lower the cost of government operations.

Objective 3: Promote digital literacy, broadband access, and technology inclusion in underserved areas, and to enable the District Government to better support constituencies using technology resulting in a modern city model for the global economy.

KEY PERFORMANCE INDICATORS

Program Management Office

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of the agency’s expendable budget spent with Certified Business Enterprises (CBEs) ¹⁹	Not Available	Not Available	Not Available	Not Available	50%	50%
Percent of IT Staff Augmentation (ITSA) Sent to District Certified Business Interprises (CBEs) ²⁰	98.6%	95%	98.4%	95%	Not Available	Not Available
Percent variance of agency’s actual expenditure against forecast budget ²¹	Not Available	10%	11.6%	10%	10%	10%
Percent of agency customer retained at the “fully supported” level ²²	Not Available	Not Available	Not Available	Not Available	90%	90%
Percent of agency customers retained at the “partially supported” level or higher ²³	Not Available	Not Available	Not Available	Not Available	90%	90%
Percent of agency customers adopting an OCTO service previously not leveraged ²⁴	Not Available	Not Available	Not Available	Not Available	15%	15%
Percent of customer satisfaction rating for Agency Technology Oversight and Support group ²⁵	Not Available	Not Available	Not Available	Not Available	80%	85%
Percent of customer satisfaction rating for Strategic Investment Services ²⁶	Not Available	Not Available	Not Available	Not Available	80%	85%
Percent of IT Requisitions with non-IT Commodity Codes ²⁷	Not Available	Not Available	Not Available	Not Available	5%	4%
Number of FTEs participating in Project Management Office (PMO) led training classes ²⁸	Not Available	Not Available	Not Available	Not Available	500	750
Number of quarterly oversight reviews conducted on major IT projects/investments ²⁹	Not Available	Not Available	Not Available	Not Available	40	60
Cost avoidance through SmartBuyer program (in millions)	\$2.2	\$2	\$1.6	\$2	\$2	\$2
Number of residents subscribed to Connect.DC’s mobile messaging platform ³⁰	30	Not Available	539	1,500	5,000	6,500

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KEY PERFORMANCE INDICATORS

Program Management Office (Continued)

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of people who completed digital literacy training ³⁰	450	150	100	250	300	500
Number of broadband subscribers through partnership with EveryoneOn ³¹	Not Available	Not Available	300	1,000	1,500	2,000
Number of programs occurring regularly on the Mobile Tech Lab ³²	Not Available	Not Available	Not Available	3	5	7
Number of residents reached through direct neighborhood engagement ³³	Not Available	Not Available	Not Available	2,500	5,000	7,500
Percent of customer satisfaction rating for Digital Inclusion Initiatives group ³⁴	Not Available	Not Available	Not Available	Not Available	80%	85%

Shared Infrastructure Services

Objective 1: Provide strategic IT leadership to, and fuel technology innovation for, the District government to enhance the delivery of services and adoption for the District's residents, businesses, and visitors.

Objective 2: Provide and maintain a ubiquitous, reliable, and secure computing environment to ensure continuity of government operations and to safeguard the District's equipment, facilities, and information.

Objective 3: Manage IT initiatives, programs and assets strategically, efficiently and economically to lower the cost of government operations.

Objective 4: Promote digital literacy, broadband access, and technology inclusion in underserved areas, and to enable the District government to better support constituencies using technology resulting in a modern city model for the global economy.

KEY PERFORMANCE INDICATORS

Shared Infrastructure Services

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of uptime for all OCTO-supported infrastructure	99.9%	99.9%	99.9%	99.9%	99.9%	99.9%
Number of public WiFi hotspots ³⁶	531	550	628	620	632	644
Percent of District with access to public WiFi system ³⁷	9.7%	10.2%	11.2%	12.0%	12.5%	13.1%
Number of non-District entities using DC-Net's services ³⁷	Not Available	Not Available	Not Available	Not Available	133	137
Percent of infrastructure systems resource utilization ³⁸	80%	80%	85%	85%	85%	85%
Percent of Tier One tickets resolved within 30 minutes by the Network Operations Center (NOC)	48%	50%	54.4%	50%	50%	50%
Number of phones converted to Voice Over IPs (VOIPs)	13,814	15,750	15,386	19,500	22,000	23,500
Number of Virtual Servers through centralization/optimization ³⁹	Not Available	Not Available	3,022	3,400	3,600	3,800
Number of hosted Oracle databases for the District ⁴⁰	Not Available	Not Available	38	65	75	85
Number of hosted SQL databases for the District ⁴¹	Not Available	Not Available	540	600	630	660
Percent of customer satisfaction rating for Email (Citywide Messaging) group ⁴²	Not Available	Not Available	Not Available	Not Available	80%	85%
Percent of customer satisfaction rating for Mainframe Operations group ⁴³	Not Available	Not Available	Not Available	Not Available	80%	85%
Percent of customer satisfaction rating for Data Center Facilities group ⁴⁴	Not Available	Not Available	Not Available	Not Available	80%	85%

(Continued on next page)

KEY PERFORMANCE INDICATORS

Shared Infrastructure Services

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of customer satisfaction rating for Enterprise Cloud and Infrastructure Services (ECIS) group ⁴⁵	Not Available	Not Available	Not Available	Not Available	80%	85%
Percent of customer satisfaction rating for Telecommunications Governance group ⁴⁶	Not Available	Not Available	Not Available	Not Available	80%	85%
Percent of customer satisfaction rating for D.C. Network Operations Center ⁴⁷	Not Available	Not Available	Not Available	Not Available	80%	85%
Percent of customer satisfaction rating for DC-Net ⁴⁸	Not Available	Not Available	Not Available	Not Available	80%	85%

Information Security

Objective 1: Provide strategic IT leadership and fuel technology innovation for the District government to enhance the delivery of services and adoption for the city's residents, businesses, and visitors.

Objective 2: Provide and maintain a ubiquitous, reliable, and secure computing environment to ensure continuity of government operations and safeguarding the District's equipment, facilities, and information.

KEY PERFORMANCE INDICATORS

Information Security

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of security audits facilitated ⁴⁹	0	2	8	2	Not Available	Not Available
Percent of downtime due to cyber security attacks ⁵⁰	0%	0%	0.1%	0%	Not Available	Not Available
Percent of District-owned systems with latest anti-virus/anti-spyware signatures ⁵¹	82.4%	90%	88.0%	90%	Not Available	Not Available
Number of agencies using end-point encryption for mobile devices ⁵²	1	4	3	6	Not Available	Not Available
Number of devices deployed using end-point encryption ⁵³	86	200	167	500	Not Available	Not Available
Number of security policies updated or published ⁵⁴	26	12	2	12	Not Available	Not Available
Percent of critical vulnerabilities remediated in 60 days ⁵⁵	Not Available	Not Available	Not Available	Not Available	80%	80%
Vulnerability scans executed quarterly of OCTO managed assets ⁵⁶	Not Available	Not Available	Not Available	Not Available	75%	75%
Year-over-year reduction in time to remediate Comprehensive Annual Financial Report (CAFR) IT audit findings ⁵⁷	Not Available	Not Available	Not Available	Not Available	50%	50%

(Continued on next page)

KEY PERFORMANCE INDICATORS

Information Security

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Report monthly incident response metrics tracked by agency ⁵⁸	Not Available	Not Available	Not Available	Not Available	100%	100%
Implementation of SANS 20 critical security controls ⁵⁹	Not Available	Not Available	Not Available	Not Available	50%	100%
Percent of customer satisfaction rating for closed Citywide Information Security (CWITS) tickets ⁶⁰	Not Available	Not Available	Not Available	Not Available	80%	80%
Percent of customer satisfaction rating for Identity Management Systems (DC One Card) group ⁶¹	Not Available	Not Available	Not Available	Not Available	80%	85%
Percent of customer satisfaction rating for CWITS ⁶²	Not Available	Not Available	Not Available	Not Available	80%	85%

Technology Support Services

Objective 1: Provide strategic IT leadership and fuel technology innovation for the District government to enhance the delivery of services and adoption for the city's residents, businesses, and visitors.

Objective 2: Provide and maintain a ubiquitous, reliable, and secure computing environment to ensure continuity of government operations and safeguarding the District's equipment, facilities, and information.

Objective 3: Improve service delivery and drive innovation through Open Government.

Objective 4: Manage IT initiatives, programs and assets strategically, efficiently and economically to lower the cost of government operations.

KEY PERFORMANCE INDICATORS

Technology Support Service

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of dispatch tickets resolved within SLAs ⁶³	92.3%	80%	90.8%	80%	Not Available	Not Available
Percent of calls answered in 30 seconds ⁶⁴	81.8%	80%	61.5%	80%	Not Available	Not Available
Percent of desktop issue tickets resolved within 4 hours ⁶⁵	71.3%	90%	76.7%	90%	Not Available	Not Available
Percent of IT Helpdesk tickets resolved within SLAs	92.3%	80%	90.8%	80%	80%	80%
Percent of abandon rate for IT Helpdesk calls ⁶⁶	Not Available	Not Available	Not Available	5%	5%	5%
Percent of calls resolved in call center ⁶⁷	Not Available	Not Available	Not Available	70%	70%	70%
Percent of customer satisfaction rating for IT Helpdesk ⁶⁸	Not Available	Not Available	Not Available	80%	80%	85%

Performance Plan Endnotes:

¹This measure is no longer being tracked as of FY 2016.

²Ibid.

³This is a new measure for FY 2016, so no previous data is available. As a baseline measure for the first year, it will not be rated for performance.

⁴This is a new measure for FY 2016, so no previous data is available. This measure tracks agency's satisfaction with Web Maintenance Team regarding its assistance to the agency web users. As a baseline measure for the first year, it will not be rated for performance.

⁵This measure is no longer being tracked as of FY 2016.

⁶The tracking of this measure started in FY 2015, so no previous data is available. This measure is no longer being tracked as of FY 2016.

⁷The tracking of this measure started in FY 2015 so no previous data is available.

⁸Ibid.

⁹Ibid.

¹⁰Ibid.

¹¹This is a new measure for FY 2016, so no previous data is available. As a baseline measure for the first year, it will not be rated for performance.

¹²Ibid.

¹³Ibid.

¹⁴Ibid.

¹⁵Ibid.

¹⁶Ibid.

¹⁷Ibid.

¹⁸Ibid.

¹⁹The measure will include both direct and pass-through expenditures with District's Certified Business Enterprises (CBEs) for the agency. This is a new measure for FY 2016, so no previous data is available. As a baseline measure for the first year, it will not be rated for performance.

²⁰This measure is no longer being tracked as of FY 2016.

²¹The tracking of this measure started in FY 2014, so no previous data is available.

²²This is a new measure for FY 2016, so no previous data is available. As a baseline measure for the first year, it will not be rated for performance.

²³Ibid.

²⁴Ibid.

²⁵Ibid.

²⁶Ibid.

²⁷Ibid.

²⁸Ibid.

²⁹Ibid.

³⁰The result of this measure is cumulative over multiple fiscal years.

³¹The tracking of this measure started in FY 2014, so no previous data is available. The result of this measure is cumulative over multiple fiscal years.

³²The tracking of this measure started in FY 2015, so no previous data is available.

³³Ibid.

³⁴This is a new measure for FY 2016, so no previous data is available. As a baseline measure for the first year, it will not be rated for performance.

³⁵The result of this measure is cumulative over multiple fiscal years.

³⁶Ibid.

³⁷This is a new measure for FY 2016, so no previous data is available. The result of this measure is cumulative over multiple fiscal years. As a baseline measure for the first year, it will not be rated for performance.

³⁸This is the same measure as "Percent utilization of available system resources (Disk/CPU/Memory)" from previous fiscal years but with different description. The optimal design is to run the systems between 80 percent to 90 percent, this will accommodate sudden work load or unexpected requirements.

³⁹The tracking of this measure started in FY 2014, so no previous data is available.

⁴⁰Ibid.

⁴¹Ibid.

⁴²This is a new measure for FY 2016, so no previous data is available. As a baseline measure for the first year, it will not be rated for performance.

⁴³Ibid.

⁴⁴Ibid.

⁴⁵Ibid.

⁴⁶Ibid.

⁴⁷Ibid.

⁴⁸Ibid.

⁴⁹This measure is no longer being tracked as of FY 2016.

⁵⁰Ibid.

⁵¹ Ibid.

⁵²Ibid.

⁵³Ibid.

⁵⁴Ibid.

⁵⁵This is a new measure for FY 2016, so no previous data is available. As a baseline measure for the first year, it will not be rated for performance.

⁵⁶Ibid.

⁵⁷Ibid.

⁵⁸Ibid.

⁵⁹Ibid.

⁶⁰Ibid.

⁶¹Ibid.

⁶²Ibid.

⁶³This measure is no longer being tracked as of FY 2016.

⁶⁴Ibid.

⁶⁵Ibid.

⁶⁶The tracking of this measure started in FY 2015, so no previous data is available.

⁶⁷Ibid.

⁶⁸Ibid.

Department of General Services

www.dgs.dc.gov

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Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$390,696,424	\$439,573,617	\$464,752,558	5.7
FTEs	681.6	670.9	700.0	4.3

The goal of the Department of General Services (DGS) is to ensure the delivery of new or modernized, well-equipped, well maintained, safe and secure buildings and facilities for the benefit of District residents and employees. Further, the agency's mission is to promote the efficient and effective management of the District's real estate investments and interests through strategic portfolio management, construction, and facilities management. To this end, DGS will incorporate best management practices from both the public and private sectors where useful.

Summary of Services

DGS carries out a broad range of real estate management functions. In addition to managing capital improvement and construction programs for a variety of District government agencies, DGS also executes real property acquisitions by purchase or lease; disposes of property through sale, lease or other authorized method; manages space in buildings and adjacent areas; and provides building management services for facilities owned or operated by the District. Among the services provided are engineering, custodial, security, energy conservation, utility management, general maintenance, inspection, planning, and capital repairs and improvement. In all of its endeavors, DGS is dedicated to the following:

- Achieving Efficiency in Operations;
- Achieving Quality in Design and Execution;
- Achieving Excellence in Service and Maintenance;
- Delivering Secure and Safe Places of Work for District Employees; and
- Delivering Aggressive and Attentive Management of the District's Resources.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table AM0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides the FY 2013 and FY 2014 actual expenditures.

Table AM0-1

(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	239,275	248,468	300,860	317,877	17,017	5.7
Special Purpose Revenue Funds	3,994	4,480	6,325	6,376	51	0.8
Total for General Fund	243,269	252,948	307,184	324,253	17,068	5.6
Private Funds						
Private Donations	0	200	0	0	0	N/A
Total for Private Funds	0	200	0	0	0	N/A
Intra-District Funds						
Intra-District Funds	130,473	137,548	132,389	140,500	8,111	6.1
Total for Intra-District Funds	130,473	137,548	132,389	140,500	8,111	6.1
Gross Funds	373,742	390,696	439,574	464,753	25,179	5.7

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table AM0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table AM0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	598.0	671.2	655.4	667.5	12.1	1.8
Special Purpose Revenue Funds	14.0	10.4	15.5	10.5	-5.0	-32.3
Total for General Fund	612.0	681.6	670.9	678.0	7.1	1.1
Intra-District Funds						
Intra-District Funds	0.0	0.0	0.0	22.0	22.0	N/A
Total for Intra-District Funds	0.0	0.0	0.0	22.0	22.0	N/A
Total Proposed FTEs	612.0	681.6	670.9	700.0	29.1	4.3

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table AM0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table AM0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	36,739	40,587	41,166	44,925	3,759	9.1
12 - Regular Pay - Other	1,564	498	885	2,134	1,249	141.3
13 - Additional Gross Pay	1,186	1,291	1,397	1,490	94	6.7
14 - Fringe Benefits - Current Personnel	8,897	9,523	9,924	11,116	1,192	12.0
15 - Overtime Pay	2,571	3,088	2,591	2,482	-109	-4.2
Subtotal Personal Services (PS)	50,957	54,988	55,962	62,147	6,185	11.1
20 - Supplies and Materials	4,773	5,451	5,136	5,118	-18	-0.3
30 - Energy, Communication and Building Rentals	85,585	91,643	104,119	99,972	-4,147	-4.0
31 - Telephone, Telegraph, Telegram, Etc.	85	76	190	190	0	0.0
32 - Rentals - Land and Structures	122,166	121,696	145,248	157,678	12,430	8.6
33 - Janitorial Services	120	0	144	0	-144	-100.0
34 - Security Services	0	0	26,669	29,345	2,676	10.0
35 - Occupancy Fixed Costs	0	0	75,686	82,611	6,925	9.1
40 - Other Services and Charges	6,664	8,102	13,241	12,659	-582	-4.4
41 - Contractual Services - Other	90,391	98,230	12,383	14,316	1,933	15.6
70 - Equipment and Equipment Rental	598	524	796	716	-79	-10.0
80 - Debt Service	9,988	9,988	0	0	0	N/A
91 - Expense Not Budgeted Others	2,415	0	0	0	0	N/A
Subtotal Nonpersonal Services (NPS)	322,785	335,709	383,611	402,605	18,994	5.0
Gross Funds	373,742	390,696	439,574	464,753	25,179	5.7

*Percent change is based on whole dollars.

Division Description

The Department of General Services operates through the following 8 divisions:

Asset Management – plans and manages the District’s real estate to achieve its highest and best use. This division engages in activities such as lease administration, allocation of owned and leased properties to District agencies, property acquisition and disposition, fixed cost forecasting for District facilities, and rent collection from entities leasing District-owned property.

This division contains the following 4 activities:

- **Lease Management (DGS Realty)** – provides space location and management services for District agencies in both owned and leased buildings;
- **Swing Space** – provides support for services associated with moving agencies from one space to another;
- **Eastern Market** – provides for the operations and management of Eastern Market through the revenue-generating Eastern Market Enterprise Fund; and
- **Public Education Realty** – provides asset management services to public and private entities, allowing access and utilization of school building and grounds by entering into use agreements, licenses, and lease agreements.

Facility Operations – is responsible for the day-to-day operation of many District-owned properties, vacant lots, and homeless shelters, and acts as a liaison for operating purposes between agencies and landlords in leased buildings by maintaining building assets and equipment; performing various repairs and non-structural improvements; and providing janitorial, trash and recycling pickup, postal, and engineering services.

This division contains the following 7 activities:

- **Postal Services** – provides certain postal services to various District agencies in owned property;
- **Facilities/Occupancy** – includes costs associated with operating DGS-managed District buildings. Specifically, Facilities/Occupancy is responsible for elevator and fire alarm maintenance, landscape, air quality, pest control, HVAC and electrical repairs and maintenance, water treatment, salaries for these services, and other related building services contracts;
- **Parking** – provides parking space allocation services and parking revenue monitoring services to the District;
- **RFK/Armory** – provides facilities and security services for Robert F. Kennedy Memorial Stadium and the District of Columbia Armory (non-military portion) based on a Memorandum of Agreement with the District of Columbia Washington Convention and Sports Authority;
- **Janitorial Services** – includes costs associated with operating DGS-managed District buildings;
- **Facilities - Public Education** – includes facility maintenance and repair costs for the District of Columbia Public Schools (DCPS); and
- **Facilities - Parks and Recreation** – includes facility maintenance and repair costs for parks and recreation centers under the Department of Parks and Recreation (DPR);

Protective Services – includes the budget for the Protective Service Department (PSD). PSD provides 24-hour security and law enforcement services to government operations by protecting employees, resources, and facilities at District-owned and leased properties. Security includes patrol operations, contract security guard management, and electronic access control and security systems. PSD also assists District and federal agencies during special events and criminal investigations.

Construction Services – implements and manages the public building needs through the Capital Improvements Plan (CIP) for most District government agencies. The CIP outlines agencies’ capital needs, including the rehabilitation of existing properties and construction of new facilities. This division ensures the

timely and cost-effective delivery of superior quality engineering, design, and construction, as well as a variety of other technical services on all relevant capital development projects in the CIP.

This division contains the following 3 activities:

- **Construction Services** – houses the operating budget costs of the division including non-capital eligible positions and administrative costs;
- **Office of Planning** – works closely with the District’s Office of Planning on conducting analyses on the feasibility of construction projects; and
- **Public Education Construction Services** – houses the operating budget costs of the Public Education activity including non-capital eligible positions and administrative costs.

Contracting and Procurement – provides service and support to DGS (and other agencies as needed) in procuring goods and services that fall into the following categories: construction, architecture, and engineering; facilities maintenance and operation; real estate asset management (including leasing and auditing); utility contracts; and security. Additionally, Contracting and Procurement is responsible for vertical construction procurements for any District agency without independent contracting authority.

Energy - Centrally Managed – contains the forecasted expenditures for utility and energy commodities purchased by DGS: fuel, natural gas, electricity, steam, and water.

This division contains the following 7 activities:

- **Auto Fuel** – includes forecasting for auto fuel expenditures. The District purchases four types of fuel - Oil, Unleaded Gasoline, E85 Ethanol, and Diesel Oil - that are used to fuel vehicles;
- **Heating Fuel** – includes forecasting expenditures for fuel used to heat facilities and to fuel generators;
- **Natural Gas** – includes forecasted natural gas expenditures;
- **Electricity** – includes forecasted electricity expenditures;
- **Steam** – includes forecasted steam expenditures;
- **Water** – includes forecasted water and sewer expenditures; and
- **Sustainability D.C.** – includes efficiency measures that both (a) reduce demand on resources and support a healthy, productive life for employees and citizens and (b) improve building performance and avoid excess energy consumption. Specific measures that reduce the demand on resources involve enhanced waste diversion from landfills (e.g., recycling and composting), improved storm water management and water reuse, localized urban agriculture, and upgrades to the pedestrian-transit built environment. Specific measures that improve building performance involve capturing and managing highly granular data on building usage by zone, equipment schedules, and specific equipment performance data to guide preventative maintenance and system retrofits.

Rent: In-Lease – includes the budget for in-leasing space, which is the cost of leasing non-District government-owned buildings. Rent is comprised of four individual components: base rent, operating expenses, real estate tax, and parking. Each one of these four charges is unique to the terms and conditions of the lease agreement with each landlord.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

Division Structure Change

The Department of General Services has no division structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Division and Activity

Table AM0-4 contains the proposed FY 2016 budget by division and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table AM0-4

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1010) Personnel	529	969	986	17	6.1	9.0	10.0	1.0
(1030) Property Management	416	471	363	-108	0.0	0.0	0.0	0.0
(1040) Information Technology	360	1,242	997	-245	1.0	4.0	3.0	-1.0
(1045) Legal Services	0	0	903	903	0.0	0.0	6.0	6.0
(1051) Financial Services - Public Education	1,749	2,136	2,401	266	12.2	15.0	16.0	1.0
(1055) Risk Management	128	134	2	-132	1.0	1.0	0.0	-1.0
(1070) Fleet Management	1,216	1,419	1,466	48	0.0	0.0	0.0	0.0
(1080) Communications	78	811	545	-266	0.0	3.0	2.0	-1.0
(1085) Customer Service	53	0	0	0	1.0	0.0	0.0	0.0
(1090) Performance Management	2,208	2,937	2,797	-141	13.3	17.0	17.0	0.0
(1095) Energy Management	903	1,023	1,046	23	5.1	5.0	5.0	0.0
(1110) Personnel - Public Education	254	0	0	0	3.1	0.0	0.0	0.0
(1140) Information Tech - Public Education	431	0	0	0	3.1	0.0	0.0	0.0
(1180) Communication - Public Education	255	0	0	0	2.0	0.0	0.0	0.0
(1190) Performance Management - Public Education	635	0	0	0	2.0	0.0	0.0	0.0
(1195) Environmental - Public Education	876	642	667	25	5.1	5.0	5.0	0.0
No Activity Assigned	2,719	0	0	0	0.0	0.0	0.0	0.0
Subtotal (1000) Agency Management	12,810	11,785	12,174	389	55.1	59.0	64.0	5.0
(2000) Asset Management								
(2001) Lease Management	6,338	4,761	4,660	-102	11.2	11.0	9.0	-2.0
(2002) Utility and Fuel Management	0	0	0	0	1.0	0.0	0.0	0.0
(2004) Swing Space Funding	1,176	1,638	1,638	0	0.0	0.0	0.0	0.0
(2006) Eastern Market	820	893	823	-70	0.6	1.0	1.0	0.0
(2101) Realty- Public Education	364	444	454	10	5.1	5.0	5.0	0.0
Subtotal (2000) Asset Management	8,698	7,737	7,575	-162	18.0	17.0	15.0	-2.0
(3000) Facility Operations								
(3001) Postal Services	684	727	769	43	6.1	6.0	6.0	0.0
(3002) Facilities	40,914	69,286	83,682	14,396	114.2	149.5	179.9	30.4
(3004) Parking	526	1,138	927	-211	1.0	1.0	1.0	0.0
(3005) RFK/DC Armory (Non-Military) Maintenance	2,116	3,009	2,429	-580	9.7	14.5	9.5	-5.0
(3008) Janitorial Services	416	445	475	30	5.1	6.0	6.0	0.0
(3009) Facilities - Public Education	45,189	31,916	31,580	-336	223.6	91.9	95.5	3.6
(3010) Facilities - Parks and Recreation	10,887	17,105	17,552	447	96.9	158.4	158.1	-0.3
(3012) Facilities - MPD	1,313	2,153	0	-2,153	5.1	15.4	0.0	-15.4
(3013) Facilities - FEMS	606	1,930	0	-1,930	0.0	11.2	0.0	-11.2
Subtotal (3000) Facility Operations	102,651	127,709	137,414	9,705	461.7	453.9	456.0	2.1

(Continued on next page)

Table AM0-4 (Continued)

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(4000) Protective Services								
(4001) Protective Services	39,001	37,805	44,754	6,949	112.2	108.0	130.0	22.0
Subtotal (4000) Protective Services	39,001	37,805	44,754	6,949	112.2	108.0	130.0	22.0
(5000) Construction Services								
(5001) Construction Services	2,145	2,420	2,085	-335	11.2	13.0	11.0	-2.0
(5010) Office of Planning	0	0	452	452	0.0	0.0	3.0	3.0
(5101) Construction Division - Public Education	242	238	235	-3	2.0	2.0	2.0	0.0
Subtotal (5000) Construction Services	2,387	2,658	2,773	114	13.3	15.0	16.0	1.0
(6000) Contracting and Procurement								
(6001) Contracting and Procurement	1,205	2,646	2,414	-232	11.2	18.0	19.0	1.0
(6101) Contracting and Procurement Public Education	730	0	0	0	10.2	0.0	0.0	0.0
Subtotal (6000) Contracting and Procurement	1,935	2,646	2,414	-232	21.4	18.0	19.0	1.0
(7000) Energy- Centrally Managed								
(7001) Auto Fuel	15,699	21,422	17,388	-4,033	0.0	0.0	0.0	0.0
(7002) Heating Fuel	238	1,007	911	-96	0.0	0.0	0.0	0.0
(7003) Natural Gas	12,139	10,929	10,640	-288	0.0	0.0	0.0	0.0
(7004) Electricity	48,592	50,466	50,237	-229	0.0	0.0	0.0	0.0
(7005) Steam	1,672	1,953	1,952	0	0.0	0.0	0.0	0.0
(7006) Water	13,191	16,157	16,272	115	0.0	0.0	0.0	0.0
(7007) Sustainability DC	0	2,054	2,570	516	0.0	0.0	0.0	0.0
Subtotal (7000) Energy - Centrally Managed	91,530	103,987	99,972	-4,015	0.0	0.0	0.0	0.0
(8000) Rent: In-Lease								
(8001) Rent: In-Lease	131,684	145,248	157,678	12,430	0.0	0.0	0.0	0.0
Subtotal (8000) Rent: In-Lease	131,684	145,248	157,678	12,430	0.0	0.0	0.0	0.0
Total Proposed Operating Budget	390,696	439,574	464,753	25,179	681.6	670.9	700.0	29.1

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's divisions, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Department of General Services' (DGS) proposed FY 2016 gross budget is \$464,752,558, which represents a 5.7 percent increase over its FY 2015 approved gross budget of \$439,573,617. The budget is comprised of \$317,876,985 in Local funds, \$6,375,840 in Special Purpose Revenue funds, and \$140,499,733 in Intra-District funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple divisions, and it estimates how much it would cost an agency to continue its current divisions and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

DGS' FY 2016 CSFL budget is \$343,991,956, which represents a \$43,132,443, or 14.3 percent, increase over the FY 2015 approved Local funds budget of \$300,859,513.

CSFL Assumptions

The FY 2016 CSFL calculated for DGS included adjustment entries that are not described in detail on table 5. These adjustments include a reduction of \$186,000 to account for the removal of one-time funding appropriated in FY 2015 for the Smoking Restriction Amendment Act of 2013. Additionally, adjustments were made for a net increase of \$1,668,092 in personal services to account for the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$223,843 in non-personal services based on the Consumer Price Index factor of 2.2 percent.

DGS' CSFL funding for Fixed Costs Inflation Factor reflects an adjustment for an increase of \$37,798,773 to account for an adjustment to reflect Fixed Costs estimates from DGS. Additionally, adjustments were made for the restoration of one-time salary lapse for an increase of \$3,500,000, and for an increase of \$127,735 for Other Adjustments to account for proper funding of compensation and classification reforms within the Workforce Investments fund for Compensation Groups 1 and 2, which is associated with the transfer of 2.0 FTEs from the Office of the Attorney General.

Agency Budget Submission

Increase: DGS provides cost-effective and centralized fixed cost, utilities, security and facilities management services for buildings owned and leased by the District of Columbia. To facilitate this objective, DGS' Local funds budget proposes an increase of \$1,163,314 and 10.1 Full-Time Equivalent (FTEs) in personal services. This adjustment is primarily due to 4.1 FTEs based on transfer of attorneys previously budgeted in the Office of Attorney General's Intra-District funds budget. Only the FTEs were transferred because the funding to support them was already in DGS' budget, 5.0 FTEs operationally shifted from Special Purpose Revenue funds, and 1.0 FTE created in the Construction Services division for the Strategic Planning Officer position. Also included in the adjustment are increases for projected salary step increases and Fringe Benefits costs.

In Special Purpose Revenue funds, the proposed budget includes an increase of \$416,467 based primarily on projected increase in revenue generated from the Eastern Market Enterprise fund and the facilities and security services provided for Robert F. Kennedy Memorial Stadium and the District of Columbia Armory (non-military portion). DGS' operation of these latter funds is based on a Memorandum of Agreement (MOU) with the District of Columbia Washington Convention and Sports Authority.

The proposed budget in Intra-District funds includes an increase of \$17,903,805. This is primarily due to a reforecast of the Fixed Cost estimates based on usage and agreed in a citywide MOU between DGS and the Exception Agencies (agencies that retain Fixed Costs in their budgets, instead of being budgeted in DGS, based on certain criteria). Other adjustments in the proposed Intra-District budget are reflected in an increase of \$1,291,515 to account for the costs of an additional 22.0 FTEs in the Protective Services division for security services provided to the D.C National Guard through an MOU in compliance with the requirements of the funding grantor.

Decrease: The proposed Local funds budget reflects a decrease of \$287,441 in nonpersonal services, primarily due to a decrease in Supplies and Materials and Equipment and Equipment Rentals. The cost savings derived from these reductions in nonpersonal services provide offsets to the increased cost of personal services. Other adjustments in the proposed budget for Local funds are reflected in a reduction of \$875,873 to account for DGS' Fixed Costs projections in the Rent: In-Lease division. This is primarily due to a reforecast of projected usage.

In Special Purpose Revenue funds, the proposed budget was decreased by \$365,520 and 5.0 FTEs. This is due to a shift of 5.0 FTEs from the Special Purpose Revenue funds to Local funds in order to increase operational efficiency.

Technical Adjustment: An adjustment to the Rent: In-Lease division in DGS' Local funds increased the budget by \$1,427,331 to align funding with the revised estimates for Fixed Costs.

Mayor's Proposed Budget

Reduce: The proposed Local funds budget includes adjustments for reductions of \$950,000 in personal services costs based on projected salary lapse savings and \$16,842,303 in nonpersonal services to align Fixed Costs with the most current revised estimates for Rent, Fuel, and Facilities.

In Intra-District funds, the proposed budget includes a reduction of \$11,084,799. This adjustment was made to align Fixed Costs with the most current projected estimates.

District's Proposed Budget

Reduce: In Local Funds, the proposed budget was reduced by a total of \$9,750,000 to streamline operational efficiencies. The reduction consists of \$250,000 in vacancy savings across multiple divisions, \$6,500,000 in Security Services in the Protective Services division, and \$3,000,000 in Occupancy Fixed Costs in the Facility Operations division.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table AM0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table AM0-5
(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		300,860	655.4
Removal of One-Time Funding	Multiple Programs	-186	0.0
Other CSFL Adjustments	Multiple Programs	43,318	2.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		343,992	657.4
Increase: To adjust personal services	Multiple Programs	1,163	10.1
Decrease: To align funding with nonpersonal services costs	Multiple Programs	-287	0.0
Decrease: To align Fixed Costs with proposed estimates	Multiple Programs	-876	0.0
Technical Adjustment: Reforecast of fixed costs commodities like rent, fuel, electricity, etc.	Multiple Programs	1,427	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		345,419	667.5
Reduce: To adjust personal services	Multiple Programs	-950	0.0
Reduce: To align Fixed Costs with proposed estimates(Rent,Fuel, and Facilities)	Multiple Programs	-16,842	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		327,627	667.5
Reduce: To streamline operational efficiencies	Multiple Programs	-9,750	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		317,877	667.5
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		6,325	15.5
Increase: To align budget with projected revenues	Multiple Programs	416	0.0
Decrease: To recognize savings from a reduction in FTEs	Multiple Programs	-366	-5.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		6,376	10.5
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		6,376	10.5
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		6,376	10.5
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		132,389	0.0
Increase: To align budget with projected revenues	Multiple Programs	17,904	0.0
Increase: To support additional FTEs	Multiple Programs	1,292	22.0
INTRA-DISTRICT FUNDS: FY 2016 Agency Budget Submission		151,585	22.0
Reduce: To align budget with projected revenues	Multiple Programs	-11,085	0.0
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		140,500	22.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		140,500	22.0
Gross for AM0 - Department of General Services		464,753	700.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Capital Construction Services Division

Objective 1: Enhance project management procedures, project oversight and reporting capabilities to support effective management.

Objective 2: Efficiently and effectively manage the planning, modernization and new construction of all capital construction projects (public safety facilities, municipal, education, and recreation).

Objective 3: Fully implement project turnover procedures across functional divisions within DGS, to include electronic document sharing and facility specific critical systems training

Objective 4: To maximize the Stormwater Retention Credits (SRC) credits received on the playground and athletic field projects for the District by exceeding the District Department of the Environment's (DDOE) SRC requirement which will be eligible to be applied toward other DGS capital projects.

KEY PERFORMANCE INDICATORS

Capital Construction Services Division

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of construction projects on schedule	90%	90%	97%	90%	90%	90%
Percent of construction projects on budget	97%	90%	97%	90%	90%	90%
Percent of eligible active municipal construction projects that are tracking Leadership in Energy and Environment (LEED) Silver or better ¹	100%	90%	90%	90%	90%	90%
Percent of eligible active construction projects that are tracking higher than LEED Gold or Platinum	5%	5%	6%	5%	5%	5%
Percent of SRC credits achieved above DDOE requirements	Not Available	Not Available	Not Available	Not Available	25%	25%
Percent of eligible active education construction projects that are tracking LEED Silver [Sustainable DC Plan: BE 3.5]	Not Available ²	5%	6%	5%	5%	5%
Percent of eligible active education construction projects that are tracking LEED Gold or Platinum [Sustainable D.C. Plan: BE 3.5]	100%	25%	22%	25%	25%	25%
Number of public schools with modernization/new construction projects started	21	31	26	31	21	19
Percent of public schools modernized or newly constructed	18%	26%	23%	26%	18%	16%

(Continued on next page)

KEY PERFORMANCE INDICATORS (continued)

Capital Construction Services Division

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of recreation construction projects on schedule	94%	90%	74%	90%	90%	90%
Percent of recreation construction projects on budget	100%	90%	93%	90%	90%	90%
Percent of eligible active recreation construction projects that are tracking LEED Silver or better	Not Available ³	5%	6%	5%	5%	5%
Percent of eligible active recreation construction projects that are tracking LEED Gold or Platinum	Not Available ⁴	5%	5%	5%	5%	5%

Contracting and Procurement Division

Objective 1: Monitor placement of required documentation in contract files.

Objective 2: Provide quality trainings that result in increased procurement knowledge and more efficient procurement processing.

Objective 3: Ensure transparency and accountability throughout the procurement process.

Objective 4: Support D.C. Hiring programs through incentive programs and increased compliance monitoring on existing and upcoming contracts.

Objective 5: Minimize procurement costs and processing times for routine services.

Objective 6: Increase participation of Certified Business Enterprises (CBE) through increased compliance on existing and upcoming contracts.

KEY PERFORMANCE INDICATORS

Contracting and Procurement Division

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Average processing time for a Request for Proposal (RFP) \$1 million (in days)	64	75	111	75	75	75
Average processing time for a RFP more than \$1 million (in days)	61	105	96	105	105	105
Average processing time for small purchases under \$10,000 (Business days)	6	5	5	5	5	5
Average processing time for small purchases from \$10,001 - \$100,000 (Business days)	9	10	7	10	10	10
Percent of District residents hours worked on construction projects	43%	35%	40%	35%	35%	35%
Percent of District residents hours worked on non-construction projects	46%	35%	44%	35%	35%	35%
Percent of dollars awarded to Community Small Business Enterprise (CSBE) ⁵ firms (Capital)	55%	50%	67%	50%	50%	50%
Percent of CSBE awards (Operating)	82%	50%	72%	50%	50%	50%
Total dollar of operating contracts available for CSBE award	\$21M	\$25M	\$20M	\$25M	\$25M	\$25M
Total dollar of capital contracts available for CSBE award	\$107M	\$100M	\$134M	\$100M	\$100M	\$100M

Facility Management Division⁶

Objective 1: Provide a clean, safe, and operational work environment for District agencies through effective and efficient facility management and maintenance.

KEY PERFORMANCE INDICATORS

Facility Management Division

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Emergency maintenance requests responded to within 2 hours	89	350	729	450	450	450
Percent of outdoor swimming pools operational by opening day	100%	100%	100%	100%	100%	100%
Percent of facilities with boilers operational and certified by Department of Consumer and Regulatory Affairs (DCRA) by September 30th	60%	100%	Not Available	90%	90%	90%
Average cost of consolidated maintenance for modernized building ⁷	Not Available	Not Available	Not Available	Not Available	\$1,076	TBD
Average cost of maintenance for non-consolidated maintenance modernized building ⁸	Not Available	Not Available	Not Available	Not Available	\$224	TBD

Portfolio Management Division¹⁴

Objective 1: Facilitate the development of government centers and other municipal facilities on District-owned property.

Objective 2: Promote LEED Certification and Renewable Energy in the District's leasing program.

Objective 3: Generate revenue by leasing underutilized space and save taxpayer dollars by avoiding holdover costs.

Objective 4: Identify and help to facilitate the development of affordable housing units (Age-Friendly DC Goal: Domain # 3).

Objective 5: Dispose of vacant schools in the DGS portfolio.

KEY PERFORMANCE INDICATORS

Portfolio Management Division

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Total dollar amount paid for leased space	\$131,526,729	\$135,671,788	\$131,821,060	\$139,741,942	\$143,934,200	\$148,255,225
Percent of rent due actually collected	96%	96%	102%	96%	96%	96%
Total revenue generated from District-owned assets	\$13,729,028	\$14,140,898	\$15,799,511	\$14,565,125	\$15,002,079	\$15,542,141
Percent of office space leased versus owned	45%	45%	49%	45%	45%	45%
Vacancy rate of leased space ¹⁰	2%	2%	1.1%	2%	2%	2%
District actual rent as a percent of market ¹¹	92%	93 %	91 %	93%	94%	95%

Protective Services Division (PSD)

Objective 1: Provide a safe and secure work environment managed by highly-trained and professional security personnel.

KEY PERFORMANCE INDICATORS

Protective Services Division (PSD)

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of building assessments conducted ¹²	Not Available	48	58	48	48	48
Number of Access Control Guard Post Inspections (compliance check) ¹³	Not Available ¹⁴	72	169	72	84	96
Number of Screening Posts Inspection (e.g. X-ray and magnetometer) ¹⁵	Not Available	80	101	80	80	80
Percent of eligible officers receiving training and re-training as scheduled ¹⁶	Not Available	90%	94%	90%	90%	90%
Percent of working alarms and Closed-Circuit Television (CCTV) cameras ¹⁷	Not Available	90%	100%	90%	90%	90%
Total dollar value of liquidated damages ¹⁸	Not Available	\$50,000	\$15,642	\$50,000	\$25,000	\$10,000
Average cost per contracted guard ¹⁹	Not Available	Not Available	Not Available	Not Available	\$36.05/hr ²⁶	TBD
Average cost per PSD officer ²⁰	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available

Sustainability and Energy Division²¹

Objective 1: Limit portfolio resource consumption and environmental impacts.

Objective 2: Provide cost savings to District agencies and departments.

Objective 3: Increase digital control and system knowledge of building portfolio.

KEY PERFORMANCE INDICATORS

Sustainability and Energy Division

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Lower Portfolio Energy Intensity (kbtu/sf)	8%	7%	-22%	5%	5%	5%
Increase portfolio energy storage systems ^{22,23}	Not Available	Not Available	Not Available	250kw	250kw	250kw
Increase portfolio renewable kWh	526,124	1,500,000	641,491	2,500,000	100,000,000	150,000,000
Decrease portfolio waste	84%	56%	32%	10%	10%	10%
Reduce greenhouse gas emissions (by tons) ²⁴	Not Available	Not Available	Not Available	5%	5%	5%
Average electrical usage per square foot in District-owned modernized buildings ²⁵	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
Average electrical usage per square foot in District-owned non-modernized buildings ²⁶	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available

Office of the Director

Objective 1: Provide oversight, support and program evaluation of DGS divisions to drive agencywide performance improvement.

Objective 2: Provide quality customer service for all agency stakeholders.

KEY PERFORMANCE INDICATORS

Office of the Director

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of DGS Employees trained in Customer Service Standards ²⁷	Not Available	60%	54%	80%	90%	90%
Percent of customer service complaints and inquiries resolved within 30 days ²⁸	Not Available	95%	83%	95%	95%	95%

Performance Plan Endnotes:

¹LEED Silver, Gold, and Platinum projects meet the industry standards established by the U.S. Green Building Council.

²N/A refers to data not captured during benchmark period.

³Ibid.

⁴Ibid.

⁵Certified Business Enterprise changed to Certified Small Business Enterprise.

⁶This Division corresponds to (3000) Facility Operations on DGS's FY 2014 Proposed Operating Budget and FTEs, by Division and Activity (Table AM0-4) in the FY 2014 Proposed Operating Budget and Financial Plan.

⁷This FY 2016 baseline measure will no longer be tracked in FY 2016. The agency removed the measure to ensure that they can verify how they will track the measure in the future.

⁸Ibid.

⁹This Division corresponds to (2000) Asset Management on DGS's FY 2014 Proposed Operating Budget and FTEs, by Division and Activity (Table AM0-4) in the FY 2014 Proposed Operating Budget and Financial Plan. This Division also manages the leases budgeted under (8000) Rent: In Lease of (Table AM0-4).

¹⁰Although not an industry standard, per se, the industry uses five percent in cases of underwriting. This measure is based on the District's specific usage and not the industry. With typical turnover, DGS should not have more than 60,000 square feet of vacant space.

¹¹DGS updated the way this Key Performance Indicator (KPI) is reported in FY 2014.

¹²Risk assessments will be conducted at least every five years for level I and II facilities and at least every three years for level III, IV, and V facilities as per the current federal guidelines and best practices.

¹³New KPI that will be used as a benchmark during FY 2014

¹⁴N/A refers to data not captured during benchmark period.

¹⁵Ibid.

¹⁶Ibid.

¹⁷Ibid.

¹⁸Ibid.

¹⁹This cost driver is a new KPI in FY 2016. Future projections will be provided after the initial baseline year.

²⁰This FY 2016 baseline measure will no longer be tracked in FY 2016. The agency removed the measure to ensure that they can verify how they will track the measure in the future.

²¹This Division's FTEs and resources are budgeted under (1095) Energy Management in DGS's FY 2014 Proposed Operating Budget and FTEs, by Division and Activity (Table AM0-4) in the FY 2014 Proposed Operating Budget and Financial Plan. This Division also manages the commodities under (7000) Energy- Centrally Managed.

²²Ibid.

²³Exploring feasibility of expansion and will change upon analysis. This KPI relies heavily upon assistance of DDOT - DPW

²⁴New KPI for FY 2016.

²⁵This FY 2016 baseline measure will no longer be tracked in FY 2016. The agency removed the measure to ensure that they can verify how they will track the measure in the future.

²⁶Ibid.

²⁷New KPI as of 10/1/13 with FY 2014 being a benchmark period.

²⁸Ibid.

Contract Appeals Board

www.cab.dc.gov

Telephone: 202-727-6597

Description	FY 2014	FY 2015	FY 2016	% Change
	Actual	Approved	Proposed	from FY 2015
Operating Budget	\$1,067,825	\$1,426,098	\$1,449,107	1.6
FTEs	8.3	10.0	10.0	0.0

The mission of the Contract Appeals Board (CAB) is to provide an impartial, expeditious, inexpensive, and knowledgeable forum for hearing and resolving contractual disputes, protests, and debarments and suspensions involving the District and its contracting communities.

Summary of Services

The Contract Appeals Board reviews and determines de novo protests of District contract solicitations and/or awards, appeals by contractors of the District Contracting Officer's final decisions on contractor claims, claims by the District against a contractor, appeals by contractors of suspensions and/or debarments, and contractor appeals of interest payment claims under the Quick Payment Act.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table AF0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table AF0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	1,041	1,068	1,426	1,449	23	1.6
Total for General Fund	1,041	1,068	1,426	1,449	23	1.6
Gross Funds	1,041	1,068	1,426	1,449	23	1.6

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table AF0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table AF0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	8.0	8.3	10.0	10.0	0.0	0.0
Total for General Fund	8.0	8.3	10.0	10.0	0.0	0.0
Total Proposed FTEs	8.0	8.3	10.0	10.0	0.0	0.0

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table AF0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table AF0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	326	377	595	485	-110	-18.6
12 - Regular Pay - Other	521	504	525	679	154	29.4
13 - Additional Gross Pay	0	3	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	141	152	238	206	-32	-13.3
Subtotal Personal Services (PS)	989	1,036	1,358	1,370	12	0.9
20 - Supplies and Materials	13	4	13	8	-4	-32.5
31 - Telephone, Telegraph, Telegram, Etc.	11	0	8	9	1	16.8
40 - Other Services and Charges	10	10	25	24	-1	-2.7
41 - Contractual Services - Other	12	16	13	25	12	88.0
70 - Equipment and Equipment Rental	7	2	10	13	3	26.6
Subtotal Nonpersonal Services (NPS)	52	32	69	79	11	15.6
Gross Funds	1,041	1,068	1,426	1,449	23	1.6

*Percent change is based on whole dollars.

Program Description

The Contract Appeals Board operates through the following 2 programs:

Contract Appeals Board (Agency Management) – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Adjudication – adjudicates protests of District contract solicitations and awards, appeals by contractors of District contracting officer's final decisions, claims by the District against contractors, appeals by contractors of suspensions and debarments, and contractor appeals of interest payment claims under the Quick Payment Act.

Program Structure Change

The Contract Appeals Board has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table AF0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table AF0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Contract Appeals Board								
(1010) Personnel	0	9	9	0	0.0	0.0	0.0	0.0
(1030) Property Management	0	1	0	-1	0.0	0.0	0.0	0.0
(1090) Performance Management	207	198	349	151	1.0	1.0	2.0	1.0
Subtotal (1000) Contract Appeals Board	207	208	358	150	1.0	1.0	2.0	1.0
(2000) Adjudication								
(2001) Adjudication	861	1,218	1,091	-127	7.3	9.0	8.0	-1.0
Subtotal (2000) Adjudication	861	1,218	1,091	-127	7.3	9.0	8.0	-1.0
Total Proposed Operating Budget	1,068	1,426	1,449	23	8.3	10.0	10.0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Contract Appeals Board's (CAB) proposed FY 2016 gross budget is \$1,449,107, which represents a 1.6 percent increase over FY 2015 approved gross budget of \$1,426,098. The budget is comprised entirely of Local funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

CAB's FY 2016 CSFL budget is \$1,457,607, which represents a \$31,509, or 2.2 percent, increase over the FY 2015 approved Local funds budget of \$1,426,098.

CSFL Assumptions

The FY 2016 CSFL calculated for CAB included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$31,221 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$288 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

Agency Budget Submission

Increase: CAB's FY 2016 proposed budget includes a net increase of \$18,899 in nonpersonal services to support projected supplies and contract-related costs due to increased technology needs.

Decrease: The proposed Local funds budget reflects a net decrease of \$18,899 in personal services. This is primarily due to an adjustment in the cost of 1.0 Full-Time Equivalent (FTE).

Mayor's Proposed Budget

Reduce: In Local funds, the budget decreased in the Adjudication program by \$8,500 due to reductions in office supplies, fees for training, and research materials.

District's Proposed Budget

No Change: The Contract Appeals Board's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table AF0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table AF0-5

(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		1,426	10.0
Other CSFL Adjustments	Multiple Programs	32	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		1,458	10.0
Increase: To align funding with nonpersonal services costs	Multiple Programs	19	0.0
Decrease: To adjust personal services	Multiple Programs	-19	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		1,458	10.0
Reduce: To streamline operation efficiency	Adjudication	-8	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		1,449	10.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		1,449	10.0
Gross for AF0 - Contract Appeals Board		1,449	10.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Objective 1: Promote public confidence in the integrity of the procurement process through equitable, timely, efficient, and legally correct adjudication of disputes and protests.

Objective 2: Enhance the Board's ability to efficiently and inexpensively manage and adjudicate cases.

Objective 3: Educate government and private contracting parties on resolving disputes through alternative dispute resolution methods.

KEY PERFORMANCE INDICATORS

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of protests resolved within 60 business days	96%	90%	82%	95%	95%	95%
Percent of appeals cases decided within four months of the cases being ready for decision	79%	90%	84%	90%	90%	90%
Percent of new cases using electronic filing system	100%	100%	100%	100%	100%	100%
Percent of decisions sustained on appeal	100%	100%	100%	100%	100%	100%
Percent of cases closed by the Board in the current fiscal year that are electronically archived to permit web-based retrieval and full-text searching capability	100%	100%	100%	100%	100%	100%
Percent of pending appeals cases that are three years old or less	Not Available	Not Available	71%	100%	100%	100%

Board of Elections

www.dcboee.org

Telephone: 202-727-2525

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$7,482,567	\$7,239,921	\$7,390,254	2.1
FTEs	60.3	60.0	60.0	0.0

The Board of Elections, a chartered independent agency, is comprised of a three-member Board along with a small, dedicated staff that carries out the agency's mission. The mission of the Board is to enfranchise eligible residents, conduct elections, and assure the integrity of the electoral process as mandated by both federal and local laws.

Summary of Services

The Board of Elections (BOE) achieves its mission through the execution of the following services and programs: voter registration services; voting system technologies; voter information services including public and media outreach and candidate services; information technology and information services systems that support voting, ballot tabulation, and electronic mapping of election district boundaries; planning and implementation of District of Columbia elections; and through the aid of legal counsel, rulemaking and adjudication functions.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table DL0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table DL0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	6,801	6,976	7,240	7,390	150	2.1
Total for General Fund	6,801	6,976	7,240	7,390	150	2.1
Federal Resources						
Federal Payments	728	228	0	0	0	N/A
Federal Grant Funds	0	278	0	0	0	N/A
Total for Federal Resources	728	506	0	0	0	N/A
Gross Funds	7,529	7,483	7,240	7,390	150	2.1

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table DL0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table DL0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	65.3	60.3	60.0	60.0	0.0	0.0
Total for General Fund	65.3	60.3	60.0	60.0	0.0	0.0
Total Proposed FTEs	65.3	60.3	60.0	60.0	0.0	0.0

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table DL0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table DL0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	2,221	2,163	2,307	2,376	69	3.0
12 - Regular Pay - Other	952	1,087	1,141	1,279	138	12.1
13 - Additional Gross Pay	42	45	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	597	574	690	757	67	9.7
15 - Overtime Pay	480	411	400	500	100	25.0
Subtotal Personal Services (PS)	4,291	4,279	4,538	4,913	375	8.3
20 - Supplies and Materials	206	225	376	226	-150	-39.9
31 - Telephone, Telegraph, Telegram, Etc.	2	19	2	10	8	400.0
40 - Other Services and Charges	2,378	2,121	1,422	1,599	177	12.4
41 - Contractual Services - Other	434	517	859	600	-259	-30.1
70 - Equipment and Equipment Rental	219	322	42	42	0	0.0
Subtotal Nonpersonal Services (NPS)	3,238	3,203	2,702	2,478	-224	-8.3
Gross Funds	7,529	7,483	7,240	7,390	150	2.1

*Percent change is based on whole dollars.

Program Description

The Board of Elections operates through the following 3 programs:

Board of Supervisors – provides assistance to the BOE in carrying out their duties. This policy-making board manages all activities relating to the BOE, including meetings. The Board members meet a minimum of once a month with the Office of the General Counsel, the Office of the Executive Director, and the Office of Campaign Finance to discuss any situation or concern that the BOE may have.

Election Operations – provides the administrative functions for the agency's overall operations. This program directs election-related program operations and support activities; conducts elections; provides voter registration services; and provides voter roll maintenance, technology and information, and administration and support.

This program contains the following 3 activities:

- **Voter Registration** – operates the voter registration system; conducts the absentee voter program, including in person, by mail, overseas citizen services, and absentee registration and voting; maintains voter history data; disseminates and provides access to voter registry data products; determines registration status for special ballots and petition signatures; assists in automated ballot tabulation and recount operations; conducts the biennial voter canvass; and executes the statutorily mandated requirements for the management and maintenance of the District's voter registry, including data processing systems support for on-line voter registration;
- **Voter Services** – provides centralized voter assistance, public reception, and information services; provides candidates with the information and documentation necessary for them to qualify for office, including petitions and declarations of candidacy; administers ballot access procedures for candidates and initiative, referendum, and recall measures; ensures petition sufficiency, voter qualification and eligibility, absentee registration and voting, and documentation for certification of election results; conducts ballot position lotteries and assists in automated ballot tabulation and recount operations; and conducts the in-person absentee voting program; and
- **Election Operations** – provides central planning, administrative, and logistical support for all agency operations, including those directly associated with the conduct of elections and their subsequent clean-up. This activity is responsible for resource planning and financial management, including budgeting, accounting, procurement activity, and intra-District charges for services; contractual support for elections; and maintenance of agency facilities, specialized equipment, and other material. This activity also coordinates special elections and recall; develops election ballot layouts and design; effects procurement, monitors production, and ensures proper distribution of ballots for each voting precinct; performs comprehensive planning and support to election operations; and ensures that elections are carried out in an open and accessible manner for voters of the District of Columbia.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Board of Elections has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table DL0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table DL0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1010) Personnel	590	466	412	-54	5.8	6.0	5.5	-0.5
(1020) Contracting and Procurement	132	140	146	5	1.5	1.5	1.5	0.0
(1030) Property Management	50	8	9	1	0.5	1.0	1.0	0.0
(1040) Information Technology	375	414	588	174	6.0	4.0	6.0	2.0
(1060) Legal	467	478	467	-12	3.3	3.5	3.5	0.0
(1070) Fleet Management	25	26	21	-5	0.0	0.0	0.0	0.0
(1080) Communication	83	96	95	-1	0.0	1.0	1.0	0.0
(1085) Customer Service	274	267	266	-1	3.0	3.0	3.0	0.0
(1090) Performance Management	450	387	317	-70	2.3	3.5	2.0	-1.5
No Activity Assigned	309	0	0	0	0.0	0.0	0.0	0.0
Subtotal (1000) Agency Management	2,756	2,282	2,320	38	22.4	23.5	23.5	0.0
(3000) Board of Supervisors								
(3001) Board of Supervisors Operations	45	56	52	-5	0.0	0.0	0.0	0.0
Subtotal (3000) Board of Supervisors	45	56	52	-5	0.0	0.0	0.0	0.0
(4000) Election Operations								
(4001) Voter Registration	530	752	785	33	20.7	20.0	20.0	0.0
(4002) Voter Services	517	497	488	-9	8.6	7.5	7.5	0.0
(4004) Election Operations	3,635	3,653	3,746	93	8.6	9.0	9.0	0.0
Subtotal (4000) Election Operations	4,681	4,902	5,018	117	37.9	36.5	36.5	0.0
Total Proposed Operating Budget	7,483	7,240	7,390	150	60.3	60.0	60.0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Board of Elections' (BOE) proposed FY 2016 gross budget is \$7,390,254, which represents a 2.1 percent increase over FY 2015 approved gross budget of \$7,239,921. The budget is comprised entirely of Local funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple divisions, and it estimates how much it would cost an agency to continue its current divisions and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

BOE's FY 2016 CSFL budget is \$7,390,254, which represents a \$150,333, or 2.1 percent, increase over the FY 2015 approved Local funds budget of \$7,239,921.

CSFL Assumptions

The FY 2016 CSFL calculated for BOE included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$131,436 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$18,897 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

Agency Budget Submission

Increase: The proposed budget submission includes adjustments to personal services that will increase the budget by \$243,311. These adjustments include fringe benefits, projected salary increases and overtime costs, and the conversion of 2.0 FTEs from temporary to full-time status. An increase of \$26,502 aligns the miscellaneous operating costs with anticipated expenditures and \$8,000 supports agency-managed Telecommunications fixed costs.

Decrease: The proposed budget reflects a savings of \$277,813 in the Election Operations program due to lower Contractual Services costs for elections.

Mayor's Proposed Budget

No Change: The Board of Elections' budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

District's Proposed Budget

No Change: The Board of Elections' budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table DL0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table DL0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		7,240	60.0
Other CSFL Adjustments	Multiple Programs	150	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		7,390	60.0
Increase: To adjust personal services	Multiple Programs	243	0.0
Increase: To align funding with nonpersonal services costs	Multiple Programs	27	0.0
Increase: To align Fixed Costs with proposed estimates	Election Operations	8	0.0
Decrease: To adjust the Contractual Services budget	Election Operations	-278	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		7,390	60.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		7,390	60.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		7,390	60.0
Gross for DL0 - Board of Elections		7,390	60.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Election Operations

Objective 1: Prepare for and execute successful election events.

Objective 2: Efficiently update voter registration records to ensure accuracy.

Objective 3: Inform District residents about voting opportunities and increase voter education and participation.

KEY PERFORMANCE INDICATORS¹

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual		FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
	4/23/2013 Special Election	4/1/2014 Primary Election	4/1/2014 Primary Election	7/15/2014 Special Election	11/4/2014 General Election	4/5/2016 Primary Election	11/8/2016 General Election
Percent of Election Day polling places opened at 7 A.M.	100% ²	100%	98.6%	94%	98%	98%	98%
Percent of optical scan voting equipment open at 7 A.M. ³	94% ⁴	100%	88.1%	94%	90%	90%	90%
Percent of polling places with voting data returned to headquarters by midnight on election night	100% ⁵	100%	99%	99%	99%	99%	99%
Number of early voting centers opened	1 ⁶	12	13	2	9	12	12
Percent of trained workers in the field on election day ⁷	Not Available	100%	99%	99%	97%	97%	97%
Number of voter education, registration, election worker recruitment, or equipment demonstration events attended ⁸	Not Available	100	91 ⁹		75%	100	100
Number of candidate or circulator training events scheduled ¹⁰	Not Available	24	22 ¹¹		24	24	24
Number of absentee voting events for special populations conducted ¹²	Not Available	Not Available	21 ¹³		15	15	15

Performance Plan Endnotes:

¹In any fiscal year, BOE will conduct one regularly scheduled election. In fiscal years where a special election has been conducted, performance data has been separated. The following data measures performance for all District-wide elections (regularly scheduled primary and general elections and special elections). Performance data for ward-wide special or Advisory Neighborhood Commission recall elections is not included.

²11/6/2012 General Election – 100 Percent.

³In prior fiscal years, this KPI was worded “percent of Election Day voting equipment open at 7 a.m.” Amended for greater accuracy and clarity.

⁴11/6/2012 General Election – 90 Percent.

⁵11/6/2012 General Election – 99 Percent.

⁶11/6/2012 General Election – 8.

⁷This is a new performance measure implemented in Fiscal Year 2014. Accordingly, no historical data prior to FY 2014 is provided.

⁸Ibid.

⁹This number is cumulative across both elections.

¹⁰This is a new performance measure implemented in Fiscal Year 2014. Accordingly, no historical data prior to FY 2014 is provided.

¹¹This number is cumulative across both elections.

¹²This is a new performance measure implemented in Fiscal Year 2014. Accordingly, no historical data prior to FY 2014 is provided.

¹³This number is cumulative across both elections.

Office of Campaign Finance

www.ocf.dc.gov

Telephone: 202-671-0547

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$2,592,852	\$2,798,476	\$2,704,259	-3.4
FTEs	29.6	31.0	30.0	-3.2

The mission of the Office of Campaign Finance (OCF) is to regulate and provide public disclosure of the conduct, activities, and financial operations of candidates, campaign finance committees, legal defense committees, and constituent service and statehood fund programs, to ensure public trust in the integrity of the election process and government service.

Summary of Services

The Office of Campaign Finance processes and facilitates the public disclosure of financial reports, which are required by law to be filed with the OCF; desk reviews and develops statistical reports and summaries of the financial reports; encourages voluntary compliance by providing information and guidance on the application of the District of Columbia Campaign Finance Act of 2011 (the Act), as amended, through educational seminars, interpretative opinions, and the OCF website; and enforces the Act through the conduct of audits, investigations, and the informal hearing process.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table CJ0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table CJ0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	2,017	2,593	2,798	2,704	-94	-3.4
Total for General Fund	2,017	2,593	2,798	2,704	-94	-3.4
Gross Funds	2,017	2,593	2,798	2,704	-94	-3.4

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table CJ0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table CJ0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	22.7	29.6	31.0	30.0	-1.0	-3.2
Total for General Fund	22.7	29.6	31.0	30.0	-1.0	-3.2
Total Proposed FTEs	22.7	29.6	31.0	30.0	-1.0	-3.2

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table CJ0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table CJ0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	1,359	1,844	2,074	2,138	64	3.1
12 - Regular Pay - Other	17	0	0	0	0	N/A
13 - Additional Gross Pay	7	1	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	282	384	662	468	-193	-29.2
15 - Overtime Pay	0	0	0	0	0	N/A
Subtotal Personal Services (PS)	1,665	2,229	2,735	2,606	-129	-4.7
20 - Supplies and Materials	26	21	16	10	-6	-35.9
31 - Telephone, Telegraph, Telegram, Etc.	12	0	0	0	0	N/A
40 - Other Services and Charges	254	343	48	63	15	32.3
70 - Equipment and Equipment Rental	58	0	0	25	25	N/A
Subtotal Nonpersonal Services (NPS)	351	364	63	98	35	55.0
Gross Funds	2,017	2,593	2,798	2,704	-94	-3.4

*Percent change is based on whole dollars.

Program Description

The Office of Campaign Finance operates through the following 2 programs:

Oversight Support Services – provides desk analysis reviews, investigations, hearings, field audits, statistical reports, recommendations, and summaries of all financial reports submitted by candidates, political committees, political action committees, independent expenditure committees, and constituent service and statehood fund programs that focus efforts on ensuring accurate reporting and full disclosure, pursuant to the Campaign Finance Laws, so that the public is well informed and confident in the integrity of the electoral process and government services. The program also provides public information and educational seminars.

This program contains the following 3 activities:

- **Public Information and Records Management** – provides public information and educational seminars, registers candidates and committees, receives electronically submitted financial reports, enters financial reports received by hard copy, and compiles summary contribution and expenditure information for publication at the OCF Web Site so that the public is well informed and confident in the integrity of the electoral process and government service;
- **Reports Analysis and Audit Division** – provides desk analysis reviews, field audits, statistical reports, and summaries of all financial reports submitted by candidates, committees, and constituent service and statehood fund programs that focus efforts on ensuring accurate reporting and full disclosure, pursuant to the Campaign Finance Laws; and
- **Office of the General Counsel** – provides enforcement by conducting investigations and hearings and issuing recommendations for decisions on charges of violations of the Campaign Finance Act. The Office drafts regulations and interpretive opinions that focus efforts on promoting voluntary compliance with the Campaign Finance Act.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Office of Campaign Finance has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table CJ0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table CJ0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1010) Personnel	148	189	181	-9	2.9	3.0	3.0	0.0
(1015) Training and Development	98	105	97	-8	0.0	1.0	1.0	0.0
(1020) Contracting and Procurement	0	0	0	0	0.0	0.0	0.0	0.0
(1040) Information Technology	74	77	76	-1	1.0	1.0	1.0	0.0
(1090) Performance Management	168	215	226	11	1.0	1.0	1.0	0.0
Subtotal (1000) Agency Management	487	587	580	-7	4.8	6.0	6.0	0.0
(2000) Oversight Support Services								
(2010) Public Information and Record Management	646	387	374	-13	3.8	4.0	4.0	0.0
(2020) Report Analysis and Audit Division	824	1,053	1,064	11	13.4	13.0	13.0	0.0
(2030) Office of the General Counsel	636	771	686	-86	7.6	8.0	7.0	-1.0
Subtotal (2000) Oversight Support Services	2,105	2,212	2,124	-87	24.8	25.0	24.0	-1.0
Total Proposed Operating Budget	2,593	2,798	2,704	-94	29.6	31.0	30.0	-1.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of Campaign Finance's (OCF) proposed FY 2016 gross budget is \$2,704,259, which represents a 3.4 percent decrease from its FY 2015 approved gross budget of \$2,798,476. The budget is comprised entirely of Local funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

OCF's FY 2016 CSFL budget is \$2,819,411, which represents a \$20,935, or 0.7 percent, increase over the FY 2015 approved Local funds budget of \$2,798,476.

CSFL Assumptions

The FY 2016 CSFL calculated for OCF included adjustment entries that are not described in detail on table 5. Adjustments were made for a net increase of \$20,935 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015.

Agency Budget Submission

Increase: In Local funds, the budget increased by \$94,107 in the Oversight Support Services program to primarily support investigations, reports, and record management costs.

Reduce: The budget decreased by \$94,107 across multiple programs due to salary adjustments and Fringe Benefit savings.

Mayor's Proposed Budget

Reduce: In Local funds, the budget decreased in the Oversight Support Services program by \$55,845 and 1.0 FTE due to the elimination of a position and \$86,761 due to savings in Public Information and Record Management services.

District's Proposed Budget

Enhance: OCF's proposed budget reflects an increase of \$27,454 in the Agency Management program to support the agency's electronic filing project, fleet management, and photocopying costs.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table CJ0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table CJ0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		2,798	31.0
Other CSFL Adjustments	Multiple Programs	21	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		2,819	31.0
Increase: To align resources with operational goals	Multiple Programs	94	0.0
Decrease: To adjust personal services	Multiple Programs	-94	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		2,819	31.0
Reduce: To recognize savings from a reduction in FTEs	Oversight Support Services	-56	-1.0
Reduce: To align funding with nonpersonal services costs	Oversight Support Services	-87	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		2,677	30.0
Enhance: Funding for e-filing, fleet maintenance, and copying	Agency Management	27	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		2,704	30.0
Gross for CJ0 - Office of Campaign Finance		2,704	30.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Oversight Support Services

Objective 1: Obtain full and complete disclosure of documents and actions relevant to the Campaign Finance Act through efficient and effective educational, audit, and enforcement processes.

Objective 2: Assimilate, maintain, and compile financial disclosure records received through electronic filing and by hard copy into an integrated, relational database.

Objective 3: Disseminate financial disclosure records and statistical reports.

KEY PERFORMANCE INDICATORS

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of informal hearings conducted and closed before the next filing deadline	103.7%	100%	95%	100%	100%	100%
Percent of investigative matters closed within 90 days of opening	100%	100%	100%	100%	100%	100%
Percent of financial reports reviewed, evaluated, and analyzed before the next filing deadline	100%	100%	100%	100%	100%	100%
Percent of financial reports filed electronically ¹	75.3%	95%	89.7%	95%	98%	100%
Percent of interpretative opinions issued within 30 days	100%	100%	Not Available ²	100%	100%	100%
Percent of periodic random audits conducted of political committees following the January 31st and July 31st filing deadlines	108.3% ³	100%	75%	100%	Not Available	Not Available
Percent of periodic random audits conducted within 60 days of initiation	Not Available	Not Available	Not Available	Not Available	100%	100%
Percent of expedited advice for time-sensitive election related issues within 15 days of request	Not Available	Not Available	Not Available	Not Available	100%	100%

Performance Plan Endnotes:

¹The DC Council enacted legislation in FY 2014 to mandate 100 percent electronic filing, which become effective January 31, 2015.

²In FY 2014, there were no requests for Interpretative Opinions received. The OCF received 15 requests for expedited advice pertaining to the 2014 election. Because of time constraints, the requests were not treated as requests as requests for interpretative opinions, although advice was sought concerning the application of the campaign finance laws.

³This percentage may exceed 100 percent where the number of audits conducted is more than the number of audit reports issued.

Public Employee Relations Board

www.perb.dc.gov

Telephone: 202-727-1822

				% Change
Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	from FY 2015
Operating Budget	\$1,163,250	\$1,253,206	\$1,273,910	1.7
FTEs	8.5	9.0	9.0	0.0

The District of Columbia Public Employee Relations Board (hereafter, “PERB”) is an impartial, quasi-judicial, independent agency empowered with the exclusive jurisdiction to resolve labor-management disputes between agencies of the District government, its labor organizations representing employees of the various District government agencies, and employees covered by the Comprehensive Merit Personnel Act.

Summary of Services

PERB determines appropriate compensation and non-compensation bargaining units; certifies, decertifies, amends, clarifies, and modifies labor organizations as exclusive bargaining representatives; facilitates and reviews election procedures and results concerning the selection of labor organizations as the exclusive bargaining representative; investigates and adjudicates unfair labor practices and standards of conduct complaints; reviews appeals of grievance arbitration awards; determines impasse status of collective bargaining between District government agencies and District government employee unions; facilitates impasse arbitration bargaining between District government agencies and District government employee unions; determines negotiability of proposals submitted during collective bargaining contract negotiations between District government agencies and District government employee unions; mediates disputes submitted to PERB; issues subpoenas and conducts hearings; and adopts rules and regulations for conducting PERB business.

The agency’s FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table CG0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table CG0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	1,037	1,163	1,253	1,274	21	1.7
Total for General Fund	1,037	1,163	1,253	1,274	21	1.7
Gross Funds	1,037	1,163	1,253	1,274	21	1.7

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table CG0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table CG0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	7.9	8.5	9.0	9.0	0.0	0.0
Total for General Fund	7.9	8.5	9.0	9.0	0.0	0.0
Total Proposed FTEs	7.9	8.5	9.0	9.0	0.0	0.0

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table CG0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table CG0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	709	745	858	880	21	2.5
12 - Regular Pay - Other	10	17	0	0	0	0
13 - Additional Gross Pay	-1	28	0	0	0	0
14 - Fringe Benefits - Current Personnel	124	147	214	171	-43	-19.9
Subtotal Personal Services (PS)	843	938	1,072	1,051	-21	-2.0
20 - Supplies and Materials	6	4	5	10	5	119.8
31 - Telephone, Telegraph, Telegram, Etc.	16	17	17	17	0	1.3
40 - Other Services and Charges	22	21	42	46	4	9.8
41 - Contractual Services - Other	145	172	104	143	38	36.8
70 - Equipment and Equipment Rental	6	11	14	8	-6	-44.4
Subtotal Nonpersonal Services (NPS)	194	225	181	223	42	23.2
Gross Funds	1,037	1,163	1,253	1,274	21	1.7

*Percent change is based on whole dollars.

Program Description

The Public Employee Relations Board operates through the following 2 programs:

Adjudication – provides assistance in resolving labor-management disputes between the District government and labor organizations representing employees of various District agencies.

This program contains the following 3 activities:

- **Legal Support** – provides assistance in resolving labor-management disputes between the District government and labor organizations representing employees of various District agencies;
- **Court Appeals** – defends appeals filed by an aggrieved party. Also, if the Board's order is reversed by the District of Columbia Superior Court, the Board may file an appeal with the District of Columbia Court of Appeals. Seeks enforcement of the Board's orders; and
- **Public Employee Relations Board** – through Board meetings, provides final resolution of labor-management disputes between the District government and labor organizations representing employees of various District agencies.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Public Employee Relations Board has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table CG0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides FY 2014 actual data.

Table CG0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1040) Information Technology	17	18	18	0	0.0	0.0	0.0	0.0
(1090) Performance Management	162	172	233	61	0.9	1.0	2.0	1.0
Subtotal (1000) Agency Management	178	191	252	61	0.9	1.0	2.0	1.0
(2000) Adjudication								
(2001) Legal Support	465	694	421	-273	1.9	5.0	2.0	-3.0
(2002) Court Appeals	509	353	585	232	5.7	3.0	5.0	2.0
(2003) Public Employee Relations Board	11	15	15	0	0.0	0.0	0.0	0.0
Subtotal (2000) Adjudication	985	1,063	1,022	-41	7.6	8.0	7.0	-1.0
Total Proposed Operating Budget	1,163	1,253	1,274	21	8.5	9.0	9.0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Public Employee Relations Board's (PERB) proposed FY 2016 gross budget is \$1,273,910, which represents a 1.7 percent increase over its FY 2015 approved gross budget of \$1,253,206. The budget is comprised entirely of Local funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

PERB's FY 2016 CSFL budget is \$1,285,085, which represents a \$31,879, or 2.5 percent, increase over the FY 2015 approved Local funds budget of \$1,253,206.

CSFL Assumptions

The FY 2016 CSFL calculated for PERB included adjustment entries that are not described in detail on table 5. These adjustments include a reduction of \$25,000 to account for the removal of one-time funding appropriated in FY 2015 to support workshops and a lecture series for District-wide agency management. Additionally, adjustments were made for a net increase of \$54,586 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$2,293 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

Agency Budget Submission

Increase: In Local funds, the budget contains an increase of \$14,699 in nonpersonal services primarily in the Adjudication program to align funding with nonpersonal services costs.

Decrease: The budget reflects a decrease of \$14,699, in personal services in the Adjudication program to offset the increase in nonpersonal services.

Mayor's Proposed Budget

Enhance: The budget reflects an increase of \$25,000 in nonpersonal services in the Adjudication program to support workshops and a lecture series for District-wide agency management.

Reduce: The budget contains a decrease of \$61,175, in personal services in the Adjudication program to support the District's costs savings initiative to close the budget gap.

District's Proposed Budget

Enhance: In Local funds, the proposed budget reflects an increase of \$25,000 in the Adjudication program to support the contractual services related to case management.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table CG0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table CG0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		1,253	9.0
Removal of One-Time Funding	Multiple Programs	-25	0.0
Other CSFL Adjustments	Multiple Programs	57	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		1,285	9.0
Increase: To align funding with nonpersonal services costs	Multiple Programs	15	0.0
Decrease: To adjust personal services	Multiple Programs	-15	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		1,285	9.0
Enhance: To align resources with operational goals	Adjudication	25	0.0
Reduce: To adjust personal services	Adjudication	-61	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		1,249	9.0
Enhance: To support contractual services	Adjudication	25	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		1,274	9.0
Gross for CG0 - Public Employee Relations Board		1,274	9.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Adjudication¹

Objective 1: Efficiently resolves labor management disputes between District agencies and labor organizations.

Objective 2: Maintain and/or increase the number of matters that are settled through mandatory mediation program.

Objective 3: Maintain a high rate of success concerning matters that are appealed to either the D.C. Superior Court or the D.C. Court of Appeals.

Objective 4: Continue to review PERB's rules in order to determine if PERB needs to amend its rules or promulgate new rules.

Objective 5: Assist District government agencies and unions representing District government employees enhanced skills needed for successful and productive labor/management relations.²

KEY PERFORMANCE INDICATORS

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of cases decided within 120 days of submission to PERB	8.9%	60%	8.2%	12%	12%	12%
Percent of decisions transmitted to the register for publication within 60 days of issuance	100%	100%	97.8%	100%	100%	100%
Percent of compensation impasse cases resolved by mediation within 30 days	100%	100%	100%	100%	100%	100%
Percent of compensation impasse cases arbitrated within 45 days	Not Available	100%	100%	100%	100%	100%
Percent of cases upheld by D.C. Superior Court upon appeal	Not Available	100%	80%	100%	100%	100%
Percent of cases upheld by the D.C. Court of Appeals upon appeal	Not Available	100%	Not Available	100%	100%	100%
Percent of four workshops or lectures conducted	Not Available	Not Available	Not Available	100%	100%	100%
Opportunity for public to meet with Board members and PERB staff	Not Available	Not Available	Not Available	100%	100%	100%

Performance Plan Endnotes:

¹For the purposes of the FY 2016 Performance Plan, the (1000) Agency Management division is included with the (2000) Adjudication division to more accurately reflect the significant overlap of operations.

²This is a new objective.

Office of Employee Appeals

www.oea.dc.gov

Telephone: 202-727-0004

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$1,464,720	\$1,570,426	\$1,744,654	11.1
FTEs	14.3	14.0	15.0	7.1

The mission of the Office of Employee Appeals (OEA) is to render impartial, legally sufficient, and timely decisions on appeals filed by District of Columbia government employees. OEA has jurisdiction over appeals in which an employee has been removed as a result of an adverse action for cause, placed on enforced leave for 10 days or more, suspended for 10 days or more, reduced in grade, or been subjected to a reduction in force.

Summary of Services

OEA offers District government agencies and employees the following three-part appeal process: mediation, adjudication, and petitions for review. The mediation process allows the employee and the agency an opportunity to resolve their disputes without going through the lengthy and costly adjudication process. The adjudication process results in disputes being resolved by an administrative judge who issues an initial decision and finds in favor of either the agency or employee. The petition for review process provides an impartial review of initial decisions by OEA's Board.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table CH0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table CH0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Funds						
Local Funds	1,439	1,465	1,570	1,745	174	11.1
Total for General Fund	1,439	1,465	1,570	1,745	174	11.1
Gross Funds	1,439	1,465	1,570	1,745	174	11.1

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table CH0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table CH0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	13.9	14.3	14.0	15.0	1.0	7.1
Total for General Fund	13.9	14.3	14.0	15.0	1.0	7.1
Total Proposed FTEs	13.9	14.3	14.0	15.0	1.0	7.1

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table CH0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table CH0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	1,044	1,075	1,137	1,281	144	12.7
12 - Regular Pay - Other	88	87	100	106	6	6.0
14 - Fringe Benefits - Current Personnel	210	220	234	270	36	15.6
Subtotal Personal Services (PS)	1,342	1,382	1,471	1,658	186	12.7
20 - Supplies and Materials	14	9	8	6	-2	-25.0
31 - Telephone, Telegraph, Telegram, Etc.	2	0	0	0	0	N/A
40 - Other Services and Charges	51	35	56	49	-7	-12.8
41 - Contractual Services - Other	24	24	14	25	11	76.0
70 - Equipment and Equipment Rental	5	14	21	7	-14	-65.6
Subtotal Nonpersonal Services (NPS)	96	83	99	87	-12	-12.3
Gross Funds	1,439	1,465	1,570	1,745	174	11.1

*Percent change is based on whole dollars.

Program Description

The Office of Employee Appeals operates through the following 2 programs:

Adjudication – provides mediation sessions, impartial hearings, and adjudication appeals for District government employees who challenge an agency's final decision on personnel matters.

This program contains the following 3 activities:

- **Adjudication Process** – provides impartial, fair decisions to employees for timely resolution of their appeal;
- **Appeals** – provides an impartial review by the Office of Employee Appeals Board of the decisions filed; and
- **Mediation** – provides both parties an opportunity to resolve or settle disputes without going through the lengthy and costly adjudication process.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Office of Employee Appeals has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table CH0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table CH0-4
(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1040) Information Technology	61	62	65	3	1.0	1.0	1.0	0.0
(1085) Customer Service	52	48	50	2	1.0	1.0	1.0	0.0
(1090) Performance Management	166	186	193	7	1.0	1.0	1.0	0.0
(1100) Office of Employee Appeals	560	524	665	141	5.1	5.0	6.0	1.0
Subtotal (1000) Agency Management	840	821	973	152	8.2	8.0	9.0	1.0
(2000) Adjudication								
(2001) Adjudication Process	542	592	622	30	5.6	5.5	5.5	0.0
(2002) Appeals	83	99	87	-12	0.0	0.0	0.0	0.0
(2003) Mediation	0	59	63	4	0.5	0.5	0.5	0.0
Subtotal (2000) Adjudication	625	750	772	22	6.1	6.0	6.0	0.0
Total Proposed Operating Budget	1,465	1,570	1,745	174	14.3	14.0	15.0	1.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of Employee Appeals' (OEA) proposed FY 2016 gross budget is \$1,744,654, which represents an 11.1 percent increase over its FY 2015 approved gross budget of \$1,570,426. The budget is comprised entirely of Local funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

OEA's FY 2016 CSFL budget is \$1,626,654, which represents a \$56,228, or 3.6 percent, increase over the FY 2015 approved Local funds budget of \$1,570,426.

CSFL Assumptions

The FY 2016 CSFL calculated for OEA included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$55,916 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$312 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

Agency Budget Submission

Increase: OEA's proposed budget reflects a net increase of \$12,583 in the Agency Management and Adjudication programs to fund projected personal services costs related to salary steps and Fringe Benefits. An increase of \$10,480 supports contractual services for court reporting and courier services.

Decrease: OEA proposes to streamline operational efficiencies within the Adjudication program by various adjustments in nonpersonal services that offset the increases in personal services. These adjustments include decreases of \$2,000 for office supplies, \$7,171 for Other Services and Charges, and \$13,892 in equipment costs.

Mayor's Proposed Budget

Increase: The budget proposal reflects a personal services increase of \$62,687 and 0.5 FTE in the Adjudication program to align resources with agency structure.

Decrease: The proposed budget includes a personal services decrease of \$62,687 and 0.5 FTE in the Agency Management program to align resources with agency structure.

District's Proposed Budget

Enhance: The budget proposal includes a personal services enhancement of \$118,000 and 1.0 FTE to support legal services.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table CH0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table CH0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		1,570	14.0
Other CSFL Adjustments	Multiple Programs	56	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		1,627	14.0
Increase: To adjust personal services	Multiple Programs	13	0.0
Increase: To adjust the Contractual Services budget	Adjudication	10	0.0
Decrease: To streamline operation efficiency	Adjudication	-2	0.0
Decrease: To align funding with nonpersonal services costs	Adjudication	-7	0.0
Decrease: To offset projected increases in personal services	Adjudication	-14	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		1,627	14.0
Increase: To align resources with agency structure	Adjudication	63	0.5
Decrease: To align resources with agency structure	Agency Management	-63	-0.5
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		1,627	14.0
Enhance: To support additional FTE	Agency Management	118	1.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		1,745	15.0
Gross for CH0 - Office of Employee Appeals		1,745	15.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Adjudication¹

Objective 1: Render impartial, legally sound decisions in a timely manner.

Objective 2: Streamline the adjudication process.

Objective 3: Maintain a system to allow the public to have access to all decisions rendered by the office.

KEY PERFORMANCE INDICATORS

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of initial decisions issued	337	250	336	250	250	250
Number of opinion and orders issued	26	25	34	25	25	25
Mean length of time required to complete adjudications ²	12 months	12 months	14 months	14 months	14 months	14 months
Mean length of time required to resolve petitions for review ³	9 months	9 months	9 months	9 months	9 months	9 months
Percent of OEA decisions upheld in D.C. Superior Court and D.C. Court of Appeals of Appeals	100%	99%	Not Available	99%	99%	99%

Performance Plan Endnotes:

¹For the purposes of the FY 2016 Performance Plan, (1000) Agency Management is included with the (2000) Adjudication division to more accurately reflect the functional organization of the OEA.

²The months indicated represent the time from which an appeal is filed with OEA until an initial decision is issued by an administrative judge.

³The months indicated represent the time from which an appeal is filed with the OEA Board until a final decision is rendered.

Metropolitan Washington Council of Governments

www.mwcog.org

Telephone: 202-962-3200

Description	FY 2014	FY 2015	FY 2016	% Change
	Actual	Approved	Proposed	from FY 2015
Operating Budget	\$428,311	\$449,727	\$472,213	5.0

“Region Forward” is the vision and commitment by the Metropolitan Washington Council of Governments (MWCOG) and its member governments, who together seek to create a more accessible, sustainable, prosperous, and livable National Capital Region. MWCOG’s overarching mission is to make “Region Forward” a reality by being a discussion forum, expert resource, issue advocate, and catalyst for action.

In the District’s budget, the MWCOG agency represents the District’s annual payment to MWCOG.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table EA0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table EA0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	783	428	450	472	22	5.0
Total for General Fund	783	428	450	472	22	5.0
Gross Funds	783	428	450	472	22	5.0

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table EA0-2 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table EA0-2
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
50 - Subsidies and Transfers	783	428	450	472	22	5.0
Subtotal Nonpersonal Services (NPS)	783	428	450	472	22	5.0
Gross Funds	783	428	450	472	22	5.0

*Percent change is based on whole dollars.

Program Description

The District's payment to the Metropolitan Washington Council of Governments is reflected as one program in the District's financial system. However, MWCOG operates through the following 9 programs:

Transportation Planning – provides transportation planning for the metropolitan Washington area through the Transportation Planning Board, in cooperation with the area's local governments and federal, state, and regional agencies responsible for funding and implementing highway, bridge, transit, and other projects. Transportation planning is a key part of the Region Forward initiative.

Commuter Connections – coordinates programs aimed at alleviating road congestion and reducing vehicle emissions through ride-matching services, employer outreach, telecommuting programs, integrated ride-share information kiosks, and mass marketing campaigns, to encourage alternatives to driving alone.

Metropolitan Planning and Economic Development – assists local governments in developing the planning databases and analytic tools needed to analyze regional economic and demographic change. The program provides MWCOG member jurisdictions with analyses of current and projected growth trends and provides data to the Transportation Planning Board as it develops transportation plans for the region. This work also is related to the efforts of the Region Forward Coalition, an advisory body whose membership includes area government officials and stakeholder groups representing businesses, nonprofits, and community-based organizations.

Housing Opportunities and Community Management – covers an array of issues that are important to the policy developments of area local governments and their housing authorities. The program provides data on the region's housing stock, Section 8 housing, homelessness, and housing affordability. Both the Region Forward Coalition and the Human Services and Public Safety Policy Committee help direct this work.

Child Welfare – facilitates regional foster care and adoption initiatives to help area children lead happy, healthy, and productive lives.

Public Safety, Health and Homeland Security – coordinates regional programs and policies on a broad range of issues, including law enforcement, fire safety, public health, and emergency preparedness. The program helps to keep the region safe and healthy by supporting innovative regional policies and programs, developing regional mutual aid agreements, providing technical assistance and training to public safety and health officials, and developing public education and prevention measures. The National Capital Region Emergency Preparedness Council, an advisory body at MWCOG, is responsible for oversight of regional homeland security programs in partnership with Maryland, Virginia, and the federal government. The National Capital Region Homeland Security Program Management Office (PMO) at MWCOG engages regional leaders, emergency planners and first responders, and other subject matter experts in the identification of regional goals and objectives and the capabilities and the projects necessary to achieve them.

Water Resources Planning and Management – facilitates efforts to clean the region's waterways including the Chesapeake Bay, the Anacostia River watershed, and the Potomac River. The program includes water quality management policy, technical analysis, storm water management, water health issues, drought coordination, and water-related homeland security planning. The Chesapeake Bay and Water Resources Policy Committee and the Anacostia Watershed Restoration Partnership also help guide this work program.

Environmental Resources – provides support to local government programs in the region that address solid waste management, recycling, energy, airport noise, pollution, and alternative fuels. The Climate, Energy and Environment Policy Committee guides this work program.

Air Quality Planning – supports the Metropolitan Washington Air Quality Committee, which is certified to prepare federally mandated plans to clean the region's air. This program also tracks pollution levels on a daily basis through the Air Quality Index, provides seasonal forecasts, and organizes public education campaigns.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table EA0-3 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table EA0-3
(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Metropolitan Washington Council of Governments								
(1100) Metropolitan Washington Council of Governments	428	450	472	22	0.0	0.0	0.0	0.0
Subtotal (1000) Metropolitan Washington Council of Governments	428	450	472	22	0.0	0.0	0.0	0.0
Total Proposed Operating Budget	428	450	472	22	0.0	0.0	0.0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

Program Structure Change

The Metropolitan Washington Council of Governments has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Budget Changes

The Metropolitan Washington Council of Governments' (MWCOG) proposed FY 2016 gross budget is \$472,213, which represents a 5.0 percent increase over its FY 2015 approved gross budget of \$449,727. The budget is comprised entirely of Local funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 4 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

MWCOG's FY 2016 CSFL budget is \$449,727, which represents no change from the FY 2015 approved Local funds budget of \$449,727.

Agency Budget Submission

Technical Adjustment: Additional funding of \$22,486 to account for the newly adopted MWCOG membership assessment rate.

Mayor's Proposed Budget

No Change: The Metropolitan Washington Council of Governments' budget reflects no changes from the agency budget submission to the Mayor's proposed budget.

District's Proposed Budget

No Change: The Metropolitan Washington Council of Governments' budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table EA0-4 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table EA0-4
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		450	0.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		450	0.0
Technical Adjustment: To support membership fee increases	Metropolitan Washington Council of Governments	22	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		472	0.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		472	0.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		472	0.0
Gross for EA0 - Metropolitan Washington Council of Governments		472	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Office of the Attorney General for the District of Columbia

www.oag.dc.gov

Telephone: 202-727-3400

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$95,816,117	\$109,453,730	\$84,029,159	-23.2
FTEs	763.8	783.2	592.4	-24.4

The mission of the Office of the Attorney General (OAG) is to enforce the laws of the District of Columbia and to provide legal services to the District government.

Summary of Services

The Office of the Attorney General (OAG) is charged with conducting the District's legal business. OAG represents the District in virtually all civil and commercial litigation, prosecutes certain criminal offenses, has sole jurisdiction over juvenile prosecutions, and represents the District in a variety of administrative hearings and other proceedings. In addition, OAG is responsible for advising the Executive Office of the Mayor, the District Council, and various Boards and Commissions, and for determining legal sufficiency on proposed legislation, regulations, and commercial transactions. All told, the Attorney General supervises the legal work of about 272 attorneys and an additional 315 administrative/professional staff.

On November 2, 2010, 76 percent of District voters, acting by referendum, approved a Council-enacted amendment to the District of Columbia Home Rule Act to make, for the first time, the Attorney General of the District of Columbia an elected office. The Council also enacted amendments to local District law designed to establish the OAG as an independent agency. Previously, the Attorney General had been appointed by, and operated under the direction of, the Mayor. The overall purpose of the Attorney General Act and the attendant changes to Home Rule Act was to elevate and strengthen the position of Attorney General, ensure the position's independence, and significantly enhance the Attorney General's ability to serve the interests of the District of Columbia in an objective and independent fashion.

In 2015, the newly independent OAG has responded to numerous requests for opinions and has provided independent and objective legal advice to the Mayor, Council, District agencies, and the residents of the District on a broad range of issues, including Initiative 71, budget autonomy, educational initiatives directed at improving academic outcomes for boys of color, and a host of other legal, ethical, and regulatory matters.

OAG lawyers and staff have successfully defended the District and its agencies in several significant court cases, generating \$21.5 million for the District's treasury through a settlement with Standard & Poor's Rating Service (arising from allegations that Standard & Poor's misled investors regarding its ratings of structured-finance securities during the run-up to the 2008 financial crisis). The OAG has also provided objective analysis of the legal sufficiency of proposed legislation and has counseled the District in disposition of property and other important business transactions.

OAG has identified the following 4 budget initiatives:

- **Consumer Protection and Community Outreach** – increases OAG's capacity to protect residents by going after and prosecuting unscrupulous persons and businesses that choose to disregard applicable District and federal law and prey on the District's most vulnerable residents;
- **Affordable Housing Protection and Enforcement** – provides OAG with the capacity to vigorously protect the rights of homeowners and tenants by enforcing the legal requirements for creating and preserving affordable housing in the District of Columbia;
- **Public Safety and Criminal Justice, Protecting Children and Families, and Juvenile Rehabilitation** – increases OAG's capacity to litigate criminal cases on behalf of the District, protect the public, rehabilitate juvenile offenders, and provide assistance to victims of crimes; and
- **Protecting Taxpayers, Workers, and Enforcing Honest Government** – ensures that employers, contractors, and government officials discharge their duties in an ethical and professional manner so that taxpayers and residents benefit and local, small and disadvantaged businesses can fairly compete for contracts under the law.

OAG has focused on the dual goals of ensuring that it continues to provide high-quality legal representation to the District of Columbia and District agencies while simultaneously creating programs to address the needs of District residents in new and creative ways.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table CB0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table CB0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
<u>General Fund</u>						
Local Funds	57,336	59,813	65,987	57,124	-8,862	-13.4
Special Purpose Revenue Funds	712	577	1,844	1,849	5	0.2
Total for General Fund	58,049	60,391	67,831	58,973	-8,858	-13.1
<u>Federal Resources</u>						
Federal Grant Funds	18,749	17,616	21,202	22,177	975	4.6
Total for Federal Resources	18,749	17,616	21,202	22,177	975	4.6
<u>Private Funds</u>						
Private Donations	286	390	391	408	17	4.3
Total for Private Funds	286	390	391	408	17	4.3
<u>Intra-District Funds</u>						
Intra-District Funds	16,562	17,420	20,030	2,471	-17,559	-87.7
Total for Intra-District Funds	16,562	17,420	20,030	2,471	-17,559	-87.7
Gross Funds	93,645	95,816	109,454	84,029	-25,425	-23.2

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table CB0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table CB0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
<u>General Fund</u>						
Local Funds	464.0	475.8	478.7	407.8	-70.9	-14.8
Special Purpose Revenue Funds	2.1	2.6	2.7	2.7	0.0	0.0
Total for General Fund	466.1	478.3	481.4	410.6	-70.9	-14.7
<u>Federal Resources</u>						
Federal Grant Funds	130.9	132.9	144.6	155.6	11.0	7.6
Total for Federal Resources	130.9	132.9	144.6	155.6	11.0	7.6
<u>Private Funds</u>						
Private Donations	0.0	7.6	6.5	6.5	0.0	0.0
Total for Private Funds	0.0	7.6	6.5	6.5	0.0	0.0
<u>Intra-District Funds</u>						
Intra-District Funds	138.6	145.0	150.7	19.7	-131.0	-86.9
Total for Intra-District Funds	138.6	145.0	150.7	19.7	-131.0	-86.9
Total Proposed FTEs	735.6	763.8	783.2	592.4	-190.9	-24.4

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table CB0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table CB0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	54,703	57,648	60,215	45,942	-14,273	-23.7
12 - Regular Pay - Other	9,284	8,592	11,418	7,490	-3,928	-34.4
13 - Additional Gross Pay	156	825	161	604	444	275.6
14 - Fringe Benefits - Current Personnel	12,191	12,916	16,620	10,582	-6,038	-36.3
15 - Overtime Pay	3	10	0	0	0	N/A
Subtotal Personal Services (PS)	76,337	79,992	88,414	64,619	-23,796	-26.9
20 - Supplies and Materials	377	253	415	446	31	7.6
30 - Energy, Communication and Building Rentals	677	654	784	646	-138	-17.6
31 - Telephone, Telegraph, Telegram, Etc.	374	355	381	359	-22	-5.8
33 - Janitorial Services	0	0	24	24	0	0.0
34 - Security Services	365	434	386	360	-26	-6.7
35 - Occupancy Fixed Costs	1,092	972	1,404	835	-569	-40.5
40 - Other Services and Charges	1,947	2,821	3,689	3,401	-287	-7.8
41 - Contractual Services - Other	9,932	8,722	11,593	11,321	-271	-2.3
50 - Subsidies and Transfers	1,845	856	1,475	1,475	0	0.0
70 - Equipment and Equipment Rental	698	758	889	542	-347	-39.1
Subtotal Nonpersonal Services (NPS)	17,308	15,825	21,039	19,410	-1,629	-7.7
Gross Funds	93,645	95,816	109,454	84,029	-25,425	-23.2

*Percent change is based on whole dollars.

Division Description

The Office of the Attorney General operates through the following 13 divisions:

Personnel, Labor, and Employment – defends agencies in personnel-related matters such as suspensions, terminations for employee misconduct, and reductions-in-force; provides training and professional development for all OAG employees in order to more effectively fulfill its mission; hires and maintains excellent and diverse staff through on-campus interviews, interviews at job fairs, and traditional acceptance of applications; ensures fairness and diversity in the workplace; processes all grievances related to discipline; and serves as OAG’s chief negotiator on collective bargaining issues for the attorney union.

This division contains the following 2 activities:

- **Personnel and Labor Litigation** – provides litigation representation and advice services to the District government agencies so that they can manage and reduce liability exposure with respect to personnel decisions and to minimize fiscal and programmatic impact; and
- **Office of the Division Deputy** – provides supervision of, and support to, divisional activities, and processes all grievances and unfair labor practice charges brought by the attorneys’ union.

Commercial – provides legal services and advice for numerous core governmental functions, from the procurement of essential goods and services and acquisition of real estate through support of economic development efforts and government property management, to the financing of government operations through bonds and collection of taxes.

This division contains the following 6 activities:

- **Land Use** – provides legal assistance to District agencies with respect to land use planning, zoning, historic preservation, transportation, motor vehicle regulation, and the use of public space;
- **Procurement** – provides legal services, including legal review and advice to the District government and its contracting officials, so that it can enter into legally defensible contracts;
- **Real Estate** – provides legal advice, legal opinions, preparation and review of transactional documents, and real estate litigation services to the District government;
- **Tax and Finance** – provides tax litigation and bond preparation legal services to the District government so that it can obtain better financial documents and can recover funds owed from taxes;
- **Land Acquisition and Bankruptcy** – provides land acquisition and bankruptcy legal services to the District government so that it can recover funds owed from bankruptcy proceedings; and
- **Office of the Division Deputy** – provides supervision of, and support to, divisional activities.

Legal Counsel – provides legal research and advice to the Executive Office of the Mayor (EOM), the Attorney General, department and agency heads, and occasionally, the Council of the District of Columbia; and drafts statutes and regulations for the EOM and the agencies.

This division contains the following 3 activities:

- **Legal Advice** – provides legal guidance, counseling, and legal sufficiency certification services to the District government and its employees so that they can legally and efficiently accomplish the District government’s mission while minimizing risk of adverse legal consequences;
- **Rulemaking** – provides for the review and certification of rulemaking, legislation monitoring, management, and training in the areas of administrative and regulatory law and procedure; and
- **Office of the Division Deputy** – provides supervision of, and support to, divisional activities.

Child Support Services – authorized under Title IV-D of the Social Security Act, this division provides child support services to citizens of the District to enhance the lives of all District children by establishing support orders, enforcing them when necessary, and collecting and distributing the amounts collected to the custodial parents and the children.

This division contains the following 3 activities:

- **Child Support Enforcement Division (CSED)** – provides intake interview and investigatory services to custodial parents so that they can establish paternity, child support, and medical support orders;
- **CSED Enforcement** – provides support order enforcement services to custodial parents and other legal payees so that they can receive support due under child support orders; and
- **Administration Customer Service** – provides support and supervision services to the Child Support Services division to enable them to meet their goals.

Civil Litigation – provides representation for the District of Columbia, its agencies, and employees in civil lawsuits, both jury and non-jury, filed in federal and local courts. Its cases range from simple slip-and-fall and auto accident claims to extremely serious lawsuits, such as medical malpractice resulting in quadriplegia and brain damage. This division handles constitutional challenges to government actions; civil rights actions under 42 U.S.C. § 1983 arising from alleged police misconduct, as well as related common law claims of false arrest and excessive force; and civil rights cases brought by employees and others under Title VII of the 1964 Civil Rights Act (as amended), the Americans with Disabilities Act, and other federal and local anti-discrimination laws. This division also focuses on the office's efforts to use affirmative civil litigation to advance the public interest. It prosecutes judicial and administrative litigation in areas of vital importance to the District's citizenry, including consumer protection, antitrust enforcement, environmental protection, and licensing of businesses and professionals.

This division contains the following 2 activities:

- **General Litigation Sections** – provides litigation avoidance, representation, and advice services to the District government, its agencies, and employees so that liability exposure can be managed and reduced in the numerous civil actions filed against the District and its employees every year; and
- **Office of the Division Deputy** – provides supervision of, and support to, divisional activities.

Public Interest – groups together the functions that concern complex and public interest litigation.

This division contains the following 4 activities:

- **Equity Division** – defends the District government in complex equity actions seeking temporary, preliminary, and permanent injunctive relief that may impact the operations of an agency's program;
- **Civil Enforcement** – provides enforcement, protection, representation, and advisory services to the District government and residents so that they can enjoy reduced risk of harm, protection of rights, and monetary recovery;
- **Public Advocacy** – investigates and prosecutes violations of consumer protection and antitrust laws, receives and responds to consumer complaints against merchants, and represents the public interest in the protection of charitable organizations and assets; and
- **Office of the Division Deputy** – provides supervision of, and support to, divisional activities.

Public Safety – prosecutes juveniles charged with law violations. The division is also responsible for the prosecution of misdemeanor criminal charges within the jurisdiction of the Office of the Attorney General. The division also protects neighborhoods by prosecuting nuisance property offenses, and it assists victims of crimes.

This division contains the following 4 activities:

- **Criminal Section** – provides prosecution services, consultation, and other legal representation services to the District government to enhance the safety of the residents of the District of Columbia through the appropriate resolution of cases;
- **Juvenile Section** – provides prosecution services of juvenile matters, consultation, and other legal representation services to the District government to enhance the safety of the residents of the District of Columbia through the appropriate resolution of cases;
- **Neighborhood and Victims' Services** – provides services to the Neighborhood Services Initiative and victims of crime in the District of Columbia so that they can enjoy reduced risk of harm and the protection of their rights and necessary services, thereby enhancing the achievement of program goals and the residents' quality of life; and
- **Office of the Division Deputy** – provides supervision of, and support to, divisional activities.

Solicitor General – manages the District's civil and criminal appellate litigation and practices most frequently before the District of Columbia Court of Appeals, the United States Court of Appeals for the District of Columbia Circuit, and the Supreme Court of the United States. The docket includes appeals in a wide variety of civil, family, criminal, juvenile, tax, and administrative cases from trial courts and petitions for review from District agencies.

This division contains the following 3 activities:

- **Civil and Administrative Appeals** – provides appellate services in a wide variety of civil and administrative cases;
- **Criminal and Juvenile Appeals** – provides appellate services in criminal and juvenile cases; and
- **Office of the Division Deputy** – provides supervision of, and support to, divisional activities.

Family Services – works on behalf of the District's most vulnerable citizens, including abused and neglected children, domestic violence victims, and incapacitated adults who are being abused or who are self-neglecting.

This division contains the following 4 activities:

- **Child Protection** – provides services to children at risk for abuse and neglect by their caretakers in the District of Columbia to reduce their risk of harm and protect their rights;
- **Domestic Violence Prosecution** – provides services to domestic violence victims in the District of Columbia to reduce their risk of harm and protect their rights, thereby enhancing their quality of life;
- **Office of the Division Deputy** – provides supervision of, and support to, divisional activities; and
- **Mental Health** – provides representation to the Department of Behavioral Health (DBH) and the Department on Disability Services (DDS) in litigating cases in Family Court. Attorneys in the Mental Health Section represent DBH in all parts of the civil commitment process and represent DDS at admission hearings, commission hearings, annual reviews, and guardianship hearings.

Support Services – provides for administrative support in the agency including investigative services.

This division contains the following 2 activities:

- **Support Services and Operations** – provides administrative support not included in the Agency Management program, including procurement; and
- **Investigations** – provides investigation support for the office including child protection matters.

Office of the Attorney General – provides overall supervision and guidance to the entire office, including the legal services provided through the General Counsels to the various subordinate agencies.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

Agency Financial Operations – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This division is standard for all agencies using performance-based budgeting.

FY 2016 Proposed Operating Budget and FTEs, by Division and Activity

Table CB0-4 contains the proposed FY 2016 budget by division and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table CB0-4

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1010) Personnel	285	415	417	2	4.1	4.0	4.0	0.0
(1015) Training and Employee Development	256	429	444	15	1.8	1.0	1.0	0.0
(1030) Property Management	2,336	2,268	1,663	-605	0.0	0.0	0.0	0.0
(1040) IT	2,549	3,029	3,046	16	6.1	6.0	6.0	0.0
Subtotal (1000) Agency Management	5,427	6,142	5,571	-571	12.0	11.0	11.0	0.0
(100F) Agency Financial Operations								
(110F) Budget Operations	156	153	163	10	1.0	1.0	1.0	0.0
(120F) Accounting Operations	799	884	920	36	7.0	7.0	7.0	0.0
Subtotal (100F) Agency Financial Operations	955	1,037	1,083	46	8.0	8.0	8.0	0.0
(1200) Personnel, Labor, and Employment								
(1201) Personnel and Labor Litigation	1,535	1,724	1,480	-244	14.5	14.0	12.0	-2.0
(1202) Human Resources Agency Counsel	573	627	0	-627	4.0	5.0	0.0	-5.0
(1203) Human Rights Agency Counsel	268	289	0	-289	2.0	2.0	0.0	-2.0
(1204) Office of the Division Deputy	598	659	608	-52	5.1	5.0	4.0	-1.0
Subtotal (1200) Personnel, Labor, and Employment	2,974	3,299	2,087	-1,211	25.7	26.0	16.0	-10.0
(2100) Commercial								
(2101) Land Use	626	662	695	33	4.1	4.0	4.0	0.0
(2102) Economic Development	1,585	1,824	0	-1,824	14.0	13.0	0.0	-13.0
(2103) Procurement	481	631	894	263	4.0	3.9	4.9	1.0
(2104) Real Estate	301	311	324	13	2.0	2.0	2.0	0.0
(2106) Transportation	1,248	1,441	0	-1,441	10.0	9.0	0.0	-9.0
(2107) Motor Vehicles	221	256	0	-256	2.0	2.0	0.0	-2.0

(Continued on next page)

Table CB0-4 (Continued)

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(2100) Commercial (Continued)								
(2108) Public Works	489	497	0	-497	4.0	4.0	0.0	-4.0
(2109) Cable Television and Telecommunications	166	331	0	-331	3.0	3.0	0.0	-3.0
(2110) Contracting and Procurement	502	811	0	-811	3.1	5.0	0.0	-5.0
(2111) Technology	180	211	0	-211	1.0	1.0	0.0	-1.0
(2112) Parks and Recreation	243	278	0	-278	2.0	2.0	0.0	-2.0
(2114) Small, Local, Business Dev. Agency Counsel	231	287	0	-287	1.0	2.0	0.0	-2.0
(2116) Office of Public Ed. Facilities Mod. Agency Counsel	306	320	0	-320	2.0	2.0	0.0	-2.0
(2117) Tax and Finance	986	998	1,038	41	7.5	7.3	7.3	0.0
(2118) Land Acquisition and Bankruptcy	457	593	754	161	3.9	4.0	5.0	1.0
(2119) Office of the Division Deputy	449	1,869	1,564	-305	2.0	11.5	10.0	-1.5
(2120) Department of General Services Agency Counsel	542	625	0	-625	4.0	4.0	0.0	-4.0
Subtotal (2100) Commercial	9,014	11,945	5,269	-6,676	69.8	79.7	33.2	-46.5
(3100) Legal Counsel								
(3101) Legal Advice	1,635	1,703	1,709	6	12.9	12.6	11.6	-1.0
(3102) Rulemaking	166	189	189	0	1.0	1.0	1.0	0.0
(3103) Office of the Division Deputy	191	358	196	-162	3.2	2.0	1.0	-1.0
(3104) Health Care Finance Agency Counsel	609	615	0	-615	5.0	5.0	0.0	-5.0
Subtotal (3100) Legal Counsel	2,601	2,864	2,094	-770	22.1	20.6	13.6	-7.0
(4000) Child Support Services								
(4001) Child Support Enforcement Division (CSED)	6,083	7,695	7,830	135	63.2	59.3	59.3	0.0
(4002) CSED Enforcement	9,229	11,317	12,309	992	65.1	73.5	84.5	11.0
(4103) Administration Customer Service	10,521	12,268	12,387	119	76.6	78.7	78.7	0.0
Subtotal (4000) Child Support Services	25,833	31,280	32,526	1,246	204.9	211.5	222.5	11.0
(5100) Civil Litigation								
(5101) General Litigation Sections	6,269	7,005	6,629	-376	51.7	56.5	47.0	-9.5
(5109) Taxicab Agency Counsel	320	301	0	-301	2.0	2.0	0.0	-2.0
(5111) Insurance Agency Counsel	1,769	1,884	0	-1,884	13.1	15.0	0.0	-15.0
(5112) Alcoholic Beverage Regulatory Counsel	326	423	0	-423	3.0	3.0	0.0	-3.0
(5113) Office of the Division Deputy	414	460	461	1	3.1	3.0	3.0	0.0
(5114) Child and Family Services Agency Counsel	1,170	1,236	0	-1,236	9.1	9.0	0.0	-9.0
Subtotal (5100) Civil Litigation	10,267	11,309	7,090	-4,219	82.0	88.5	50.0	-38.5
(5200) Public Interest								
(5201) Equity Division	1,864	1,988	2,348	360	14.3	14.0	16.0	2.0
(5202) Civil Enforcement	1,810	1,954	2,174	220	15.3	16.0	16.0	0.0
(5203) Public Advocacy	1,602	1,794	2,277	483	14.5	14.0	17.0	3.0
(5204) Consumer and Regulatory Affairs Agency Counsel	1,075	1,021	0	-1,021	9.2	8.0	0.0	-8.0
(5205) Environment Agency Counsel	1,294	1,374	0	-1,374	11.8	10.8	0.0	-10.8
(5206) Youth Rehabilitative Services Counsel	360	393	0	-393	4.1	3.0	0.0	-3.0
(5207) Department of Mental Health Agency Counsel	613	685	0	-685	5.6	4.6	0.0	-4.6
(5208) Dept. on Disability Services Agency Counsel	1,041	1,155	0	-1,155	9.0	10.0	0.0	-10.0

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Table CB0-4 (Continued)

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(5200) Public Interest (Continued)								
(5209) OSSE Agency Counsel	1,180	1,392	0	-1,392	9.2	9.0	0.0	-9.0
(5210) D.C. Public Schools Agency Counsel	2,750	2,879	0	-2,879	22.5	24.0	0.0	-24.0
(5211) Office of the Division Deputy	184	203	204	0	1.0	1.0	1.0	0.0
Subtotal (5200) Public Interest	13,773	14,838	7,002	-7,836	116.4	114.4	50.0	-64.4
(6100) Public Safety								
(6101) Criminal Section	2,183	2,676	2,569	-107	28.9	27.0	25.0	-2.0
(6102) Juvenile Section	3,331	3,811	3,608	-203	33.9	37.0	32.0	-5.0
(6104) Neighborhood and Victims' Services	841	1,149	1,019	-130	10.2	9.5	9.0	-0.5
(6107) Fire and Emergency Medical	399	469	0	-469	3.0	3.0	0.0	-3.0
(6108) Police Enforcement	1,212	1,479	0	-1,479	9.1	9.0	0.0	-9.0
(6109) Medical Examiner	125	144	0	-144	1.0	1.0	0.0	-1.0
(6112) Department of Corrections Agency Counsel	477	526	0	-526	3.0	3.0	0.0	-3.0
(6113) Office of the Division Deputy	1,003	987	689	-298	5.1	7.0	5.0	-2.0
Subtotal (6100) Public Safety	9,571	11,240	7,885	-3,355	94.3	96.5	71.0	-25.5
(7000) Solicitor General								
(7001) Civil and Administrative Appeals	1,550	1,505	1,718	213	11.4	11.0	10.5	-0.5
(7002) Criminal and Juvenile Appeals	498	449	461	13	3.1	3.0	3.0	0.0
(7003) Office of the Division Deputy	218	197	325	128	1.0	1.0	2.0	1.0
Subtotal (7000) Solicitor General	2,266	2,150	2,504	354	15.5	15.0	15.5	0.5
(8100) Family Services								
(8101) Child Protection	3,878	4,004	4,085	82	32.7	33.0	32.5	-0.5
(8103) Domestic Violence Prosecution	834	756	900	144	7.6	7.0	8.0	1.0
(8104) Office of the Division Deputy	557	598	634	35	6.1	6.0	6.0	0.0
(8105) Mental Health	714	732	1,076	344	7.3	7.0	10.0	3.0
Subtotal (8100) Family Services	5,983	6,090	6,695	605	53.8	53.0	56.5	3.5
(9200) Support Services								
(9201) Support Services and Operations	1,163	1,367	1,368	2	15.9	16.6	16.6	0.0
(9202) Investigations	994	1,091	1,068	-23	10.2	10.0	10.0	0.0
Subtotal (9200) Support Services	2,157	2,458	2,437	-22	26.1	26.6	26.6	0.0
(9300) Office of the Attorney General								
(9301) Immediate Office	1,455	958	1,787	829	7.1	5.5	18.5	13.0
(9302) Human Services Counsel	1,222	1,325	0	-1,325	10.0	10.0	0.0	-10.0
(9303) Health Counsel	1,991	2,102	0	-2,102	13.1	14.0	0.0	-14.0
(9304) Employment Services Agency Counsel	329	415	0	-415	3.0	3.0	0.0	-3.0
Subtotal (9300) Office of the Attorney General	4,997	4,800	1,787	-3,014	33.3	32.5	18.5	-14.0
Total Proposed Operating Budget	95,816	109,454	84,029	-25,425	763.8	783.2	592.4	-190.9

(Change is calculated by whole numbers and numbers may not add due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's divisions, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of the Attorney General's (OAG) proposed FY 2016 gross budget is \$84,029,159, which represents a 23.2 percent decrease from its FY 2015 approved gross budget of \$109,453,730. The budget is comprised of \$57,124,234 in Local funds, \$22,177,381 in Federal Grant funds, \$407,570 in Private Donations, \$1,848,733 in Special Purpose Revenue funds, and \$2,471,241 in Intra-District funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple divisions, and it estimates how much it would cost an agency to continue its current divisions and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

OAG's FY 2016 CSFL budget is \$55,003,435, which represents a \$10,983,171, or 16.6 percent, decrease from its FY 2015 approved Local funds budget of \$65,986,606.

CSFL Assumptions

The FY 2016 CSFL calculated for OAG included adjustment entries that are not described in detail on table 5. These adjustments include a reduction of \$531,525 to account for the removal of one-time funding appropriated in FY 2015 to implement a new internal document management system. Additionally, adjustments were made for a net increase of \$1,429,825 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$67,845 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

OAG's CSFL funding for Fixed Costs Inflation Factor, reflects an adjustment for a decrease of \$615,483 due to reductions in three commodities: Energy, Security Services, and Occupancy Fixed Costs. Additionally, other adjustments were made for decreases of \$11,333,834 due to the transfer of agency general counsel personnel back to the agencies they serve and for the funding that was included for the Compensation and Classification Reform Project.

It is important to note, for the FY 2016 budget formulation process, newly enacted legislation affected several funding sources and divisions across this agency as well as several other District agencies. Effective October 1, 2014, the D.C. Official Code § 1-608.62 was amended to read as follows: "(5) Effective October 1, 2014, any attorney who is employed by the Office of the Attorney General and performs work primarily as or for the General Counsel of a subordinate agency shall become an attorney employed by the subordinate agency."

Agency Budget Submission

Increase: The proposed budget includes a net increase of \$273,726. This combines increases of \$226,226 to Equipment and Equipment Rental and \$47,500 to Other Services and Charges to cover employee training, membership dues for the National Association of Attorneys General (NAAG) and the International Municipal Lawyers Association (IMLA), and postage due to increased rates and mailings. Additionally, the proposed Local funds budget increased by \$211,226 in Contractual Services – Other, to provide enhanced IT network support for general office operations, and \$99,566 in Supplies and Materials, for IT supply purchases.

The proposed Federal Grant funds budget includes an increase of \$991,562 and 11.0 FTEs in personal services to support two new child support projects aimed at enhancing arrears collection and behavioral intervention, as well as cost-of-living (COLA) and position reclassification adjustments. Contractual Services – Other increased by \$148,164 in the Child Support Services division. Private Donations reflect an increase of \$16,667 in personal services.

The proposed Special Purpose Revenue funds budget include an increase of \$24,812 in Contractual Services – Other to reflect the reallocation of funding from Other Services and Charges to cover increases in vital records costs provided by the Department of Human Services (DHS) for the Child Support Services program. Additionally, personal services contain an increase of \$4,533 to reflect projected COLA and salary step increases.

Decrease: The proposed Local funds budget includes a net decrease of \$584,519 and 75.9 FTEs to personal services to reflect newly enacted legislation. This combines a reduction of 77.5 General Counsel FTEs that is partially offset by the addition of 1.6 FTEs to support daily operations in the Agency Management division.

Federal Grants funds reflect a decrease of \$25,429 in Other Services and Charges, as well as a net reduction of \$139,166 in Fixed Costs due to decreased charges in three commodities: Energy, Telecommunications, and Security Services.

Special Purpose Revenue funds reflect a decrease of \$24,812 due to a decrease in funding for child support paternity warrant services provided to OAG via a Memorandum of Understanding (MOU) with the Metropolitan Police Department (MPD).

Intra-District funds were heavily impacted due to the aforementioned legislation. The previous MOU agreements with subordinate agencies containing General Counsel personnel have been permanently terminated. Due to this change, Intra-District funding has decreased dramatically. A net decrease of \$97,125 combines reductions of \$11,800 in Supplies and Materials and \$85,325 in Other Services and Charges due to movement of General Counsel personnel to the subordinate agencies; Contractual Services decreased by \$161,263; Equipment and Equipment Rental reflects a reduction of \$563,386; and the largest reduction of \$16,736,754 and 131.0 FTEs reflects the net change to personal services. The MOUs with the Department of Housing and Community Development, Department of Consumer and Regulatory Affairs, and the Department of Health Care Finance will remain and continue to support on-line legal database services and training for personnel, and the District Department of Transportation's MOU agreements will continue to cover Driving Under the Influence and Traffic Safety Prosecutor's programs.

Technical Adjustment: OAG's proposed Local funds budget reflects an increase of \$1,368,046 to support performance-related pay adjustments for attorneys.

Mayor's Proposed Budget

No Change: The Office of the Attorney General's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

District's Proposed Budget

Enhance: The proposed budget in Local funds includes increases of \$602,203 and 4.0 FTEs to support consumer protection matters involving the District; and \$150,551 and 1.0 FTE in the Public Safety division to support the Attorney General's juvenile justice initiatives.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table CB0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table CB0-5

(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		65,987	478.7
Removal of One-Time Funding	Multiple Programs	-532	0.0
Other CSFL Adjustments	Multiple Programs	-10,452	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		55,003	478.7
Increase: To support program initiative(s)	Multiple Programs	274	0.0
Increase: To adjust the Contractual Services budget	Agency Management	211	0.0
Increase: To align resources with operational goals	Multiple Programs	100	0.0
Decrease: To adjust personal services	Multiple Programs	-585	-75.9
Technical Adjustment: To support performance related pay adjustments for Attorneys	Multiple Programs	1,368	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		56,371	402.8
No Change		0	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		56,371	402.8
Enhance: To adjust personal services	Public Interest Division	602	4.0
Enhance: To adjust personal services	Public Safety Division	151	1.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		57,124	407.8
FEDERAL GRANT FUNDS: FY 2015 Approved Budget and FTE		21,202	144.6
Increase: To adjust personal services	Multiple Programs	992	11.0
Increase: To adjust the Contractual Services budget	Child Support Services Division	148	0.0
Decrease: To align funding with nonpersonal services costs	Child Support Services Division	-25	0.0
Decrease: To align Fixed Costs with proposed estimates	Child Support Services Division	-139	0.0
FEDERAL GRANT FUNDS: FY 2016 Agency Budget Submission		22,177	155.6
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 Mayor's Proposed Budget		22,177	155.6
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 District's Proposed Budget		22,177	155.6

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Table CB0-5 (Continued)
(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
PRIVATE DONATIONS: FY 2015 Approved Budget and FTE		391	6.5
Increase: To adjust personal services	Multiple Programs	17	0.0
PRIVATE DONATIONS: FY 2016 Agency Budget Submission		408	6.5
No Change		0	0.0
PRIVATE DONATIONS: FY 2016 Mayor's Proposed Budget		408	6.5
No Change		0	0.0
PRIVATE DONATIONS: FY 2016 District's Proposed Budget		408	6.5
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		1,844	2.7
Increase: To adjust the Contractual Services budget	Child Support Services Division	25	0.0
Increase: To adjust personal services	Child Support Services Division	5	0.0
Decrease: To align resources with operational goals	Child Support Services Division	-25	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		1,849	2.7
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		1,849	2.7
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		1,849	2.7
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		20,030	150.7
Decrease: To align resources with operational goals	Multiple Programs	-97	0.0
Decrease: To adjust the Contractual Services budget	Multiple Programs	-161	0.0
Decrease: To align funding with nonpersonal services costs	Multiple Programs	-563	0.0
Decrease: To adjust personal services	Multiple Programs	-16,737	-131.0
INTRA-DISTRICT FUNDS: FY 2016 Agency Budget Submission		2,471	19.7
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		2,471	19.7
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		2,471	19.7
Gross for CB0 - Office of the Attorney General for the District of Columbia		84,029	592.4

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agencies has the following objectives and performance indicators for their divisions:

Agency Management

Objective 1: The objective of the Agency Management division is to guide and support the legal divisions of the office.

KEY PERFORMANCE INDICATORS

Agency Management

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of case/matter review meetings with senior staff	64	12	94	12	15	20
Percent of U.S. mail processed within one business day	97.1%	92%	100%	93%	93.3%	93.5%

Child Support Services

Objective 1: Provide child support services to enhance the lives of all District children.

KEY PERFORMANCE INDICATORS

Child Support Services

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of non-custodial parents enrolled in employment services program	380	72	84	60	60	64
Number of parents newly registered to access their online payment histories	1,570	1,600	1,706	1,625	1,625	1,650
Number of child support orders established	1,946	1,900	2,026	1,900	1,900	1,925

Civil Litigation

Objective 1: Defend the District of Columbia, its agencies, and employees in civil actions.

KEY PERFORMANCE INDICATORS

Civil Litigation

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of civil litigation closed cases	656	350	594	375	400	410

Commercial

Objective 1: Provide legal advice and litigation support in the areas of tax collection, real property, and other commercial transactions, economic development, and municipal finance.

KEY PERFORMANCE INDICATORS

Commercial

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of Legal Sufficiency reviews performed by Land Use and Public Works Section completed timely	79.3%	88%	83%	89%	89%	89%
Percent of Real Estate Transactions Section transactional documents prepared and/or reviewed for legal sufficiency within 60 days	98.8%	96%	97.8%	96.3%	96.5%	96.5%
Percent of litigation success by the Land Acquisition and Bankruptcy Section	98.3%	96%	95%	96%	96%	96%
Percent of Procurement Section non-emergency procurement reviews completed within 60 days	97.4%	96%	94%	96%	96%	96%

Family Services

Objective 1: Reduce the risk of harm and protect the rights of: children at risk for abuse and neglect; domestic violence victims; and incapacitated adults who are being abused or who are self-neglecting.

KEY PERFORMANCE INDICATORS

Family Services

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of favorable resolution in all cases which reach adjudication in the division	97.4%	95.5%	95.2%	96%	96%	96%
Percent of children whose first permanency hearing is held within 12 months of the child's entry into foster care	95%	92.5%	97%	93%	93.3%	93.5%
Percent of cases filed for termination of parental right by the Child Protection Sections within 45 days of the child's goal becoming adoption	86.9%	92%	100%	92.5%	93%	93%

Legal Counsel

Objective 1: Provide legal research and advice for the Executive Office of the Mayor, Office of the Attorney General, client agencies, and occasionally the Council of the District of Columbia.

KEY PERFORMANCE INDICATORS

Legal Counsel

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of rulemaking projects completed for client agencies	58	40	40	40	40	40
Percent of written assignments completed by deadline given by client agency, or 30 days if no deadline given	99.2%	99%	99%	99%	99%	99%
Number of Advisory Neighborhood Commission (ANC) legal questions addressed	12	30	30	16	17	17

Solicitor General

Objective 1: Provide affirmative and defensive appellate litigation services for the District of Columbia government.

KEY PERFORMANCE INDICATORS

Solicitor General

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of favorable resolution in defensive appeals cases	94.8%	92.5%	88.4%	92.6%	92.7%	92.7%
Percent of regular calendar arguments in which a moot court was held	100%	100%	100%	100%	100%	100%

Personnel, Labor, and Employment

Objective 1: Defend District agencies in personnel-related matters.

Objective 2: Hire and retain a highly qualified workforce of attorneys and legal support staff.

KEY PERFORMANCE INDICATORS

Personnel, Labor, and Employment

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of attorneys who left the agency	31	34	31	33	32	31
Number of interns assisting attorneys and staff on an annual basis	262	250	260	250	250	250
Number of in-house training hours taken per legal FTE	18.4	25	18.6	25	25.5	18.5

Public Interest

Objective 1: Provide legal services and advice for complex and public interest litigation.

KEY PERFORMANCE INDICATORS

Public Interest

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Dollar amount collected by the Public Advocacy Section excluding Tobacco Settlement	\$7,153,975	\$2,750,000	\$7,762,691	\$2,800,000	\$2,900,000	\$3,000,000
Number of Closed Cases in the Equity Section	52	60	48	45	46	47

Public Safety

Objective 1: Enforce District laws and regulations by taking appropriate legal action on behalf of the District government.

KEY PERFORMANCE INDICATORS

Public Safety

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of nuisance property prosecutions	10	15	24	15	16	17
Percent Juveniles referred for rehabilitation	84.5%	90%	90.6%	90%	90%	90%
Successful criminal cases per FTE	65	65	267	60	60	60

D.C. Board of Ethics and Government Accountability

www.bega-dc.gov

Telephone: 202-481-3411

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$1,377,197	\$1,497,583	\$1,773,892	18.5
FTEs	10.8	13.0	15.0	15.4

The Board of Ethics and Government Accountability (BEGA) is responsible for overseeing the Office of Government Ethics and the Office of Open Government. The Office of Government Ethics administers and enforces the District of Columbia Code of Conduct. The Office of Open Government enforces government-wide compliance with the D.C. Freedom of Information Act and the Open Meetings Act.

Summary of Services

Specifically, BEGA is responsible for:

- Investigating alleged violations of the Code of Conduct, holding adversarial hearings and, where appropriate, levying sanctions;
- Issuing Advisory Opinions, providing “safe-harbor” for good-faith reliance on these opinions;
- Issuing Advisory Opinions on its own initiative;
- Conducting mandatory ethics training for District government employees;
- Updating and maintaining the District Ethics Manual;
- Receiving and reviewing public financial disclosure statements from public officials and certification statements from Advisory Neighborhood Commissioners;
- Overseeing compliance of certain government employees who must file confidential financial disclosure statements with their agency heads;
- Receiving and auditing lobbyist registration forms and lobbyist activity reports;
- Enforcing the Open Meetings Act;
- Monitoring the District’s compliance with the Freedom of Information Act; and
- Assisting government agencies in the implementation of open government practices.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table AG0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table AG0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
<u>General Fund</u>						
Local Funds	1,041	1,354	1,438	1,684	246	17.1
Special Purpose Revenue Funds	0	23	60	90	30	50.0
Total for General Fund	1,041	1,377	1,498	1,774	276	18.5
Gross Funds	1,041	1,377	1,498	1,774	276	18.5

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table AG0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data

Table AG0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
<u>General Fund</u>						
Local Funds	6.6	10.8	13.0	15.0	2.0	15.4
Total for General Fund	6.6	10.8	13.0	15.0	2.0	15.4
Total Proposed FTEs	6.6	10.8	13.0	15.0	2.0	15.4

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table AG0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table AG0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	546	963	1,019	1,313	294	28.8
12 - Regular Pay - Other	3	1	112	0	-112	-100.0
13 - Additional Gross Pay	1	1	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	97	181	238	254	16	6.8
Subtotal Personal Services (PS)	647	1,146	1,369	1,566	197	14.4
20 - Supplies and Materials	10	6	3	3	0	0.0
31 - Telephone, Telegraph, Telegram, Etc.	16	1	0	0	0	N/A
40 - Other Services and Charges	286	221	123	202	79	64.1
70 - Equipment and Equipment Rental	82	3	3	3	0	0.0
Subtotal Nonpersonal Services (NPS)	394	231	129	208	79	61.3
Gross Funds	1,041	1,377	1,498	1,774	276	18.5

*Percent change is based on whole dollars.

Program Description

The District of Columbia Board of Ethics and Government Accountability operates through the following 2 programs:

Office of Open Government – administers and enforces the Code of Conduct through the Ethics Board, monitors the District’s compliance with the Freedom of Information Act (FOIA), assists the public and promotes effective use of the District’s FOIA, and resolves disputes between agencies and requesters regarding access to government records.

Board of Ethics – receives, investigates, assesses, and adjudicates violations of the Code of Conduct; provides mandatory ethics training; issues rules and regulations governing the ethical conduct of employees and public officials; and provides for an anonymous and confidential receipt of information related to violations of the Code of Conduct or other information with regard to its administration or enforcement.

Program Structure Change

The District of Columbia Board of Ethics and Government Accountability has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table AG0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table AG0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Office of Open Government								
(1100) Office of Open Government	417	300	442	142	2.0	2.0	3.0	1.0
Subtotal (1000) Office of Open Government	417	300	442	142	2.0	2.0	3.0	1.0
(2000) Board of Ethics								
(2010) Board of Ethics	960	1,198	1,332	134	8.8	11.0	12.0	1.0
Subtotal (2000) Board of Ethics	960	1,198	1,332	134	8.8	11.0	12.0	1.0
Total Proposed Operating Budget	1,377	1,498	1,774	276	10.8	13.0	15.0	2.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The District of Columbia Board of Ethics and Government Accountability's (BEGA) proposed FY 2016 gross budget is \$1,773,892, which represents an 18.5 percent increase over its FY 2015 approved gross budget of \$1,497,583. The budget is comprised of \$1,683,892 in Local funds and \$90,000 in Special Purpose Revenue funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

BEGA's FY 2016 CSFL budget is \$1,474,032, which represents a \$36,449, or 2.5 percent, increase over the FY 2015 approved Local funds budget of \$1,437,583.

CSFL Assumptions

The FY 2016 CSFL calculated for BEGA included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$36,449 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015.

Agency Budget Submission

Increase: In order to effectively investigate, improve review of ethics complaints, and process financial disclosure and lobbyist activity filings timely, BEGA proposes an increase of \$120,942 in Local funds to reflect the reclassification of 2.0 Full-Time Equivalent (FTE) positions in the Board of Ethics program from part-time to full-time status. This budget also includes funding for projected salary steps and other personal services adjustments. Additionally, the budget in Local funds reflects an increase of \$8,912 in nonpersonal services to cover projected costs for office support, professional services, and employee stipends.

Other adjustment includes an increase of \$30,000 in Special Purpose Revenue funds to support the projected revenue stream for the agency's Accountability Fund.

Decrease: The Local funds budget reflects a decrease of \$129,853 and 2.0 FTEs in the Board of Ethics program.

Mayor's Proposed Budget

No Change: Board of Ethics and Government Accountability's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

District's Proposed Budget

Enhance: The Local funds budget reflects an increase of \$169,860 to support a new Attorney Advisor position and a new Ethics Trainer position. Other adjustments include increases of \$25,000 to cover compensation for board members and \$15,000 for the Office of Open Government to fund a website upgrade.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table AG0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table AG0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		1,438	13.0
Other CSFL Adjustments	Multiple Programs	36	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		1,474	13.0
Increase: To adjust personal services	Multiple Programs	121	2.0
Increase: To align resources with operational goals	Office of Open Government	9	0.0
Decrease: To adjust temporary full-time personal services and Fringe Benefits with projected costs	Multiple Programs	-130	-2.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		1,474	13.0
No Change		0	0.0
LOCAL FUND: FY 2016 Mayor's Proposed Budget		1,474	13.0
Enhance: To support additional FTEs	Multiple Programs	170	2.0
Enhance: To align funding with nonpersonal services costs	Board of Ethics	25	0.0
Enhance: To support program initiative(s)	Office of Open Government	15	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		1,684	15.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		60	0.0
Increase: To align budget with projected revenues	Board of Ethics	30	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		90	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		90	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		90	0.0
Gross for AG0 - D.C. Board of Ethics and Government Accountability		1,774	15.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Board of Ethics¹

Objective 1: Conduct timely and appropriate investigations and enforcement actions.

Objective 2: Conduct mandatory training on the Code of Conduct and produce ethics training materials and a plain-language guide.

Objective 3: Issue formal, written Advisory Opinions upon application made by an employee or public official subject to the Code of Conduct and issue, on its own initiative, an advisory opinion on any general questions of law it deems of sufficient public importance.

KEY PERFORMANCE INDICATORS

Board of Ethics

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of formal written Advisory Opinions issued within 30 days of receipt of complete information from requestor	Not Available	75%	69.2%	80%	80%	80%
Percent of investigations resolved by dismissal, negotiated disposition, or issuance of Notice of Violation within 120 days of initiation ²	Not Available	Not Available	Not Available	65%	65%	65%
Percent of final Ethics Board orders issued within 45 days of close of hearing record ³	Not Available	Not Available	Not Available	80%	80%	80%

Office of Open Government

Objective 1: Promote Transparency and Open Government Policies.⁴

Objective 2: Ensure Compliance with the Freedom of Information Act (FOIA) and the Open Meetings Act (OMA).

KEY PERFORMANCE INDICATORS

Office of Open Government (OOG)

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of Boards and Commissions trained on the Open Meetings Act	Not Available	50%	16.2%	25%	45%	65%
Percent of Agencies trained on Freedom of Information Act ⁵	Not Available	80%	35.2%	65%	80%	80%
Percent of public core documents accessible on the BEGA website	Not Available	98%	100%	100%	100%	100%
Percent of public core documents posted to the BEGA website within five business days	Not Available	98%	100%	100%	100%	100%

Performance Plan Endnotes

¹The Board of Ethics consists of three Board Members. The Board of Ethics also includes the Office of Government Ethics staff, which includes the Director of Government Ethics, attorneys, investigators, and administrative support staff.

²This Key Performance Indicator (KPI) replaces the previous FY 2014 KPI, "Percent of investigations resolved by dismissal, negotiated disposition, or issuance of Notice of Violation within 90 days of initiation."

³This KPI replaces the previous FY 2014 KPI, "Percent of enforcement actions completed within 75 days (from issuance of the Notice of Violation to final order of the Ethics Board)."

⁴As referenced in Mayor's Order 2014-170 Transparency, Open Government and Open Data Directive.

⁵OOG will conduct yearly citywide trainings of all District government agencies and will perform agency specific trainings upon request.

Innovation Fund

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$15,000,000	\$0	\$0	N/A

The mission of the Innovation Fund is to provide competitive grant funds to District nonprofit organizations in education, job training, health, senior services, arts, public safety, and the environment for the purpose of growing and diversifying our economy, educating and preparing our residents for the emerging new economy, improving the quality of life for all residents, and increasing our city's sustainability.

The Innovation Fund, to be administered by the Community Foundation for the National Capital Region, was established in 2013 as part of the District's FY 2014 budget. The innovation Fund was created under the One City Fund Establishment Act of 2013. The Community Foundation for the National Capital Region does not provide direct services to families; however, it sub-grants funds and provides technical assistance to nonprofit organizations that provide direct services to District residents and families and thereby promote a growing economy, educational improvement, increasing sustainability, and improving the quality of life for all residents. By housing the One City Fund outside the government and with strict rules that insulate it from politics, we ensure that grant decisions are kept at arm's length from the District government and made entirely on the merits of organizations' proposals.

The agency's FY 2016 budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table EF0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2014 actual expenditures.

Table EF0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund					
Local Funds	15,000	0	0	0	N/A
Total for General Fund	15,000	0	0	0	N/A
Gross Funds	15,000	0	0	0	N/A

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table EF0-2 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2014 actual expenditures.

Table EF0-2
(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
50 - Subsidies and Transfers	15,000	0	0	0	N/A
Subtotal Nonpersonal Services (NPS)	15,000	0	0	0	N/A
Gross Funds	15,000	0	0	0	N/A

*Percent change is based on whole dollars.

Program Description

The Innovation Fund operates through the following program:

Innovation Fund – provides competitive grant funds to District nonprofit organizations in education, job training, health, senior services, arts, public safety, and the environment.

This program contains the following activity:

- **Agency Oversight and Support** – assists with the administration of the Local grant received by the Community Foundation for the National Capital Region.

Program Structure Change

The Innovation Fund has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table EF0-3 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table EF0-3

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Innovation Fund								
(1100) Agency Oversight and Support	15,000	0	0	0	0.0	0.0	0.0	0.0
Subtotal (1000) Innovation Fund	15,000	0	0	0	0.0	0.0	0.0	0.0
Total Proposed Operating Budget	15,000	0	0	0	0.0	0.0	0.0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Innovation Fund's proposed FY 2016 gross budget is zero, which represents no change from its FY 2015 approved gross budget of zero. The budget is comprised entirely of Local funds.

Statehood Initiatives Agency

Description	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$225,800	\$229,701	1.7
FTEs	1.0	1.0	0.0

The mission of the Statehood Initiatives Agency (SIA) is to inform the Congress and individual members of Congress that the District residents meet the standards traditionally required by Congress for the admission as a state of the United States; to monitor the progress of the petition for admission of the District of Columbia to statehood pending before the Congress and report on the progress to the District residents; and to advise the District on matters of public policy that bear on the achievement of statehood.

The agency may employ staff and expend funds donated by private sources for public purposes related to the achievement of statehood and may carry out any other powers or duties as may be provided by law.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table AR0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget.

Table AR0-1
(dollars in thousands)

Appropriated Fund	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund				
Local Funds	226	230	4	1.7
Total for General Fund	226	230	4	1.7
Gross Funds	226	230	4	1.7

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table AR0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type.

Table AR0-2

Appropriated Fund	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund				
Local Funds	1.0	1.0	0.0	0.0
Total for General Fund	1.0	1.0	0.0	0.0
Total Proposed FTEs	1.0	1.0	0.0	0.0

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table AR0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget.

Table AR0-3
(dollars in thousands)

	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
Comptroller Source Group				
11 - Regular Pay - Continuing Full Time	111	110	-1	-1.3
14 - Fringe Benefits - Current Personnel	14	15	1	4.6
Subtotal Personal Services (PS)	126	125	-1	-0.6
50 - Subsidies and Transfers	100	105	5	4.6
Subtotal Nonpersonal Services (NPS)	100	105	5	4.6
Gross Funds	226	230	4	1.7

*Percent change is based on whole dollars.

Program Description

The Statehood Initiatives Agency operates through the following 2 programs:

Office of the Statehood Delegation – provides support to the Statehood Delegation in promoting statehood and voting rights for the citizens of the District of Columbia.

New Columbia Statehood Commission – educates advocates, promotes, and advances the proposition of statehood and voting rights for the District of Columbia to District residents and citizens of the 50 states.

Program Structure Change

The proposed program structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at www.cfo.dc.gov on the Annual Operating Budget and Capital Improvement Plan page.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table AR0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget.

Table AR0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands			Full-Time Equivalents		
	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Statehood Initiatives Agency						
(1010) Statehood Initiative Agency	226	0	-226	1.0	0.0	-1.0
Subtotal (1000) Statehood Initiative Agency	226	0	-226	1.0	0.0	-1.0
(2000) Office of the Statehood Delegation						
(2000) Office of the Statehood Delegation	0	125	125	0.0	1.0	1.0
Subtotal (2000) Office of the Statehood Delegation	0	125	125	0.0	1.0	1.0
(3000) New Columbia Statehood Commission						
(3000) New Columbia Statehood Commission	0	105	105	0.0	0.0	0.0
Subtotal (3000) New Columbia Statehood Commission	0	105	105	0.0	0.0	0.0
Total Proposed Operating Budget	226	230	4	1.0	1.0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Statehood Initiatives Agency's (SIA) proposed FY 2016 gross budget is \$229,701, which represents a 1.7 percent increase over its FY 2015 approved gross budget of \$225,800. The budget is comprised entirely of Local funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

SIA's FY 2016 CSFL budget is \$229,701, which represents a \$3,901, or 1.7 percent, increase over the FY 2015 approved Local funds budget of \$225,800.

CSFL Assumptions

The FY 2016 CSFL calculated for SIA included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$3,901 in personal services to account for Fringe Benefit

costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015.

Agency Budget Submission

Increase: The SIA's budget proposal reflects an increase of \$4,631 to cover costs related to planned activities to promote statehood for residents of the District.

Decrease: The SIA's budget proposal reflects a net decrease of \$4,631 due to salary and Fringe Benefit adjustments.

Mayor's Proposed Budget

No Change: The SIA's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

District's Proposed Budget

The proposed FY 2016 budget for the Statehood Initiatives Agency has been restructured to ensure accessibility and transparency for how taxpayer dollars will be disbursed. Programs in the restructured budget will better reflect the organizational structure of the agency. In addition, the New Columbia Statehood Initiative and Omnibus Boards and Commissions Reform Amendment Act of 2014, (D.C. Law 20-271, 62 DCR 6642), and corresponding Emergency legislation (D.C. Act Nos. 20-481, 21-7), establishes the New Columbia Statehood Fund. This special fund receives deposits from several sources including the net receipts pursuant to the income-tax check-off provided in D.C. Official Code § 47-1812.11c. The fund is intended to support the Statehood Delegation, its members, the New Columbia Statehood Commission, and efforts to promote statehood and voting rights for the citizens of the District of Columbia.

Enhance: In order to align the budget in Local funds with operational goals, SIA has reallocated its resources amongst two newly created programs described in the Program Description section of this chapter. This realignment accounts for an allocation of \$125,070 and 1.0 FTE to the Office of the Statehood Delegation and an increase of \$104,631 to the New Columbia Statehood Commission.

Reduce: The agency's program realignment eliminates the existing budget of \$229,701 and 1.0 FTE in the Statehood Initiative Agency program and reallocates the resources as previously described.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table AR0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table AR0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		226	1.0
Other CSFL Adjustments	Multiple Programs	4	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		230	1.0
Increase: To align funding with nonpersonal services costs	Statehood Initiative Agency	5	0.0
Decrease: To adjust personal services	Statehood Initiative Agency	-5	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		230	1.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		230	1.0
Enhance: To align resources with operational goals	Office of the Statehood Delegation	125	1.0
Enhance: To align resources with operational goals	New Columbia Statehood Commission	105	0.0
Reduce: Realignment of program structure	Statehood Initiative Agency	-230	-1.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		230	1.0
Gross for AR0 - Statehood Initiative Agency		230	1.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Office of the Inspector General

<http://oig.dc.gov>

Telephone: 202-727-2540

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$15,041,587	\$16,919,884	\$17,215,212	1.7
FTEs	105.8	112.0	112.0	0.0

The mission of the Office of the Inspector General (OIG) is to conduct independent audits, investigations, and inspections to detect and prevent fraud, waste, and mismanagement, and to help the District of Columbia government improve its programs and operations by promoting economy, efficiency, and effectiveness.

Summary of Services

OIG initiates and conducts independent financial and performance audits, inspections, and investigations of District government operations; serves as the principal liaison between the District government and the U.S. Government Accountability Office; conducts other special audits, assignments, and investigations; audits procurement and contract administration on a continual basis; forwards to the appropriate authorities evidence of criminal wrongdoing that is discovered as the result of audits, inspections, or investigations conducted by the Office; enters into a contract with an outside audit firm to perform the annual audit of the District government's financial operations with the results published in the Comprehensive Annual Financial Report (CAFR); and chairs the CAFR oversight committee.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table AD0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table AD0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	11,894	13,010	14,348	14,595	247	1.7
Total for General Fund	11,894	13,010	14,348	14,595	247	1.7
Federal Resources						
Federal Grant Funds	1,855	2,032	2,572	2,620	48	1.9
Total for Federal Resources	1,855	2,032	2,572	2,620	48	1.9
Gross Funds	13,749	15,042	16,920	17,215	295	1.7

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table AD0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table AD0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	86.3	89.8	94.8	94.8	0.0	0.0
Total for General Fund	86.3	89.8	94.8	94.8	0.0	0.0
Federal Resources						
Federal Grant Funds	15.2	16.0	17.2	17.2	0.0	0.0
Total for Federal Resources	15.2	16.0	17.2	17.2	0.0	0.0
Total Proposed FTEs	101.5	105.8	112.0	112.0	0.0	0.0

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table AD0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table AD0-3

(dollars in thousands)

	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
Comptroller Source Group						
11 - Regular Pay - Continuing Full Time	8,671	9,093	10,177	10,628	451	4.4
13 - Additional Gross Pay	31	76	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	1,718	1,807	2,412	2,179	-233	-9.7
15 - Overtime Pay	0	0	0	0	0	N/A
Subtotal Personal Services (PS)	10,420	10,976	12,589	12,807	218	1.7
20 - Supplies and Materials	13	26	32	39	7	22.0
30 - Energy, Communication and Building Rentals	0	1	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	17	21	13	13	0	0.0
32 - Rentals - Land and Structures	228	228	228	228	0	0.0
35 - Occupancy Fixed Costs	1	0	1	1	0	0.0
40 - Other Services and Charges	3,010	3,560	3,805	3,871	66	1.7
50 - Subsidies and Transfers	0	0	236	236	0	0.0
70 - Equipment and Equipment Rental	60	229	17	20	4	22.0
Subtotal Nonpersonal Services (NPS)	3,329	4,065	4,331	4,408	77	1.8
Gross Funds	13,749	15,042	16,920	17,215	295	1.7

*Percent change is based on whole dollars.

Program Description

The Office of the Inspector General operates through the following 3 programs:

Accountability, Control, and Compliance – provides audits and inspections of and for the District government that focus efforts on mitigating risks that pose the most serious challenges to District agencies and other stakeholders. Through this work, District government entities can better maintain fiscal integrity and operational readiness to reduce fraud, waste, and mismanagement.

This program contains the following 2 activities:

- **Audit** – conducts audits, reviews, and analysis of financial, operational, and programmatic functions; and
- **Inspections and Evaluations** – inspects and evaluates District agencies in accordance with defined performance criteria, evaluates management and programs, and makes recommendations relating to improving overall efficiency and effectiveness.

Law Enforcement and Compliance – conducts investigations of allegations of waste, fraud, and abuse relating to the programs and operations of the District government.

This program contains the following 3 activities:

- **Investigations** – investigates fraud and other misconduct by District government employees and contractors doing business with the District of Columbia;
- **Medicaid Fraud Control Unit (MFCU) 25% Match** – represents the Local match associated with the MFCU federal grant; and
- **Medicaid Fraud Control Unit** – investigates and prosecutes cases of patient abuse and neglect and cases of Medicaid fraud by health care providers.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Office of the Inspector General has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table AD0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table AD0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1010) Personnel	189	195	204	9	1.4	1.5	1.4	0.0
(1020) Contracting and Procurement	429	354	367	13	2.3	2.5	2.4	0.0
(1030) Property Management	26	36	44	8	0.0	0.0	0.0	0.0
(1040) Information Technology	605	521	540	19	3.3	3.5	3.4	0.0
(1050) Financial Management	285	334	341	7	2.3	2.5	2.4	0.0
(1060) Legal	689	726	724	-2	5.2	5.5	5.5	0.0
(1070) Fleet Management	16	9	11	2	0.0	0.0	0.0	0.0
(1085) Customer Service	103	126	140	14	1.3	1.3	1.3	0.0
Subtotal (1000) Agency Management	2,342	2,302	2,371	69	15.8	16.6	16.6	0.0
(2000) Accountability, Control and Compliance								
(2010) Audit	6,190	6,723	6,719	-4	29.8	31.5	31.5	0.0
(2030) Inspections and Evaluations	1,299	1,511	1,555	44	12.8	13.5	13.5	0.0
Subtotal (2000) Accountability, Control and Compliance	7,489	8,235	8,275	40	42.6	45.0	45.0	0.0
(3000) Law Enforcement and Compliance								
(3010) Investigations	2,577	3,103	3,222	119	26.0	27.5	27.5	0.0
(3020) MFCU 25% Match	602	709	728	19	5.4	5.8	5.8	0.0
(3030) Medicaid Fraud Control Unit	2,032	2,572	2,620	48	16.0	17.2	17.2	0.0
Subtotal (3000) Law Enforcement and Compliance	5,210	6,384	6,570	186	47.5	50.5	50.5	0.0
Total Proposed Operating Budget	15,042	16,920	17,215	295	105.8	112.0	112.0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of the Inspector General's (OIG) proposed FY 2016 gross budget is \$17,215,212, which represents a 1.7 percent increase over its FY 2015 approved gross budget of \$16,919,884. The budget is comprised of \$14,594,721 in Local funds and \$2,620,491 in Federal Grant funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

OIG's FY 2016 CSFL budget is \$14,594,721, which represents a \$247,039, or 1.7 percent, increase over the FY 2015 approved Local funds budget of \$14,347,682.

CSFL Assumptions

The FY 2016 CSFL calculated for OIG included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$247,039 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015.

Agency Budget Submission

Increase: To continue providing quality investigative services to the District, OIG proposed the following FY 2016 budget changes. In Local funds, the budget increased by \$36,365 in nonpersonal services. This includes \$30,345 in Other Services and Charges to fund training for auditors and investigators, \$5,099 to purchase supplies for daily operations, and \$921 to support the local grant match amount for the Medicaid Fraud and Control activities.

In Federal Grant funds, the nonpersonal services budget increased by \$40,673 and includes \$1,850 for Supplies and Materials; \$36,061 in Other Services and Charges to cover case tracking services, Lexis-Nexis on-line research fees, parking costs for the office fleet, and repairs and maintenance of office equipment; and \$2,762 in Equipment and Equipment Rental costs. In addition, the personal services budget increased by \$7,615 in the Law Enforcement and Compliance program to provide additional support for fraud investigations.

Decrease: OIG reduced its Local funds personal services budget in the amount of \$36,365 to reflect a net reduction in salary and Fringe Benefit costs.

Mayor's Proposed Budget

No Change: The Office of the Inspector General's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

District's Proposed Budget

No Change: The Office of the Inspector General's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table AD0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table AD0-5

(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		14,348	94.8
Other CSFL Adjustments	Multiple Programs	247	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		14,595	94.8
Increase: To align funding with nonpersonal services costs	Multiple Programs	36	0.0
Decrease: To adjust continuing full time personal services and Fringe Benefits with projected costs	Multiple Programs	-36	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		14,595	94.8
No Change		0	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		14,595	94.8
No Change		0	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		14,595	94.8
FEDERAL GRANT FUNDS: FY 2015 Approved Budget and FTE		2,572	17.2
Increase: To align funding with nonpersonal services costs	Law Enforcement and Compliance	41	0.0
Increase: To adjust continuing full time personal services and Fringe Benefits with projected costs	Law Enforcement and Compliance	8	0.0
FEDERAL GRANT FUNDS: FY 2016 Agency Budget Submission		2,620	17.2
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 Mayor's Proposed Budget		2,620	17.2
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 District's Proposed Budget		2,620	17.2
Gross for AD0 - Office of the Inspector General		17,215	112.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Accountability, Control, and Compliance Program

Objective 1: Use the Accountability, Control, and Compliance Program to conduct audits and inspections for the District government, focusing efforts on mitigating risks that pose the most serious challenges to District agencies and other stakeholders.

KEY PERFORMANCE INDICATORS

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of final audit reports issued (financial/performance)	37	28	34	28	28	28
Potential monetary benefits resulting from audits (in millions)	\$30.30	\$25	\$41.82	\$25	\$25	\$25
Number of final inspections/evaluation reports issued	10	10	10	10	10	10

Law Enforcement and Compliance Program

Objective 1: Use the Law Enforcement and Compliance program to conduct investigations into allegations of waste, fraud, and abuse relating to the programs and operations of the District Government.

KEY PERFORMANCE INDICATORS

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of complaints evaluated within ten days of receipt in investigations	91.9%	85%	100%	85%	85%	85%
Number of criminal/civil resolutions obtained in Medicaid Fraud Control Unit cases	23	24	17	26	24	24
Percent of referral letters sent to District department or agency within ten work days of complaint being assigned to investigations	85%	85%	100%	85%	85%	85%

Tax Revision Commission

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$367,784	\$0	\$0	N/A

The mission of the Tax Revision Commission (TRC) is to conduct a broad and deep review of the District’s tax laws, tax expenditures, revenues, tax base, and economy, and to provide the Council and the Mayor with recommendations for reform.

The Commission was established pursuant the Tax Revision Commission Reestablishment Act of 2011 (“the Act”) to prepare comprehensive recommendations to the Council and the Mayor that provide for fairness in apportionment of taxes; broaden the tax base; make the District’s tax policy more competitive with surrounding jurisdictions; encourage business growth and job creation; and modernize, simplify, and increase transparency in the District’s tax code.

The Act (as amended by Tax Revision Commission Report Extension and Procurement Streamlining Congressional Review Emergency Declaration Resolution of 2013) stipulated that upon the submission of its final report on the District’s tax policy to the Council and the Mayor at the end of fiscal year 2013 that it would be abolished. To complete its duties, the Approved Fiscal Year 2014 budget provided funding to allow the agency to operate through the end of the first quarter of the District’s fiscal year, that is, through December 2013, with certain closing functions occurring through March 2014.

The agency’s FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table PM0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table PM0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	603	368	0	0	0	N/A
Total for General Fund	603	368	0	0	0	N/A
Gross Funds	603	368	0	0	0	N/A

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table PM0-2 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table PM0-2
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	152	87	0	0	0	N/A
12 - Regular Pay - Other	29	0	0	0	0	N/A
13 - Additional Gross Pay	0	4	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	28	16	0	0	0	N/A
15 - Overtime Pay	0	0	0	0	0	N/A
Subtotal Personal Services (PS)	209	108	0	0	0	N/A
20 - Supplies and Materials	0	0	0	0	0	N/A
40 - Other Services and Charges	0	260	0	0	0	N/A
41 - Contractual Services - Other	394	0	0	0	0	N/A
Subtotal Nonpersonal Services (NPS)	394	260	0	0	0	N/A
Gross Funds	603	368	0	0	0	N/A

*Percent change is based on whole dollars.

Program Description

The Tax Revision Commission operates through the following program:

Tax Revision Commission – conducts a broad review of the District’s tax laws, tax expenditures, revenues, tax base, and economy, and provides the Council and the Mayor with recommendations for reform.

In the FY 2013 approved budget, the District allocated \$808,000 in Local funds to the Office of the Chief Financial Officer (OCFO) to re-establish the TRC. The OCFO reallocated these funds to the TRC during FY 2013; however, the TRC was not formally established as a separate agency in the FY 2013 approved budget. The FY 2013 and 2014 actual expenditures reflect the transfer of the FY 2013 funds from the OCFO, as well as Section 26 of the “Fiscal Year 2014 Budget Request Act of 2013” which stated that any portion of funding left unexpended at the end of fiscal year 2013 shall be available for the same purpose in FY 2014. In addition, although the agency allocated funding to cover salaries, the positions did not fall under the District’s personnel authority and were therefore not reflected in the budget.

Program Structure Change

The Tax Revision Commission has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table PM0-3 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table PM0-3

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Tax Revision Commission								
(1100) Tax Revision Commission	368	0	0	0	0.0	0.0	0.0	0.0
Subtotal (1000) Tax Revision Commission	368	0	0	0	0.0	0.0	0.0	0.0
Total Proposed Operating Budget	368	0	0	0	0.0	0.0	0.0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency’s programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer’s website.

FY 2016 Proposed Budget Changes

The Tax Revision Commission has no changes from the FY 2015 approved budget to the FY 2016 proposed budget.

Office of the Chief Financial Officer

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Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$128,945,040	\$166,347,577	\$170,933,828	2.8
FTEs	888.7	962.0	969.8	0.8

The mission of the Office of the Chief Financial Officer (OCFO) is to provide financial management services to the government and the people of the District of Columbia, to sustain the District's long-term fiscal and economic viability.

Summary of Services

The Office of the Chief Financial Officer provides enhanced fiscal and financial stability, accountability, and integrity for the Government of the District of Columbia. The OCFO ensures that District spending levels remain within approved budgets and available revenues for each fiscal year, so that spending deficits do not occur; maintains adequate cash balances; minimizes receivables balances; manages the District's debt and finances in a manner that provides optimal opportunities to maximize bond ratings and minimize the cost of borrowed capital; ensures that the ratio of total debt service to General Fund expenditures remains within a maximum of 12 percent; improves tax payment compliance by increasing collections from the accounts receivable balance and the non-filer population, as measured by percentage change in delinquent collections; develops and supports financial management systems that provide accurate and timely information; and produces the District's Comprehensive Annual Financial Report (CAFR) on time with an unqualified clean opinion.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table AT0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table AT0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	99,682	108,865	114,378	118,144	3,766	3.3
Special Purpose Revenue Funds	14,387	12,873	43,826	44,196	370	0.8
Total for General Fund	114,069	121,738	158,204	162,340	4,136	2.6
Federal Resources						
Federal Grant Funds	432	421	525	525	0	0.0
Total for Federal Resources	432	421	525	525	0	0.0
Private Funds						
Private Donations	56	0	0	0	0	N/A
Total for Private Funds	56	0	0	0	0	N/A
Intra-District Funds						
Intra-District Funds	6,839	6,786	7,619	8,069	450	5.9
Total for Intra-District Funds	6,839	6,786	7,619	8,069	450	5.9
Gross Funds	121,396	128,945	166,348	170,934	4,586	2.8

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table AT0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table AT0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	769.6	826.6	874.4	874.4	0.0	0.0
Special Purpose Revenue Funds	26.7	27.8	44.0	49.0	5.0	11.4
Total for General Fund	796.3	854.4	918.4	923.4	5.0	0.5
Intra-District Funds						
Intra-District Funds	46.8	34.3	43.6	46.5	2.8	6.5
Total for Intra-District Funds	46.8	34.3	43.6	46.5	2.8	6.5
Total Proposed FTEs	843.1	888.7	962.0	969.8	7.8	0.8

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table AT0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table AT0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	66,668	70,535	80,143	84,785	4,642	5.8
12 - Regular Pay - Other	713	621	721	1,015	294	40.9
13 - Additional Gross Pay	665	425	51	51	0	0.0
14 - Fringe Benefits - Current Personnel	14,207	14,964	17,720	18,241	521	2.9
15 - Overtime Pay	759	634	25	25	0	0.0
Subtotal Personal Services (PS)	83,013	87,178	98,659	104,117	5,458	5.5
20 - Supplies and Materials	266	304	438	471	32	7.4
31 - Telephone, Telegraph, Telegram, Etc.	63	0	0	0	0	N/A
40 - Other Services and Charges	5,898	6,578	12,448	12,411	-36	-0.3
41 - Contractual Services - Other	30,325	28,920	54,040	53,239	-801	-1.5
50 - Subsidies and Transfers	222	0	0	0	0	N/A
70 - Equipment and Equipment Rental	1,610	5,965	762	695	-67	-8.8
Subtotal Nonpersonal Services (NPS)	38,384	41,767	67,688	66,816	-872	-1.3
Gross Funds	121,396	128,945	166,348	170,934	4,586	2.8

*Percent change is based on whole dollars.

Program Description

The Office of the Chief Financial Officer operates through the following 9 programs:

Financial Operations and Systems – carries out the District’s accounting operations, including critical functions such as District-wide general ledger accounting, financial reporting, and pay and retirement services. The program produces the CAFR, which shows the District’s financial position at the end of each fiscal year. The program also develops accounting policies and procedures, policies that support the System of Accounting and Reporting (SOAR), the District’s formal book of record, and policies and procedures for other areas of financial management throughout the OCFO.

This program contains the following 6 activities:

- **Operations and Administration** – provides leadership, general program management, personnel, procurement, automated accounting system access security, fixed asset accountability, and other logistical support services to Office of Financial Operations and Systems staff for general accounting services, specialized accounting systems management, payroll, financial reporting, accounting policies and procedures, and benefits administration for employees, agencies, and District leaders for their use in decision-making. Additionally, this activity provides citizens with financial information so that they can keep abreast of the District’s financial position;
- **Accounting Operations** – provides District-wide General Ledger accounting in order to maintain the official automated book of record on which the financial position of the District is ascertained for the District’s elected and appointed leaders, Congress, District agencies (directors, financial managers, and employees), public and private financial communities, and the general public. This activity ensures timely and accurate information on the District’s financial position and facilitates to decision-makers;
- **Financial Policies and Procedures** – provides recorded references for standard government accounting practices (policies and theories) and guidelines for operation (procedures and process flows) of the District’s daily accounting functions and the supporting automated system of record to ensure that accounting and financial managers and their staff follow the District’s financial policy and procedures;
- **Financial Control and Reporting** – provides statements of financial position for the Mayor, Council of the District of Columbia, Congress, District managers, national bond-rating agencies, and the general public to enable informed decisions based on timely and accurate financial information;
- **Federal Annuitant Benefits Administration** – provides accurate and timely annuity payments and related benefits to former and retired federal law enforcement officers; and
- **Payroll Disbursements and Wage Reporting** – provides a record of compensation and related payments to District employees with accurate and timely paychecks.

Budget and Planning (Budget Development and Execution) – prepares, monitors, analyzes, and executes the District government’s budget, including operating, capital, and enterprise funds, in a manner that facilitates fiscal integrity and maximizes services to taxpayers. This program also provides advice to policy-makers on the District government’s budget and has the primary responsibility for ensuring that the budget is balanced at the time of budget formulation and maintaining that balance throughout the year as the budget is executed.

This program contains the following 4 activities:

- **Executive Direction and Support** – provides general program management, leadership, technical assistance, and support services to Office of Budget and Planning staff and other District government personnel facilitating financial planning, budgetary, performance, and cost analysis of decision-makers to enable them to make effective decisions and achieve strategic goals. This activity also provides citizens with information on District finances;

- **Financial Planning and Analysis** – monitors and analyzes the District’s budget and expenditures; provides technical support for the District’s Anti-Deficiency Board; provides technical support of system applications to District staff; and coordinates and monitors the District’s Financial Review Process (FRP) by ensuring the timely submission of agencies’ FRP reports, which include expenditure forecasts. This activity also develops and reports on budget revisions, Intra-District modifications, and monthly operating budget expenditures; analyzes and forecasts compensation costs; provides historical information for bond issuance statements; provides supporting budget documentation to auditors; and prepares the District’s 5-year Financial Plan for the budget books;
- **Operating Budget Formulation and Development** – provides the framework for formulation of the District’s annual operating budget; publishes the operating budget on behalf of the Mayor and the District; executes the operating budget during the fiscal year; monitors agency spending, including analysis of spending pressures; reviews and approves federal and private grant budget authority requests from District agency heads; and provides other financial and budgetary services to the Mayor, Council, and other stakeholders on a timely and accurate basis enabling District officials to make informed decisions on allocations of District operating resources among policy priorities; and
- **Capital Budget Formulation and Development** – provides the framework for formulation of the District’s 6-year capital budget; publishes the capital budget on behalf of the Mayor and the District; executes the capital budget during the fiscal year; provides detailed reviews of available capital financing and aligns such financing with the District’s annual capital funds budget authority within the debt cap; and provides other financial and budgetary services to the Mayor and Council on a timely and accurate basis to enable them to make informed decisions on District capital resources.

Revenue and Analysis – provides revenue estimates, revenue policy analysis, and analysis supporting economic development. The program area is divided into two offices, both of which report directly to the CFO: the Office of Revenue Analysis (ORA) and Economic Development Finance (EDF).

ORA services include the preparation of (i) analyses of revenue sources and development of quarterly revenue estimates that set the hard budget constraint for the District of Columbia budget; (ii) fiscal impact statements, which provide estimates of direct costs to the four-year financial plan; (iii) periodic reports on economic and revenue trends and the monthly Economic Indicators for the District of Columbia; (iv) the chapter on revenue in each annual Budget and Financial Plan that is prepared by the District of Columbia; and (v) special studies, including on metropolitan and nationwide household tax burden comparisons, a bi-annual Tax Expenditure Study detail on statutory provisions of District taxes, a running historical update of major changes in District revenue laws, an Annual Revenue Data Book, and the monthly Cash Report of District tax collections.

EDF provides sophisticated analyses of fiscal, economic, financial, and administrative impacts of proposed projects; analyzes the financial feasibility of economic development projects in the District; and advises the CFO and Mayor on proposed economic development debt issuances. EDF oversees all Tax Increment Financing (TIF) and Payment-in-Lieu-of-Taxes (PILOT) projects into which the District enters; provides guidance on changes in development policy options and long-term financial expectations; reviews legislative proposals that include tax abatements or exemptions and provides an advisory tax abatement financial analysis (TAFA) for submission to Council; coordinates with ORA to provide fiscal impact analyses on proposed tax-supported financings, land transfers, and economic development projects; and represents the OCFO on the boards of Events DC (formerly the Washington Convention and Sports Authority) and Destination D.C.

This program contains the following 5 activities:

- **Executive Direction and Support** – provides general program management, leadership, technical assistance, and support services to staff including research and analytical services on revenue and economic data and analysis of fiscal and administrative impacts to decision-makers;

- **Revenue Estimation** – provides economic and revenue data and analysis and District tax structure data and analysis to the Mayor, Council, and Congress so that they can have timely and quality information for policy formulation and decision-making;
- **Economic Development** – provides analysis of the fiscal, economic, financial, and administrative impact on real estate projects to the Chief Financial Officer, the Mayor, the Deputy Mayor for Planning and Economic Development, and the Council so that they can effectively assess economic development initiatives and ensure maximum economic benefit to the city;
- **Legislative and Fiscal Analysis** – provides legislative fiscal impact analysis for the Mayor, the Council, and Congress so that they can have timely and quality information for policy formulation and decision-making; and
- **Economic Affairs** – develops and presents documents detailing the economic and revenue affairs of the District of Columbia to components of the OCFO, the Mayor, the Council, and Congress so that all can have timely and quality information for policy formulation and decision-making.

Tax and Revenue (Tax Administration) – provides fair, efficient, and effective administration of the District's business, income, excise, and real property tax laws.

This program contains the following 7 activities:

- **Executive Direction and Support** – provides general program management, leadership, and support services to the Tax Administration program so that it can coordinate comprehensive tax services for District taxpayers and ensure that the District is collecting the accurate amount of tax revenue;
- **External Customer Service, Information, and Education** – provides customer service through walk-in and telephone customer service centers, which assist approximately 300,000 taxpayers annually. This activity also consists of developing and distributing public tax forms; supporting various electronic tax filing and payment options, including electronic self-service and account management functions; initiating and responding to mail correspondence with taxpayers; and tax registration and certification services;
- **Recorder of Deeds** – provides support for the transfer and titling of real property in the District and responds to requests for title documents from individuals and the real estate and real estate title industries;
- **Real Property Tax Administration** – provides for the assessment and billing of real property taxes and first-level assessment appeals;
- **Tax Audits and Investigations** – enforces tax compliance by identifying potential non-filers and performing other tax compliance checks to ensure that the District is collecting the correct amount of tax payments due from all taxpayers. This activity also identifies and investigates cases of tax fraud;
- **Revenue Accounting** – provides for the proper accounting of and reporting on revenue collections and supports issuance of tax refunds; and
- **Receipts and Delinquent Collections** – provides for the processing of more than one million tax returns annually and the recording and prompt deposit of billions of dollars in tax payments. This includes collections of delinquent tax payments.

Information Technology – provides for the development and maintenance of state-of-the-art financial information systems to support the District of Columbia's payroll, pension, accounting, tax, budget, treasury, and web-based financial reporting systems. The principal objectives of the program are to maintain accurate systems, modify systems in response to the changing needs of the District, and maintain compliance with federal, state, and local regulations.

Finance and Treasury – provides management of the financial assets and liabilities of the Government of the District of Columbia. This includes investing, collecting, safe-keeping, disbursing, recording, and acquiring District financial resources.

This program contains the following 7 activities:

- **Executive Direction and Support** – provides leadership, strategic direction, and administrative support services to department managers and employees so that they can achieve organizational and individual performance results;
- **Debt and Grants Management** – provides for the issuance of bonds, notes, and other financing vehicles for the District so that it can finance capital infrastructure projects and help ensure seasonal cash needs, and manages the cash and accounting of District agencies' federal grant draw-downs;
- **Cash Management and Investment** – provides for the management of the cash resources of the District so that the District can meet its cash obligations and maximize its return on investments;
- **Disbursement Management** – provides check-printing and disbursement services for District agencies so that they can fulfill their payment obligations;
- **Cash Receipts and Accounting** – provides revenue collection services, including cashiering at various District sites, and provides for the management of banking services for all District agencies;
- **Asset Management for Special Programs** – provides for the management of the District-run pension plans, college savings plan, and unclaimed property; and
- **Central Collection Unit** – consolidates several District agency collection programs into the OCFO to pursue the collection of outstanding debts owed to the District.

Integrity and Oversight – ensures the maintenance of the accountability, integrity, and efficiency of the District of Columbia's financial management and tax administration systems. Through its audit and investigative activities, this program provides the Chief Financial Officer with independent reviews and appraisals of OCFO operations and ensures the maintenance of the highest standards of integrity and security of OCFO employees.

This program contains the following 3 activities:

- **Audit Services** – provides audit and review services to assist the District's financial managers to ensure the integrity, efficiency, and effectiveness of District programs; manages the review and response to external audit reports; and coordinates District single audits and management letter comments for District agencies so that they can improve operations;
- **Security Integrity Oversight** – provides security and integrity oversight for the OCFO by administering the emergency response program for the OCFO and conducting integrity probes and integrity awareness presentations aimed at detecting and preventing fraud and other misconduct in OCFO programs; and
- **Investigations** – maintains public confidence in the integrity of the OCFO by investigating alleged misconduct by OCFO employees, as well as by conducting background investigations to determine suitability for employment. This investigative service provides reports to OCFO management so that they can take administrative action as appropriate.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Agency Financial Operations – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Office of the Chief Financial Officer has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table AT0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table AT0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1010) Personnel	1,585	1,805	1,963	159	13.1	15.0	15.0	0.0
(1015) Training and Employee Development	529	553	629	77	3.9	4.0	4.0	0.0
(1020) Contracting and Procurement	1,179	1,269	1,580	311	10.1	11.0	12.0	1.0
(1030) Property Management	806	788	854	67	8.9	9.0	9.0	0.0
(1060) Legal Services	2,147	2,190	2,461	272	12.0	14.0	15.0	1.0
(1080) Communications	180	192	163	-29	1.0	1.0	1.0	0.0
(1090) Performance Management	1,222	1,540	1,929	390	7.5	8.0	10.0	2.0
Subtotal (1000) Agency Management	7,649	8,336	9,581	1,245	56.5	62.0	66.0	4.0
(100F) Agency Financial Operations								
(110F) Budget Operations	795	557	610	53	3.9	4.0	4.0	0.0
(120F) Accounting Operations	450	471	522	50	3.9	5.0	5.0	0.0
Subtotal (100F) Agency Financial Operations	1,245	1,029	1,132	103	7.9	9.0	9.0	0.0
(2000) Financial Operations and Systems								
(2100) Operations and Administration	860	1,107	1,001	-106	7.9	8.0	7.0	-1.0
(2200) Accounting Operations	1,720	1,968	2,074	106	16.7	17.0	17.0	0.0
(2300) Financial Policies and Procedures	371	565	633	67	3.9	4.0	4.0	0.0
(2400) ASM/Functional Support	759	0	0	0	0.0	0.0	0.0	0.0
(2500) Financial Control and Reporting	2,553	3,454	3,634	180	24.6	25.0	26.0	1.0
(2600) Federal Annuitant Benefits Administration	877	1,173	1,226	53	6.4	9.0	9.0	0.0
(2700) Payroll Disbursements and Wage Reporting	4,337	4,879	4,875	-4	26.2	34.0	34.0	0.0
Subtotal (2000) Financial Operations and Systems	11,477	13,146	13,443	296	85.7	97.0	97.0	0.0
(3000) Budget Development and Execution								
(3100) Executive Direction and Support	1,536	1,328	1,380	52	7.9	7.0	7.0	0.0
(3400) Financial Planning and Analysis	442	1,096	1,269	173	6.9	7.0	8.0	1.0
(3700) Operating Budget Formulation and Development	2,422	2,620	2,728	108	21.6	22.0	21.0	-1.0
(3800) Capital Budget Formulation and Development	646	746	813	67	4.9	6.0	6.0	0.0
Subtotal (3000) Budget Development and Execution	5,047	5,791	6,191	401	41.3	42.0	42.0	0.0

(Continued on next page)

Table AT0-4 (Continued)

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(4000) Research and Analysis								
(4100) Executive Direction and Support	612	999	736	-263	3.0	6.0	3.0	-3.0
(4200) Financial Data Quality Assurance	67	119	0	-119	0.0	1.0	0.0	-1.0
(4300) Revenue Estimation	1,038	1,024	1,287	263	7.9	8.0	9.0	1.0
(4500) Economic Development	663	866	963	97	4.9	4.0	5.0	1.0
(4700) Legislative and Fiscal Analysis	604	784	715	-69	5.9	6.0	5.0	-1.0
(4800) Economic Affairs	559	639	1,083	445	3.9	4.0	7.0	3.0
Subtotal (4000) Research and Analysis	3,543	4,430	4,784	354	25.6	29.0	29.0	0.0
(5000) Tax Administration								
(5100) Executive Direction and Support	5,931	4,150	4,405	255	19.7	20.0	21.0	1.0
(5200) External Customer Service, Info., and Education	6,943	8,071	8,258	186	80.5	87.0	87.0	0.0
(5300) Recorder of Deeds	2,098	3,698	4,002	305	20.7	24.0	24.0	0.0
(5400) Real Property Tax Administration	8,190	10,501	10,154	-347	90.5	97.0	95.0	-2.0
(5500) Tax Audits and Investigations	9,022	9,594	10,180	586	92.2	89.0	90.0	1.0
(5600) Revenue Accounting	2,295	2,483	2,224	-259	15.1	23.0	18.8	-4.2
(5700) Receipts and Delinquent Collections	15,404	29,437	30,157	720	183.1	202.0	203.0	1.0
Subtotal (5000) Tax Administration	49,882	67,934	69,379	1,445	501.7	542.0	538.8	-3.2
(6000) Information Technology								
(6100) Information Technology Support	25,790	25,407	25,525	118	76.4	78.0	78.0	0.0
Subtotal (6000) Information Technology	25,790	25,407	25,525	118	76.4	78.0	78.0	0.0
(7000) Finance and Treasury								
(7100) Executive Direction and Support	791	1,048	1,082	33	4.9	5.0	5.0	0.0
(7200) Debt and Grants Management	922	1,131	1,182	51	4.6	5.0	5.0	0.0
(7300) Cash Management and Investments	7,478	8,472	8,483	10	7.9	16.0	16.0	0.0
(7400) Disbursements	1,838	2,194	2,173	-21	7.9	8.0	7.0	-1.0
(7500) Cash Receipts and Accounting	3,050	3,427	4,037	610	34.3	35.0	40.0	5.0
(7600) Asset Management for Special Programs	2,480	4,500	4,836	335	8.6	13.0	16.0	3.0
(7700) Central Collection Unit (CCU)	4,139	14,960	14,169	-791	5.1	0.0	0.0	0.0
Subtotal (7000) Finance and Treasury	20,698	35,733	35,961	228	73.2	82.0	89.0	7.0
(8000) Integrity and Oversight								
(8100) Audit Services	2,896	3,147	3,436	289	11.4	12.0	12.0	0.0
(8200) Security Integrity Oversight	207	531	599	68	3.0	3.0	3.0	0.0
(8300) Investigations	559	864	903	39	5.9	6.0	6.0	0.0
Subtotal (8000) Integrity and Oversight	3,662	4,542	4,938	396	20.3	21.0	21.0	0.0
(REVN) Revenue								
(SPRV) Special Purpose Revenue	-49	0	0	0	0.0	0.0	0.0	0.0
Subtotal (REVN) Revenue	-49	0	0	0	0.0	0.0	0.0	0.0
Total Proposed Operating Budget	128,945	166,348	170,934	4,586	888.7	962.0	969.8	7.8

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of the Chief Financial Officer's (OCFO) proposed FY 2016 gross budget is \$170,933,828, which represents a 2.8 percent increase over its FY 2015 approved gross budget of \$166,347,577. The budget is comprised of \$118,143,873 in Local funds, \$525,000 in Federal Grant funds, \$44,196,075 in Special Purpose Revenue funds, and \$8,068,879 in Intra-District funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

OCFO's FY 2016 CSFL budget is \$119,143,873, which represents a \$4,766,069, or 4.2 percent, increase over the FY 2015 approved Local funds budget of \$114,377,803.

CSFL Assumptions

The FY 2016 CSFL calculated for OCFO included adjustment entries that are not described in detail on table 5. These adjustments include increases of \$4,984,409 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments and approved compensation agreements implemented in FY 2015, and an increase of \$303,777 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

Additionally, adjustments were made for a decrease of \$522,117 for Other Adjustments to account for proper funding of compensation and classification reforms within the Workforce Investments fund for Compensation Groups 1 and 2.

Agency Budget Submission

Increase: A proposed Local funds budget net increase of \$859,813 and 3.0 FTEs supports the reallocation of certain positions across the agency to support agency functions and increases in salary costs. A net increase of \$80,539 in the Tax Administration program reflects modest changes in contract costs and the realigning of certain functions across activities. The proposed budget also supports an increase of \$5,759 to cover the cost of supplies.

In Special Purpose Revenue funds, the proposed budget supports an increase of \$410,285 and 3.0 FTEs in the Finance and Treasury program to augment service delivery for the management of certain District assets as well as Fringe Benefits, salaries, and other personal services costs. A net increase of \$338,971 in the Tax Administration program supports several contract changes including scanning services for the Recorder of Deeds and financial institution lien detection for the Receipts and Delinquent Collections activity. A total increase of \$226,831 across multiple programs supports step increases, Fringe Benefits, and other personal services costs. Lastly, the budget supports an increase of \$4,800 to cover miscellaneous adjustment in office supplies.

In Intra-District funds, the proposed budget includes an increase of \$267,086 to cover Contractual Services adjustments. In addition, a net increase of \$182,916 and 2.8 FTEs supports additional staff within several activities, changes to salaries, Fringe Benefit adjustments, and the impact of step increases.

Decrease: In Local funds, the proposed budget reflects a decrease of \$62,787 across multiple programs due to reductions for salary adjustments and Fringe Benefits savings. The proposed budget also includes a decrease of \$81,667 due to reductions in supplies, equipment, and other operational costs. A decrease totaling \$316,720 and 3.0 FTEs in the Tax Administration program reflects the reallocation of certain positions to other programs.

In addition, the proposed budget includes a net decrease of \$484,937 due to agencywide adjustments in Fringe Benefits costs.

In Special Purpose Revenue funds, the budget reflects a decrease of \$790,887 in the Finance and Treasury program due to adjustments to a Central Collections Unit contract.

Mayor's Proposed Budget

Reduce: In Local Funds, the proposed budget includes a decrease of \$1,000,000 across multiple programs due to savings in Contractual Services.

Enhance: In Special Purpose Revenue funds, an increase of \$180,178 and 2.0 FTEs supports an Assistant General Counsel and Customer Service Specialist who will provide legal, financial, and administrative services for the D.C. Lottery and Charitable Games Control Board.

District's Proposed Budget

No Change: OCFO's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table AT0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table AT0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		114,378	874.4
Other CSFL Adjustments	Multiple Programs	4,766	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		119,144	874.4
Increase: To support additional FTEs	Agency Management	860	3.0
Increase: To adjust the Contractual Services budget	Tax Administration	81	0.0
Increase: To align resources with operational goals	Multiple Programs	6	0.0
Decrease: To adjust personal services	Multiple Programs	-63	0.0
Decrease: To align funding with nonpersonal services costs	Multiple Programs	-82	0.0
Decrease: To streamline operation efficiency	Tax Administration	-317	-3.0
Decrease: To align the Fringe Benefits budget with projected costs	Multiple Programs	-485	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		119,144	874.4
Reduce: To realize programmatic cost savings in nonpersonal services	Multiple Programs	-1,000	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		118,144	874.4
No Change		0	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		118,144	874.4

(Continued on next page)

Table AT0-5 (Continued)
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
FEDERAL GRANT FUNDS: FY 2015 Approved Budget and FTE		525	0.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 Agency Budget Submission		525	0.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 Mayor's Proposed Budget		525	0.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 District's Proposed Budget		525	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		43,826	44.0
Increase: To adjust continuing full time personal services and Fringe Benefits with projected costs	Finance and Treasury	410	3.0
Increase: To adjust the Contractual Services budget	Tax Administration	339	0.0
Increase: To adjust personal services	Multiple Programs	227	0.0
Increase: To align funding with nonpersonal services costs	Multiple Programs	5	0.0
Decrease: To adjust the Contractual Services budget	Finance and Treasury	-791	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		44,016	47.0
Enhance: Administrative Services for the DCLB	Multiple Programs	180	2.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		44,196	49.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		44,196	49.0
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		7,619	43.6
Increase: To adjust the Contractual Services budget	Multiple Programs	267	0.0
Increase: To adjust personal services	Multiple Programs	183	2.8
INTRA-DISTRICT FUNDS: FY 2016 Agency Budget Submission		8,069	46.5
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		8,069	46.5
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		8,069	46.5
Gross for AT0 - Office of the Chief Financial Officer		170,934	969.8

B

Economic Development and Regulation

1. Office of the Deputy Mayor for Planning and Economic Development (EB0)B-1
2. Office of Planning (BD0)B-13
3. Office of Small and Local Business Development (EN0)B-27
4. Office of Motion Picture and Television Development (TK0)B-37
5. Office of Film, Television and Entertainment (CI0)B-43
6. Office of Zoning (BJ0).....B-53
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8. Department of Employment Services (CF0)B-81
9. Real Property Tax Appeals Commission (DA0)B-97
10. Department of Consumer and Regulatory Affairs (CR0).....B-105
11. Office of the Tenant Advocate (CQ0)B-121
12. D. C. Commission on the Arts and Humanities (BX0)B-129
13. Alcoholic Beverage Regulation Administration (LQ0).....B-139
14. Public Service Commission (DH0)B-147
15. Office of the People's Counsel (DJ0)B-155
16. Department of Insurance, Securities, and Banking (SR0).....B-161
17. Office of Cable Television (CT0)B-177
18. Housing Authority Subsidy (HY0).....B-183
19. Housing Production Trust Fund Subsidy (HP0).....B-189
20. Business Improvements Districts Transfer (ID0).....B-193

How to Read the Agency Chapters

The agency chapters describe available resources for an agency, how the agency will spend them, and the achieved and anticipated outcomes as a result of these expenditures. For a detailed explanation of the fiscal tables and narrative sections, please see the “How to Read the Budget and Financial Plan” chapter in *Volume 1: Executive Summary*.

Each chapter contains the following, if applicable:

The first page of each agency chapter displays the agency name and budget code, website address, and telephone number. The page also shows a table that contains the agency’s gross funds, or total operating, budget. The table shows the Fiscal Year (FY) 2014 actual expenditures and Full-Time Equivalents (FTEs); the FY 2015 Approved budget and FTEs; the FY 2016 Proposed budget and FTEs; and the percent change from the previous year for the budget and FTEs. Lastly, this page typically contains the agency mission statement and a summary of its services.

Subsequent pages reflect agency fiscal and programmatic levels and changes. The information varies by agency but typically contains the following financial tables and narrative sections:

- ***Proposed Funding by Source table*** displays the agency FY 2013 and 2014 actuals, the FY 2015 Approved, and the FY 2016 Proposed dollars by fund type.
 - ***Proposed Full-Time Equivalents table*** shows the agency FY 2013 and 2014 actuals, the FY 2015 Approved, and the FY 2016 Proposed FTEs by fund type.
 - ***Proposed Expenditure by Comptroller Source Group (CSG) table*** identifies the gross fund changes by CSG, which is a type of budgetary classification that identifies category spending within personal services (personnel costs, such as salaries and fringe benefits) and nonpersonal services (operational costs, such as contracts, supplies, and subsidy payments).
 - ***Proposed Operating Budget and FTEs, by Division/Program and Activity table*** shows the gross fund changes by dollars and FTEs. The Division/Program descriptions section that precedes this table explains the purpose of the divisions/programs and activities funded in the FY 2016 Proposed budget.
 - ***FY 2015 Approved Budget to FY 2016 Proposed Budget reconciliation table*** shows the FY 2016 Proposed budget and FTE changes, by division or program, from the FY 2015 Approved budget. This table also includes a brief description of the change. A detailed narrative of the changes is found in the FY 2016 Proposed Budget Changes section that precedes this table.
 - ***Agency Performance Plan Objectives*** and the accompanying Agency Performance Measures table show the agency-level plan that contains the agency’s mission, summary of services, objectives, initiatives, and performance measures for a set period of time. For some agencies, the initiatives and performance measures are grouped by division/program.
-

Office of the Deputy Mayor for Planning and Economic Development

www.dcbiz.dc.gov

Telephone: 202-727-6365

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$36,456,096	\$43,381,362	\$49,671,858	14.5
FTEs	67.2	84.0	86.0	2.4

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) supports the Mayor in developing and executing the District's economic development vision.

Summary of Services

DMPED assists the Mayor in the coordination, planning, supervision, and execution of programs, policies, proposals, and functions related to economic development in the District of Columbia. DMPED sets development priorities and policies, coordinates how the District markets itself to businesses and developers, and recommends and ensures implementation of financial packaging for District development, attraction, and retention efforts. DMPED also works to achieve its mission by focusing on outreach to the business community and neighborhood stakeholders and by forging partnerships between government, business, and communities to foster economic growth for residents of the District of Columbia.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table EB0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table EB0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
<u>General Fund</u>						
Local Funds	11,877	18,266	21,049	17,550	-3,499	-16.6
Special Purpose Revenue Funds	7,684	17,224	20,088	18,827	-1,261	-6.3
Total for General Fund	19,561	35,490	41,137	36,378	-4,760	-11.6
<u>Federal Resources</u>						
Federal Payments	0	0	0	9,800	9,800	N/A
Federal Grant Funds	672	735	1,800	2,594	794	44.1
Total for Federal Resources	672	735	1,800	12,394	10,594	588.6
<u>Intra-District Funds</u>						
Intra-District Funds	311	231	444	900	456	102.8
Total for Intra-District Funds	311	231	444	900	456	102.8
Gross Funds	20,543	36,456	43,381	49,672	6,290	14.5

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table EB0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table EB0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
<u>General Fund</u>						
Local Funds	49.5	58.2	71.0	70.9	-0.1	-0.1
Special Purpose Revenue Funds	8.1	6.8	9.0	9.0	0.0	0.0
Total for General Fund	57.6	64.9	80.0	79.9	-0.1	-0.1
<u>Federal Resources</u>						
Federal Grant Funds	0.0	0.0	0.0	2.3	2.3	N/A
Total for Federal Resources	0.0	0.0	0.0	2.3	2.3	N/A
<u>Intra-District Funds</u>						
Intra-District Funds	3.2	2.3	4.0	3.8	-0.2	-5.5
Total for Intra-District Funds	3.2	2.3	4.0	3.8	-0.2	-5.5
Total Proposed FTEs	60.7	67.2	84.0	86.0	2.0	2.4

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table EB0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table EB0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	3,669	4,877	5,015	5,394	379	7.6
12 - Regular Pay - Other	1,912	1,745	2,959	3,197	238	8.0
13 - Additional Gross Pay	34	72	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	1,092	1,234	1,563	1,727	164	10.5
15 - Overtime Pay	0	0	0	0	0	N/A
Subtotal Personal Services (PS)	6,708	7,928	9,537	10,318	781	8.2
20 - Supplies and Materials	20	33	31	68	37	118.6
30 - Energy, Communication, and Building Rentals	16	554	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	64	85	12	12	0	0.0
32 - Rentals - Land and Structures	243	147	0	0	0	N/A
34 - Security Services	10	0	0	0	0	N/A
35 - Occupancy Fixed Costs	0	831	0	0	0	N/A
40 - Other Services and Charges	8,993	8,131	10,764	5,047	-5,717	-53.1
41 - Contractual Services - Other	2,759	11,993	3,302	11,654	8,352	252.9
50 - Subsidies and Transfers	1,722	6,735	19,720	22,167	2,447	12.4
70 - Equipment and Equipment Rental	10	18	15	406	391	2,608.8
Subtotal Nonpersonal Services (NPS)	13,836	28,528	33,844	39,354	5,510	16.3
Gross Funds	20,543	36,456	43,381	49,672	6,290	14.5

*Percent change is based on whole dollars.

Program Description

The Office of the Deputy Mayor for Planning and Economic Development operates through the following 7 programs:

Deputy Mayor for Planning and Economic Development – provides specialized and strategic economic development assistance. This includes program and policy development and inter-agency coordination of services between businesses, developers, and community stakeholders to enable them to pursue ventures that revitalize neighborhoods, expand and diversify the local economy, and provide economic opportunity for District residents.

Business and Workforce Development – creates and retains jobs for District residents by growing and supporting businesses currently in the District, attracting new businesses, and ensuring that District residents have the training necessary to compete for jobs.

This program contains the following 4 activities:

- **Business Development** – promotes local business opportunities and strengthens the business climate to attract and retain businesses and expand entrepreneurship;
- **Corporate Assistance** – attracts and retains large-scale commercial tenants and employers;
- **Workforce Investment** – provides workforce education, training, and counseling services to promote job readiness; and
- **Workforce Investment Council** – provides administrative support to the Workforce Investment Council Board, which oversees implementation of the District of Columbia's Strategic Five-Year Plan for Provision of Services under the Workforce Investment Act and provides advice on the development, implementation, and continuous improvement of an integrated and effective workforce investment system.

Instrumentality Economic Development – implements neighborhood revitalization and economic development projects.

Project Investment – provides gap financing and other economic assistance services to businesses and organizations to leverage private sector investment in neighborhood retail, commercial, employment, and housing opportunities for District residents.

This program contains the following 4 activities:

- **Economic Development Financing** – provides access to tax-exempt Industrial Revenue Bond and tax increments financing to help businesses and non-profit organizations renovate and build new construction, make tenant improvements, and purchase capital;
- **Great Streets Initiative** – issues small business capital improvement grants and makes catalytic investments within retail priority areas;
- **Grants** – makes other project investments; and
- **DC China Center** – attracts Chinese foreign direct investment to the District and facilitates District company entry into the Chinese market.

Real Estate Development – implements real estate development projects and coordinates the implementation of the Anacostia Waterfront Initiative, which supports the District's goals of promoting environmentally and socially responsible redevelopment along the Anacostia River and increasing public access to the river and riverfront parks.

This program contains the following 4 activities:

- **Development and Disposition** – manages a portfolio of real estate development projects;

- **New Communities Initiative** – manages projects envisioned to revitalize severely distressed subsidized housing and redevelop neighborhoods into vibrant mixed-income communities;
- **St. Elizabeths** – manages a project designed to create well-planned, multi-use, mixed-income, walkable, livable community on the St. Elizabeths East Campus; and
- **Walter Reed** – provides administrative support to the Walter Reed Army Medical Center Local Redevelopment Authority and manages implementation of the reuse plan.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Agency Financial Operations – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Office of the Deputy Mayor for Planning and Economic Development has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table EB0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table EB0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1001) Agency Oversight	0	13,338	2,862	-10,476	0.0	15.0	17.0	2.0
(1005) Policy	0	275	240	-35	0.0	3.0	2.0	-1.0
(1020) Contracting and Procurement	0	757	800	43	0.0	8.0	8.0	0.0
(1060) Legal	0	620	683	63	0.0	4.0	4.0	0.0
(1080) Communications	0	220	138	-82	0.0	2.0	1.0	-1.0
Subtotal (1000) Agency Management	0	15,209	4,723	-10,487	0.0	32.0	32.0	0.0
(100F) Agency Financial Operations								
(110F) Budget Operations	190	280	343	63	1.8	2.0	2.0	0.0
Subtotal (100F) Agency Financial Operations	190	280	343	63	1.8	2.0	2.0	0.0
(2000) Deputy Mayor for Planning and Economic Development								
(2010) Agency Oversight	317	7	2,526	2,519	1.8	0.0	0.0	0.0
(2020) Community Outreach	1,603	2	0	-2	4.1	0.0	0.0	0.0
(2030) Economic Development Financing	21,218	0	0	0	30.9	0.0	0.0	0.0
(2080) Neighborhood Investment Fund	818	0	0	0	0.0	0.0	0.0	0.0
Subtotal (2000) Deputy Mayor for Planning and Economic Development	23,956	8	2,526	2,517	36.8	0.0	0.0	0.0
(3000) Business and Workforce Development								
(3010) Business Development	0	1,933	5,492	3,559	0.0	6.0	6.0	0.0
(3020) Corporate Assistance	0	307	190	-117	0.0	2.0	2.0	0.0
(3030) Workforce Investment	0	539	1,806	1,267	0.0	4.0	4.2	0.2
(3035) Workforce Investment Council	0	480	900	420	0.0	4.0	3.8	-0.2
Subtotal (3000) Business and Workforce Development	0	3,259	8,387	5,128	0.0	16.0	16.0	0.0
(4000) Instrumentality Economic Development								
(4020) Development and Disposition	12,310	7	9,800	9,793	28.6	0.0	0.0	0.0
Subtotal (4000) Instrumentality Economic Development	12,310	7	9,800	9,793	28.6	0.0	0.0	0.0
(5000) Project Investment								
(5030) Economic Development Financing	0	681	1,244	563	0.0	5.0	9.0	4.0
(5080) Great Streets Initiative	0	5,208	8,000	2,792	0.0	2.0	0.0	-2.0
(5085) Grants	0	5,150	5,250	100	0.0	0.0	0.0	0.0
(5090) DC China Center	0	111	200	89	0.0	1.0	0.0	-1.0
Subtotal (5000) Project Investment	0	11,151	14,694	3,544	0.0	8.0	9.0	1.0

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Table EB0-4 (Continued)

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(6000) Real Estate Development								
(6020) Development and Disposition	0	11,649	3,947	-7,702	0.0	15.0	15.0	0.0
(6030) New Communities Initiative	0	380	3,454	3,074	0.0	3.0	3.0	0.0
(6040) St. Elizabeths	0	1,081	779	-302	0.0	5.0	5.0	0.0
(6050) Walter Reed	0	358	1,019	662	0.0	3.0	4.0	1.0
Subtotal (6000) Real Estate Development	0	13,467	9,199	-4,268	0.0	26.0	27.0	1.0
Total Proposed Operating Budget	36,456	43,381	49,672	6,290	67.2	84.0	86.0	2.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of the Deputy Mayor for Planning and Economic Development's (DMPED) proposed FY 2016 gross budget is \$49,671,858, which represents a 14.5 percent increase over its FY 2015 approved gross budget of \$43,381,362. The budget is comprised of \$17,550,470 in Local funds, \$9,800,000 in Federal Payments, \$2,594,133 in Federal Grant funds, \$18,827,255 in Special Purpose Revenue funds, and \$900,000 in Intra-District funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

DMPED's FY 2016 CSFL budget is \$15,263,652, which represents a \$5,785,549, or 27.5 percent, decrease from the FY 2015 approved Local funds budget of \$21,049,201.

CSFL Assumptions

The FY 2016 CSFL calculated for DMPED included adjustment entries that are not described in detail on table 5. These adjustments include a reduction of \$6,080,000 to account for the removal of one-time funding appropriated in FY 2015, which was comprised of \$5,000,000 for a grant match that provided improvements to facilities and operations for animal care and control, \$1,000,000 to support the D.C. Economic Partnership in fostering and promoting business opportunities within the District, \$70,000 to support the human capital component within the New Communities Initiative to provide assistance with adult literacy, and \$10,000 to fund improvements to walkways and footpaths on District-owned property located in Southwest Washington.

Additionally, adjustments were made for a net increase of \$265,807 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$28,644 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

Agency Budget Submission

Increase: In Local funds, the proposed budget includes an increase of \$5,035,072, primarily in the Business and Workforce Development and the Deputy Mayor for Planning and Economic Development programs, to reflect realignments of certain functions within the agency to accurately reflect agency performance. In personal services, the proposed budget supports a net increase of \$303,991 across multiple programs due to salary and Fringe Benefits adjustments, as well as the reallocation of positions.

In Federal Grant funds, the proposed budget includes an increase of \$595,976 in the Real Estate Development program due to increased grant funding for the Walter Reed Army Medical Center.

Special Purpose Revenue funds were increased by \$8,319,784 and one Full-Time Equivalent (FTE), primarily in the Project Investment program, to support citywide investment initiatives.

Decrease: In Local funds, the proposed budget includes a decrease of \$5,339,063, primarily in the Agency Management program, which reflects the realignment of agency programs so that it aligns with agency spending.

Special Purpose Revenue funds reflect a decrease of \$10,801,892 and 1.0 FTE, primarily in the Agency Management and Real Estate Development programs, to realign funds for citywide investment initiatives. Additionally, Intra-District funds include a reduction of \$43,890 due to Memorandum of Understanding savings with the Department of Employment Services for workforce development services.

Technical Adjustment: The FY 2016 Federal Payments request for the Office of the Deputy Mayor for Planning and Economic Development includes \$9,800,000 to align the budget with the President’s Budget Request. The funding supports the redevelopment of the St. Elizabeths campus.

Mayor’s Proposed Budget

Enhance: In Federal Grant funds, the proposed budget includes an enhancement of \$198,157 and 2.0 FTEs to support the planning for the redevelopment of the Walter Reed campus.

In Special Purpose Revenue funds, the proposed budget includes an increase of \$1,221,092 to support higher projections for the Business and Workforce Development program; within this increase, there is a net zero transfer of \$2,000,000 from the Anacostia Waterfront Corporation and National Capital Revitalization Corporation Development fund to the H Street Retail Priority Area Grant fund to fund grants for creative and innovative spaces.

Reduce: The Office of the Deputy Mayor for Planning and Economic Development’s budget proposal reflects a reduction of \$763,182 in Local funds in the Business and Workforce Development program to reduce funding that supports development projects.

District’s Proposed Budget

Enhance: The proposed Local funds budget increased by \$3,050,000 of one-time funding in the Project Investment program, which includes \$3,000,000 to support the National Park Foundation’s efforts to protect and maintain the Chesapeake and Ohio Canal and \$50,000 to support certain functions within the Commission on Fashion Arts and Events. In Intra-District funds, the proposed budget increased by \$500,000 in the Business and Workforce Development division for the Workforce Investment Council to solicit technical assistance for the issuance of grants from the Department of Employment Services to comply with the Career Pathways Implementation Amendment Act of 2015.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table EB0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table EB0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		21,049	71.0
Removal of One-Time Funding	Multiple Programs	-6,080	0.0
Other CSFL Adjustments	Multiple Programs	294	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		15,264	71.0
Increase: To align resources with operational goals	Multiple Programs	5,035	0.0
Increase: To adjust personal services	Multiple Programs	304	-0.1
Decrease: To realize programmatic cost savings in nonpersonal services	Agency Management	-5,339	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		15,264	70.9
Reduce: Reduce funding that supports development projects	Business and Workforce Development	-763	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		14,500	70.9
Enhance: To support the National Park Foundation's efforts to maintain the C&O Canal and the Commission on Fashion Arts and Events	Project Investment	3,050	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		17,550	70.9
FEDERAL PAYMENTS: FY 2015 Approved Budget and FTE		0	0.0
Technical Adjustment: Federal Payment increase to align the budget with the FY 2016 President's Budget request	Multiple Programs	9,800	0.0
FEDERAL PAYMENTS: FY 2016 Agency Budget Submission		9,800	0.0
No Change		0	0.0
FEDERAL PAYMENTS: FY 2016 Mayor's Proposed Budget		9,800	0.0
No Change		0	0.0
FEDERAL PAYMENTS: FY 2016 District's Proposed Budget		9,800	0.0
FEDERAL GRANT FUNDS: FY 2015 Approved Budget and FTE		1,800	0.0
Increase: To align budget with projected grant awards	Multiple Programs	596	0.3
FEDERAL GRANT FUNDS: FY 2016 Agency Budget Submission		2,396	0.3
Enhance: To support increased Federal grant funding	Multiple Programs	198	2.0
FEDERAL GRANT FUNDS: FY 2016 Mayor's Proposed Budget		2,594	2.3
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 District's Proposed Budget		2,594	2.3

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Table EB0-5 (Continued)
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		20,088	9.0
Increase: To align budget with projected revenues	Multiple Programs	8,320	1.0
Decrease: To align resources with operational goals	Multiple Programs	-10,802	-1.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		17,606	9.0
Enhance: To support increased revenue projections	Business and Workforce Development	1,221	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		18,827	9.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		18,827	9.0
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		444	4.0
Decrease: To align resources with operational goals	Multiple Programs	-44	-0.2
INTRA-DISTRICT FUNDS: FY 2016 Agency Budget Submission		400	3.8
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		400	3.8
Enhance: To support technical assistance for the issuance of grants to comply with the Career Pathways Implementation Amendment Act of 2015	Business and Workforce Development	500	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		900	3.8
Gross for EB0 - Office of the Deputy Mayor for Planning and Economic Development		49,672	86.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Objective 1: Manage and deliver the District's economic development programs and projects.

Objective 2: Help businesses relocate to and expand within the District of Columbia, generating jobs for District residents.

Objective 3: Promote the development of an integrated workforce investment system, delivering high-quality services that help District residents gain skills that meet business needs.

Objective 4: Communicate DMPED projects and priorities to internal and external stakeholders.

KEY PERFORMANCE INDICATORS

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of RFPs issued	7	7	8	5	5	4
Number of project closings	13	5	14	7	19	15
Value of projects under construction (in billions)	\$2.6	\$1.8	\$3.5	\$4.0	\$9.9	\$10.7
Number of affordable housing units for DMPED projects currently under construction	1,144	450	1,460	913	2,011	761
Number of site tours conducted to market District-wide projects	13	5	9	10	10	10
Number of community economic development meetings held	127	65	108	65	65	65
Number of new units of affordable housing developed	850	1,300	2,281	4,818	1,164	Not Available

Office of Planning

www.planning.dc.gov

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Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$10,959,523	\$9,948,827	\$10,312,367	3.7
FTEs	69.8	71.0	70.0	-1.4

The mission of the Office of Planning (OP) is to guide development of the District of Columbia, including the preservation and revitalization of our distinctive neighborhoods, by informing decisions, advancing strategic goals, encouraging the highest quality development outcomes, and engaging all communities.

Summary of Services

OP performs planning for neighborhoods, corridors, districts, historic preservation, public facilities, parks and open spaces, and individual sites. In addition, OP engages in urban design, land use, and historic preservation reviews. OP also conducts historic resources research and community visioning, and it manages, analyzes, maps, and disseminates spatial and U.S. Census data.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table BD0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table BD0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
<u>General Fund</u>						
Local Funds	6,345	10,013	9,359	9,362	4	0.0
Special Purpose Revenue Funds	58	80	80	100	20	25.0
Total for General Fund	6,403	10,093	9,439	9,462	24	0.2
<u>Federal Resources</u>						
Federal Grant Funds	601	592	509	525	16	3.1
Total for Federal Resources	601	592	509	525	16	3.1
<u>Private Funds</u>						
Private Grant Funds	18	42	1	325	324	N/A
Total for Private Funds	18	42	1	325	324	N/A
<u>Intra-District Funds</u>						
Intra-District Funds	601	232	0	0	0	N/A
Total for Intra-District Funds	601	232	0	0	0	N/A
Gross Funds	7,622	10,960	9,949	10,312	364	3.7

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table BD0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table BD0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	54.0	66.3	67.5	66.5	-1.0	-1.5
Total for General Fund	54.0	66.3	67.5	66.5	-1.0	-1.5
Federal Resources						
Federal Grant Funds	3.6	3.5	3.5	3.5	0.0	0.0
Total for Federal Resources	3.6	3.5	3.5	3.5	0.0	0.0
Total Proposed FTEs	57.6	69.8	71.0	70.0	-1.0	-1.4

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table BD0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table BD0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	4,824	5,965	6,298	6,821	523	8.3
12 - Regular Pay - Other	337	150	239	170	-69	-28.7
13 - Additional Gross Pay	61	22	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	1,000	1,224	1,350	1,441	91	6.7
15 - Overtime Pay	0	0	0	71	71	N/A
Subtotal Personal Services (PS)	6,221	7,361	7,887	8,503	617	7.8
20 - Supplies and Materials	35	38	38	38	0	0.0
31 - Telephone, Telegraph, Telegram, Etc.	2	0	0	0	0	N/A
40 - Other Services and Charges	225	225	202	229	27	13.5
41 - Contractual Services - Other	960	2,957	1,588	1,289	-300	-18.9
50 - Subsidies and Transfers	129	333	181	200	19	10.8
70 - Equipment and Equipment Rental	51	46	54	54	0	0.0
Subtotal Nonpersonal Services (NPS)	1,401	3,598	2,062	1,809	-253	-12.3
Gross Funds	7,622	10,960	9,949	10,312	364	3.7

*Percent change is based on whole dollars.

Division Description

The Office of Planning operates through the following 4 divisions:

Development Review and Historic Preservation – assesses plans and projects that range from large, complex developments that are precedent-setting in their potential to change the character of an area, to small individual building permits affecting individual property. This division also promotes stewardship of the District’s historic and cultural resources through planning, protection, and public education; administers the District’s local preservation program under the District’s Historic Landmark and Historic District Protection Act; and acts as the certified state historic preservation program under the National Historic Preservation Act.

This division contains the following 2 activities:

- **Development/Zoning Review** – provides the Board of Zoning Adjustment and the Zoning Commission with professional analyses of large and/or complex zoning cases that may involve variances, special exceptions, campus plans, or planned unit development proposals. The staff also assesses the zoning applied to various areas to make sure that it is consistent with the Comprehensive Plan and recommends changes if necessary; and
- **Historic Preservation** – provides individual technical assistance to any person applying for a District building permit that affects a historic property under the city’s preservation law. The staff provides support to the Historic Preservation Review Board, which determines the appropriateness of changes to historic landmarks and historic districts.

Revitalization/Design and Neighborhood Planning – provides a broad range of plan development, implementation, and project coordination services for District neighborhoods, central Washington, and the waterfront areas.

This division contains the following 2 activities:

- **Neighborhood Planning** – provides a team of neighborhood planners, including one assigned to each ward, to craft and oversee the implementation of small-area plans, which guide growth and development in neighborhoods in accordance with agreed-upon goals and objectives. Neighborhood planners work in collaboration with Advisory Neighborhood Commissions, citizen associations, residents, businesses, and District agencies to develop and implement the plans; and
- **Revitalization and Design** – develops comprehensive strategies for large-area development that emphasize progressive planning, high-quality urban design, and community engagement, through its expertise in urban design, real estate development, land use planning, architecture, environmental substantiality, and community engagement.

Citywide Planning – develops and monitors the District Elements of the Comprehensive Plan, and works with regional and other District agencies to create strategies for emerging employment sectors, meeting retail needs, and coordinating the city’s land use and transportation. The division provides data analysis, information, and long-range planning services to OP staff, neighborhood stakeholders, citizens, businesses, other District and federal agencies, and other decision-makers so that they can have the information needed to plan, develop, and preserve the District.

This division contains the following 3 activities:

- **Citywide Planning** – develops and monitors the District Elements of the Comprehensive Plan, the District’s 20-year blueprint for the city, and works with regional and other city agencies to create strategies for emerging employment sectors, meeting retail needs, and coordinating land use and transportation;

- **Geographic Information Systems and Information Technology** – provides mapping, spatial information, and analysis to District agencies, citizens, and a variety of other stakeholders. These services complement the automated tools available on www.dc.gov; and
- **State Data Center** – serves as the District’s official source of data. It provides a variety of demographic, social, economic, and housing data for the District by ward, census tract, block-group, and block to District agencies, residents, and other stakeholders.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

Division Structure Change

The Office of Planning has no division structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Division and Activity

Table BD0-4 contains the proposed FY 2016 budget by division and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table BD0-4

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1010) Personnel	121	140	140	0	0.9	0.8	0.8	0.0
(1015) Training and Employee Development	25	28	28	0	0.3	0.2	0.2	0.0
(1020) Contracting and Procurement	34	36	38	1	0.3	0.2	0.2	0.0
(1030) Property Management	247	179	189	10	0.3	0.2	0.2	0.0
(1040) Information Technology	64	73	76	2	0.3	0.2	0.2	0.0
(1050) Financial Management	68	73	75	2	0.6	0.5	0.5	0.0
(1055) Risk Management	18	20	22	2	0.3	0.2	0.2	0.0
(1060) Legal	28	29	30	1	0.3	0.2	0.2	0.0
(1080) Communications	75	145	137	-7	1.5	1.2	1.2	0.0
(1085) Customer Service	46	48	52	3	0.6	0.5	0.5	0.0
(1090) Performance Management	303	379	372	-7	2.9	2.5	2.5	0.0
Subtotal (1000) Agency Management	1,028	1,149	1,157	8	8.2	7.0	7.0	0.0
(2000) Development Review and Historic Preservation								
(2010) Development/Zoning Review	950	1,003	1,581	578	9.4	8.0	12.5	4.5
(2020) Historic Preservation	1,923	1,745	1,820	75	14.6	13.0	14.5	1.5
Subtotal (2000) Development Review and Historic Preservation	2,873	2,748	3,401	653	24.0	21.0	27.0	6.0
(3000) Revitalization/Design and Neighborhood Planning								
(3010) Neighborhood Planning	4,175	3,637	2,458	-1,179	13.4	22.4	13.4	-9.0
(3020) Revitalization and Design	723	734	1,093	359	7.5	6.4	9.4	3.0
Subtotal (3000) Revitalization/Design and Neighborhood Planning	4,898	4,371	3,551	-820	20.9	28.8	22.8	-6.0
(7000) Citywide Planning								
(7010) Citywide Planning	1,126	574	1,154	580	5.2	4.4	4.4	0.0
(7020) GIS and IT	631	662	586	-76	6.3	5.4	4.4	-1.0
(7030) State Data Center	404	445	463	18	5.2	4.4	4.4	0.0
Subtotal (7000) Citywide Planning	2,161	1,681	2,203	522	16.7	14.2	13.2	-1.0
Total Proposed Operating Budget	10,960	9,949	10,312	364	69.8	71.0	70.0	-1.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's divisions, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of Planning's (OP) proposed FY 2016 gross budget is \$10,312,367, which represents a 3.7 percent increase over its FY 2015 approved gross budget of \$9,948,827. The budget is comprised of \$9,362,367 in Local funds, \$525,000 in Federal Grant funds, \$325,000 in Private Grant funds, and \$100,000 in Special Purpose Revenue funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple divisions, and it estimates how much it would cost an agency to continue its current divisions and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

OP's FY 2016 CSFL budget is \$9,550,079, which represents a \$191,252, or 2.0 percent, increase over the FY 2015 approved Local funds budget of \$9,358,827.

CSFL Assumptions

The FY 2016 CSFL calculated for OP included adjustment entries that are not described in detail on table 5. These adjustments include a reduction of \$100,000 to account for the removal of one-time funding appropriated in FY 2015 for the Historic Homeowner grant program. Additionally, adjustments were made for a net increase of \$226,749 in personal services to account for the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$31,915 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

OP's CSFL funding for the restoration of one-time salary lapse reflects an adjustment for an increase of \$50,000. Additionally, adjustments were made for a decrease of \$17,413 for Other Adjustments to account for proper funding of compensation and classification reforms within the Workforce Investments fund for Compensation Groups 1 and 2.

Agency Budget Submission

Increase: OP's budget proposal in Local funds reflects an increase of \$142,071 to support projected salary step and Fringe Benefit costs across all divisions. In the Development Review and Historic Preservation division's proposed budget, Local funds reflects a \$100,000 increase to support targeted home grants for historic homes located in economically challenged neighborhoods. Additionally, OP proposes an increase of \$7,236 for fleet maintenance Fixed Costs to align the budget with proposed estimates.

The FY 2016 budget proposal in Federal Grant funds for the Development Review and Historic Preservation division reflects a \$16,000 increase for salary step and Fringe Benefits adjustments. In Private Grant funds, the proposed budget for the Citywide Planning division contains an increase of \$325,000 based on funding from the Kresge Foundation for the Crossing the Street: Building DC's Inclusive Future through Creative Placemaking project.

The budget proposal in Special Purpose Revenue funds reflects an increase of \$20,000 based on the agency's forecast of fund balance and revenue trends from applicant and vendor fees collected for Historic Landmark and Historic District filings (DC Law 13-281, Subch. 6-1104.09).

Decrease: The proposal in OP's Local funds budget, primarily in the Revitalization/Design and Neighborhood Planning division, reflects a decrease of \$249,307 due to a reduction to operating planning contracts for FY 2016. Additionally, the budget proposed for Private Grant funds contains a decrease of \$1,000 due to the completion of the ArtPlace America grant in the previous fiscal year.

Technical Adjustment: The FY 2016 proposed Local funds budget includes an increase of \$227,681 to support pay adjustments for employees converted to union pay scales.

Mayor's Proposed Budget

Enhance: The proposed Local funds budget supports \$71,000 in pay adjustments for overtime to employees converted to union pay scales.

Reduce: The proposed Local funds budget includes decreases of \$180,535 in funding for preservation grants in the Development Review and Historic Preservation division; \$406,133 in planning activities in the Revitalization/Design and Neighborhood Planning division; and \$409,726 from the elimination of 4.0 vacant positions in the Citywide Planning and Development Review and Historic Preservation divisions.

District's Proposed Budget

Enhance: The Office of Planning's Local funds budget proposal reflects a total increase of \$510,000. Of this amount, \$200,000 is for 2.0 FTEs to support a DC Beautification pilot program and \$110,000 to support 1.0 FTE for a Food Policy Director. This funding also includes one-time funding of \$200,000 to create a comprehensive Cultural Plan for the District.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table BD0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table BD0-5

(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		9,359	67.5
Removal of One-Time Funding	Multiple Programs	-100	0.0
Other CSFL Adjustments	Multiple Programs	291	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		9,550	67.5
Increase: To adjust personal services	Multiple Programs	142	0.0
Increase: To align resources with operational goals	Development Review and Historic Preservation	100	0.0
Increase: To align Fixed Costs with proposed estimates	Agency Management	7	0.0
Decrease: To adjust the Contractual Services budget	Multiple Programs	-249	0.0
Technical Adjustment: To support pay adjustments for employees converted to union pay scales	Multiple Programs	228	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		9,778	67.5
Enhance: Union overtime	Revitalization/Design and Neighborhood Planning	71	0.0
Reduce: Reduction to grants	Development Review and Historic Preservation	-181	0.0
Reduce: Planning activities	Revitalization/Design and Neighborhood Planning	-406	0.0
Reduce: Eliminate vacant positions	Multiple Programs	-410	-4.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		8,852	63.5
Enhance: To support the DC Beautiful pilot program, a Food Policy Director, and a Cultural Plan for the District	Multiple Programs	510	3.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		9,362	66.5
FEDERAL GRANT FUNDS: FY 2015 Approved Budget and FTE		509	3.5
Increase: To align budget with projected grant awards	Development Review and Historic Preservation	16	0.0
FEDERAL GRANT FUNDS: FY 2016 Agency Budget Submission		525	3.5
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 Mayor's Proposed Budget		525	3.5
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 District's Proposed Budget		525	3.5

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Table BD0-5 (Continued)

(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
PRIVATE GRANT FUNDS: FY 2015 Approved Budget and FTE		1	0.0
Increase: To align budget with projected grant awards	Citywide Planning	325	0.0
Decrease: To align budget with projected grant awards	Multiple Programs	-1	0.0
PRIVATE GRANT FUNDS: FY 2016 Agency Budget Submission		325	0.0
No Change		0	0.0
PRIVATE GRANT FUNDS: FY 2016 Mayor's Proposed Budget		325	0.0
No Change		0	0.0
PRIVATE GRANT FUNDS: FY 2016 District's Proposed Budget		325	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		80	0.0
Increase: To align budget with projected revenues	Development Review and Historic Preservation	20	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		100	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		100	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		100	0.0
Gross for BD0 - Office of Planning		10,312	70.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency has the following objectives and performance indicators for their Divisions:

Citywide Planning

Objective 1: Use data to inform planning.

Objective 2: Better inform public and private investment decisions by leveraging the District's planned growth and competitive strengths.

KEY PERFORMANCE INDICATORS

Citywide Planning

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Develop facility plans, identify public-private partnerships or co-location opportunities, and conduct demographic analyses for targeted agencies	2	2	2	2	2	2
Percent of OP-responsible Comp Plan implementation items from the current plan and future amendments that are newly achieved during the fiscal year	16%	27%	21%	20%	22%	22%
Change in retail indicators relative to the baseline, as measured by change in Gross Sales and Use Tax	+2.6%	+1.0%	+2.2%	+1.0%	+1.0%	+1.0%
Change in retail indicators relative to the baseline, as measured by change in Retail Trade Employment	+2.7%	+1.0%	+8.8%	+1.0%	+1.0%	+1.0%
Maintain DC's level of walkability compared to other US cities (as measured by Walkscore) ¹	7	10	7	10	10	10
Positive change in District population	+2.3%	+2.5%	+2.2%	+2.8%	+2.8%	+3.0%
Percent of customers ² who indicate that they are satisfied with the data and analysis they have received from OP, and that it will enable them to fulfill their role in planning the city and influencing quality neighborhood outcomes	97%	90%	95.5%	90%	92%	92%

Revitalization/Design and Neighborhood Planning

Objective 1: Catalyze improvements in neighborhoods and central Washington to enhance economic competitiveness, livability, and environmental harmony.

Objective 2: Increase the transparency and predictability of the planning process to better engage stakeholders and to increase the dialogue around key planning tools and topics.

KEY PERFORMANCE INDICATORS

Revitalization/Design and Neighborhood Planning

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of OP small area plans approved by the Council	100%	90%	Not Available	90%	92%	92%
Percent of plans completed in 18 months or less	100%	78%	100%	80%	80%	85%
Cost of consultant services per small area plan completed	\$300,000	\$250,000	\$297,447	\$300,000	\$300,000	\$300,000

Development Review and Historic Preservation

Objective 1: Deliver resources, clarified regulations, and technical assistance to enhance the quality of the built environment.

KEY PERFORMANCE INDICATORS

Development Review and Historic Preservation

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of historic property permit applications reviewed over the counter	95.6%	90%	91.4%	90%	90%	90%
Dollar amount of historic homeowner grants issued	\$116,115	\$230,000	\$335,912	\$180,000	\$250,000	\$250,000
Percentage of historic landmark designations without owner objection	100%	85%	88.9%	85%	85%	85%
Percent of District government project reviews concluded with adverse effects resolved by consensus	100%	90%	100%	90%	90%	90%
Percent of Development Review reports that meet the expectations of boards/commissions	94.2%	90%	93.6%	90%	92%	92%
Average cases reviewed per zoning review staff	32.6	35	36	35	35	35
Average cases reviewed per historic preservation staff	818	600	878	600	600	600
Percent of PUDs that exceed minimum requirements to further the Sustainable DC plan including the provision of green roofs or other features to help reduce stormwater runoff, electric car charging stations or bike share facilities	Not Available	60%	83.3%	60%	60%	60%

Office of the Director

Objective 1: Efficiently manage the resources and operations of the agency.

KEY PERFORMANCE INDICATORS¹

Office of the Director

	FY 2013	FY 2014	FY 2014	FY 2015	FY 2016	FY 2017
Measure	Actual	Target	Actual	Projection	Projection	Projection
Percent of sub-grantees' budgets spent on programmatic costs ³	76.5%	65%	84.1%	65%	65%	65%
Percent of scheduled monitoring reports as defined in agency monitoring plan completed for each grant award ⁴	100%	100%	100%	100%	100%	100%

Performance Plan Endnotes:

¹Remain in top 10.

²Includes District residents and other individuals, private organizations, and government agencies who have requested data and analysis, data provided in response to a survey question when information is delivered.

³The Wise Giving Alliance of the Better Business Bureau identifies 65 percent to be an industry standard for this measure <http://www.bbb.org/us/Charity-Standards/>. This metric measures all sub-grantees' programmatic costs as a percentage of their overall costs.

⁴Pursuant to 11.4 of the Grants Manual and Source Book, all District agencies must complete monitoring reports. All District agencies should be in compliance with this standard. The standard is 100 percent.

Office of Small and Local Business Development

www.dslbd.dc.gov

Telephone: 202-727-3900

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$8,190,014	\$9,445,947	\$10,338,186	9.4
FTEs	33.6	38.0	46.0	21.0

The Office of Small and Local Business Development (OSLBD) supports the development, economic growth, and retention of District-based businesses and promotes economic development throughout the District's commercial corridors.

Summary of Services

The Office of Small and Local Business Development provides assistance and services to District-based businesses by positioning them to compete successfully for local, federal, and global business opportunities; advocating and promoting small business; providing one-on-one technical assistance, workshops, and training; certifying companies to do business in the city; and fostering small business development in commercial corridors.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table EN0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table EN0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	4,047	7,734	8,985	9,642	657	7.3
Total for General Fund	4,047	7,734	8,985	9,642	657	7.3
Federal Resources						
Federal Grant Funds	69	456	461	696	235	51.1
Total for Federal Resources	69	456	461	696	235	51.1
Gross Funds	4,116	8,190	9,446	10,338	892	9.4

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table EN0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table EN0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	25.5	30.4	35.0	42.3	7.3	20.8
Total for General Fund	25.5	30.4	35.0	42.3	7.3	20.8
Federal Resources						
Federal Grant Funds	0.8	3.2	3.0	3.7	0.7	23.3
Total for Federal Resources	0.8	3.2	3.0	3.7	0.7	23.3
Total Proposed FTEs	26.3	33.6	38.0	46.0	8.0	21.0

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table EN0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table EN0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	1,624	2,415	2,412	3,391	979	40.6
12 - Regular Pay - Other	350	279	667	434	-233	-35.0
13 - Additional Gross Pay	36	45	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	361	539	646	780	134	20.7
Subtotal Personal Services (PS)	2,372	3,277	3,725	4,605	880	23.6
20 - Supplies and Materials	20	30	45	60	15	33.3
31 - Telephone, Telegraph, Telegram, Etc.	33	58	50	66	16	32.4
40 - Other Services and Charges	65	192	181	155	-26	-14.4
41 - Contractual Services - Other	1,053	1,153	2,612	1,285	-1,327	-50.8
50 - Subsidies and Transfers	556	3,334	2,808	4,110	1,302	46.4
70 - Equipment and Equipment Rental	18	145	25	57	32	129.0
Subtotal Nonpersonal Services (NPS)	1,744	4,913	5,721	5,734	13	0.2
Gross Funds	4,116	8,190	9,446	10,338	892	9.4

*Percent change is based on whole dollars.

Division Description

The Office of Small and Local Business Development operates through the following 4 divisions:

Certification – processes applicants into the Certified Business Enterprise (CBE) program and monitors, tracks, and reports the activities of District agencies and non-government project partners to ensure compliance with purchasing, participation, and utilization goals with CBEs pursuant to District Law 16-33, the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended.

This division contains the following 2 activities:

- **Certification** – processes and issues certifications designating a District-based business as a CBE, conducts inspections to ensure businesses are compliant with certification regulations, and responds to complaints regarding non-compliant certified companies; and
- **Compliance** – provides oversight of District government agencies and non-government projects to ensure compliance with District regulations regarding CBE utilization and participation pursuant to District Law 16-33.

Business Opportunities and Access to Capital – provides District-based businesses with the knowledge and capacity-building tools necessary to form, develop, grow, and expand by offering classes, training, technical assistance, and advocacy to promote greater participation in local, federal, and private-sector opportunities.

This division contains the following 5 activities:

- **Capital Acquisition** – expands business opportunities for CBEs by increasing the availability of start-up, working equity, and development capital bonding; partners with lending institutions to provide financial tools; and provides targeted technical assistance that will allow for greater preparedness for the lending process;
- **Procurement Technical Assistance Program** – provides District-based small businesses with support to prepare for and gain access to federal government procurement opportunities through the Procurement Technical Assistance Program;
- **Business Development** – provides support, resources, and technical assistance to current or prospective business owners by providing one-on-one counseling, monthly training courses, and workshops to address a broad variety of start-up and development issues from establishing a business to building business credit and finding loans; promotes and advocates for small and local businesses headquartered in the District of Columbia; and is responsible for increasing opportunities for small business participation in the procurement process within the public and private sectors and communicating industry-specific business opportunities;
- **Trade and Export** – provides training, targeted services, trade mission support, and business opportunity identification in order to increase the number of District small businesses that export, grow the dollar value of exports from District businesses, and coordinate trade missions for qualified District-based businesses; and
- **Technology and Innovation** – provides support and assistance for technology companies pursuing opportunities in the development of Small Business Innovation and Research (SBIR) and Small Business Technology Transfer (STTR) program applications; develops and delivers training and technical assistance sessions, as well as unique multi-sector events, designed to assist District technology entrepreneurs launch and grow their businesses; and leverages expertise in federal and private commercialization practices to generate competitive grant applications for District-based small businesses.

Commercial Revitalization – provides technical and funding assistance that supports, promotes, and fosters economic development in commercial districts as well as the retention, recruitment, and enhancement of small businesses throughout the city.

This division contains the following 4 activities:

- **Capacity Building** – provides oversight, funding, and support for the growth and development of neighborhood businesses and manages grants to community-based organizations;
- **Main Streets** – fosters retail investment in the District by providing services and funding to help communities retain and recruit businesses, improve commercial properties and streetscapes, and attract consumers;
- **Commercial Clean Teams** – maintains commercial corridors; enhances litter clean-up efforts through the removal of debris from streets, sidewalks and storefronts; and removes graffiti and illegal sign postings within designated clean team service-delivery areas; and
- **Healthy Food Programs** – facilitates increased supply and demand for healthy foods in accordance with the Food, Environment and Economic Development (FEED) D.C. Act by providing technical assistance with regard to the purchase, marketing, and maintenance of healthy foods in District of Columbia food desserts.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

Division Structure Change

The Office of Small and Local Business Development has no division structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Division and Activity

Table EN0-4 contains the proposed FY 2016 budget by division and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table EN0-4

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1010) Personnel	105	85	158	73	0.1	0.8	1.8	1.0
(1015) Training and Education	35	43	46	3	0.1	0.4	0.4	0.0
(1020) Contracting and Procurement	12	114	14	-99	0.1	0.1	0.1	0.0
(1030) Property Management	14	14	14	1	0.1	0.1	0.1	0.0
(1040) Information Technology	69	64	81	17	0.1	0.1	0.1	0.0
(1050) Financial Management	104	117	132	16	0.1	0.1	0.1	0.0
(1055) Risk Management	12	14	14	1	0.1	0.1	0.1	0.0
(1060) Legal	239	282	307	25	0.0	0.0	2.0	2.0
(1070) Fleet Management	0	6	6	0	0.0	0.0	0.0	0.0
(1080) Communications	92	172	131	-42	1.9	2.1	1.6	-0.5
(1085) Customer Service	70	73	77	4	1.0	1.1	1.1	0.0
(1090) Performance Management	395	217	367	150	2.7	1.2	2.2	1.0
Subtotal (1000) Agency Management	1,147	1,200	1,349	149	6.5	6.5	10.0	3.5
(2000) Certification								
(2010) Certification	851	530	1,415	885	5.5	4.4	7.3	2.9
(2020) Compliance	646	640	985	345	6.1	6.4	10.3	3.9
Subtotal (2000) Certification	1,497	1,170	2,400	1,230	11.5	10.8	17.7	6.9

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Table EN0-4 (Continued)

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(3000) Business Opportunities and Access to Capital								
(3030) Capital Acquisition	0	308	211	-96	0.0	2.5	1.8	-0.6
(3040) Procurement Technical Assistance Program	340	500	569	69	2.5	4.0	5.0	1.0
(3050) Access to Capital	289	1,248	0	-1,248	0.0	1.0	0.0	-1.0
(3060) Business Development	543	683	442	-242	4.8	6.5	3.8	-2.6
(3070) Trade and Export	297	251	405	154	2.8	2.0	2.0	0.0
(3080) Technology and Innovation	110	130	232	102	0.4	0.0	1.0	1.0
Subtotal (3000) Business Opportunities and Access to Capital	1,579	3,120	1,860	-1,260	10.6	15.9	13.7	-2.3
(4000) Commercial Revitalization								
(4010) Neighborhood Corridor Revitalization	193	0	0	0	1.6	0.0	0.0	0.0
(4020) Capacity Building	233	349	359	10	1.6	2.6	2.4	-0.1
(4030) Main Streets	1,429	1,169	1,525	355	0.9	1.1	1.1	0.0
(4040) Commercial Clean Teams	2,011	2,237	2,745	508	0.0	1.1	1.1	0.0
(4050) Healthy Food Programs	100	200	100	-100	0.9	0.0	0.0	0.0
Subtotal (4000) Commercial Revitalization	3,967	3,956	4,729	773	4.9	4.8	4.6	-0.1
Total Proposed Operating Budget	8,190	9,446	10,338	892	33.6	38.0	46.0	8.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's divisions, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of Small and Local Business Development's (OSLBD) proposed FY 2016 gross budget is \$10,338,186, which represents a 9.4 percent increase over its FY 2015 approved gross budget of \$9,445,947. The budget is comprised of \$9,642,186 in Local funds and \$696,000 in Federal Grant funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple divisions, and it estimates how much it would cost an agency to continue its current divisions and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

OSLBD's FY 2016 CSFL budget is \$8,832,186, which represents a \$153,068, or 1.7 percent, decrease from the FY 2015 approved Local funds budget of \$8,985,254.

CSFL Assumptions

The FY 2016 CSFL calculated for OSLBD included adjustment entries that are not described in detail on table 5. These adjustments include a reduction of \$300,000 to account for the removal of one-time funding appropriated in FY 2015 for Clean Teams in Wards 3, 5, and 7 to support the H Street corridor Main Street improvement program and a one-time study to consider Lower Georgia Avenue for the Main Streets program. Additionally, adjustments were made for a net increase of \$99,133 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$47,799 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

Agency Budget Submission

Increase: OSLBD's proposed Local funds budget reflects an increase of \$711,065 in the budget allocation for personal services to support an additional 7.3 Full-Time Equivalent (FTE) positions, as well as projected salary step and Fringe Benefit costs. The additional FTEs have been added to comply with the requirements in the new Certified Business Enterprise (CBE) law. Additionally, the proposed Local funds budget reflects increases of \$492,152 to support Commercial Clean Teams, \$47,251 for office equipment and supplies to support the new FTEs and the CBE process, and \$16,191 for projected Telecommunications costs.

The FY 2016 budget proposal in Federal Grant funds reflects a net increase of \$235,307 and 0.7 FTE primarily due to a newly administered D.C. State Trade and Export Promotion (STEP) grant for FY 2016.

Decrease: OSLBD's Local funds budget proposal reflects a net reduction of \$1,266,658. Of this amount, \$1,213,318 accounts for budget items in FY 2015 that are not recurring in FY 2016. These items were associated with the process of clarifying the definition of small business enterprise and CBE, to classify developers as beneficiaries, and to define what constitutes a government-assisted project that is subject to the requirements of the CBE program. The remaining \$53,340 is due to the completion of Main Streets program contracts in FY 2015.

Mayor's Proposed Budget

Reduce: The Local funds budget includes a reduction of \$100,000 in healthy food support grants in the Commercial Revitalization division.

District's Proposed Budget

Enhance: The Office of Small and Local Business Development's Local funds budget increased by \$510,000 to support the living wage salary adjustments for the Clean Teams in the Commercial Revitalization division. Additionally, the Local funds budget reflects a one-time increase of \$400,000 to create new Main Streets for Van Ness and Tenleytown.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table EN0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table EN0-5
(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		8,985	35.0
Removal of One-Time Funding	Multiple Programs	-300	0.0
Other CSFL Adjustments	Multiple Programs	147	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		8,832	35.0
Increase: To adjust personal services	Multiple Programs	711	7.3
Increase: To support program initiative(s)	Commercial Revitalization	492	0.0
Increase: To align funding with nonpersonal services costs	Multiple Programs	47	0.0
Increase: To align Fixed Costs with proposed estimates	Agency Management	16	0.0
Decrease: To align resources with operational goals	Multiple Programs	-1,267	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		8,832	42.3
Reduce: Healthy food support grant funding	Commercial Revitalization	-100	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		8,732	42.3
Enhance: To support two additional Clean Teams and living wage increase	Commercial Revitalization	510	0.0
Enhance: To support additional Main Streets	Commercial Revitalization	400	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		9,642	42.3
FEDERAL GRANT FUNDS: FY 2015 Approved Budget and FTE		461	3.0
Increase: To align budget with projected grant awards	Business Opportunities and Access to Capital	235	0.7
FEDERAL GRANT FUNDS: FY 2016 Agency Budget Submission		696	3.7
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 Mayor's Proposed Budget		696	3.7
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 District's Proposed Budget		696	3.7
Gross for EN0 - Office of Small and Local Business Development		10,338	46.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Certification, Compliance and Enforcement

Objective 1: Improve the business certification process, increase participation, and strengthen compliance and enforcement of the CBE program (5-Year Economic Development Strategy 1.17).

KEY PERFORMANCE INDICATORS

Certification, Compliance and Enforcement

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of District agencies monitored for Certified Small Business Enterprise (CSBE) compliance	80	80	82	80	80	80
Average number of business days for certification application determinations	35	30	24	28	26	26
Percentage of certification applications processed within 45 business days	90%	85%	91.4%	85%	85%	85%
Number of certification applications processed	1,186	1,200	1,058	1,250	1,300	1,300
Number spot checks conducted (new in FY 2014)	Not Available	1,100	1,100	1,100	1,100	1,100

Business Opportunities and Access to Capital

Objective 1: Assist small businesses with accessing capital, expanding business opportunities and training and education resources (including 5-Year Economic Development Strategy 1.3 and 5.3).

KEY PERFORMANCE INDICATORS

Business Opportunities and Access to Capital

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of small business participants in training and education activities	4,045	3,200	4,367	3,400	3,400	3,500
Number of small business trade missions	1	1	2	1	1	1
Number of small businesses participating in international business matching activities (exporting activities)	17	20	27	20	20	25
Number of OSLBD clients obtaining Historically Underutilized Business Zones (HUBZone) and 8(a) certification [5-Year Economic Development Strategy 1.3]	110	1	414	75	100	125

(Continued on next page)

KEY PERFORMANCE INDICATORS (Continued)

Business Opportunities and Access to Capital

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of small businesses receiving microloans (new in FY 2014)	Not Available	Baseline	20	20	20	25
Number of participants in DC Food Incubators (new in FY 2014)	Not Available	Baseline	50	50	50	100

Commercial Revitalization

Objective 1: Extend economic development to District neighborhoods through commercial revitalization initiatives and programs.

KEY PERFORMANCE INDICATORS

Commercial Revitalization

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of graffiti removed in commercial corridors	1,664	1,364	2,500	3,000	3,500	3,500
Weight of litter and recyclables collected in pounds	Not Available	Baseline	1,059,593	800,000	800,000	800,000
Number of trash bags collected in commercial corridors ¹	97,347	Not Available	Not Available	Not Available	Not Available	Not Available
Number of tree boxes maintained in commercial corridors ²	20,000	7,463	Not Available	Not Available	Not Available	Not Available
Number of Streetscape Loan received ³	6	6	0	1	2	2

Agency Management

Objective 1: Provide administrative support and the required tools to achieve operational and programmatic effectiveness within OSLBD.

KEY PERFORMANCE INDICATORS

Agency Management

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of webpage views	193,270	144,784	117,500	120,000	122,500	130,000

Performance Plan Endnotes

¹In FY 2014, Commercial Revitalization has moved away from counting number of trash bags to tracking weight of collected trash.

²This indicator was discontinued in FY 2014.

³The Washington Area Community Investment Fund (WACIF) administers Streetscape Loan program and reports numbers to OSLBD. In FY 2014, WACIF did not give any loans.

Office of Motion Picture and Television Development

www.film.dc.gov

Telephone: 202-727-6608

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$882,702	\$3,699,820	\$0	-100.0
FTEs	5.3	6.0	0.0	-100.0

The Office of Motion Picture and Television Development will be absorbed. Its mission, funding, and Full-Time-Equivalents (FTEs) will be transferred to the Office of Film, Television, and Entertainment (OFTE). The total funding amount and FTEs transferred are \$2,221,959 and 6.0, respectively. The proposed programs for FY 2016 are shown in OFTE.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table TK0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table TK0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
<u>General Fund</u>						
Local Funds	782	812	3,605	0	-3,605	-100.0
Special Purpose Revenue Funds	85	71	95	0	-95	-100.0
Total for General Fund	867	883	3,700	0	-3,700	-100.0
Gross Funds	867	883	3,700	0	-3,700	-100.0

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table TK0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table TK0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
<u>General Fund</u>						
Local Funds	5.1	5.3	6.0	0.0	-6.0	-100.0
Total for General Fund	5.1	5.3	6.0	0.0	-6.0	-100.0
Total Proposed FTEs	5.1	5.3	6.0	0.0	-6.0	-100.0

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table TK0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table TK0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	312	393	512	0	-512	-100.0
12 - Regular Pay - Other	142	83	71	0	-71	-100.0
14 - Fringe Benefits - Current Personnel	98	104	134	0	-134	-100.0
15 - Overtime Pay	0	0	0	0	0	N/A
Subtotal Personal Services (PS)	552	580	718	0	-718	-100.0
20 - Supplies and Materials	13	13	13	0	-13	-100.0
31 - Telephone, Telegraph, Telegram, Etc.	-1	0	0	0	0	N/A
40 - Other Services and Charges	295	256	188	0	-188	-100.0
50 - Subsidies and Transfers	0	0	2,771	0	-2,771	-100.0
70 - Equipment and Equipment Rental	8	34	10	0	-10	-100.0
Subtotal Nonpersonal Services (NPS)	315	303	2,982	0	-2,982	-100.0
Gross Funds	867	883	3,700	0	-3,700	-100.0

*Percent change is based on whole dollars.

Program Description

Please see the Office of Film, Television, and Entertainment agency chapter for a description of programs related to the prior functions of the Office of Motion Picture and Television Development.

Program Structure Change

The proposed program structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at www.cfo.dc.gov on the Annual Operating Budget and Capital Plan page.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table TK0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table TK0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1010) Personnel	16	20	0	-20	0.1	0.1	0.0	-0.1
(1015) Training and Employee Development	16	18	0	-18	0.1	0.1	0.0	-0.1
(1020) Contracting and Procurement	26	30	0	-30	0.2	0.2	0.0	-0.2
(1040) Information Technology	20	18	0	-18	0.1	0.1	0.0	-0.1
(1050) Financial Management	26	31	0	-31	0.2	0.2	0.0	-0.2
(1070) Fleet Management	3	1	0	-1	0.0	0.0	0.0	0.0
(1080) Communications	26	31	0	-31	0.2	0.2	0.0	-0.2
(1085) Customer Service	26	30	0	-30	0.2	0.2	0.0	-0.2
(1090) Performance Management	16	18	0	-18	0.1	0.1	0.0	-0.1
Subtotal (1000) Agency Management	174	194	0	-194	1.3	1.2	0.0	-1.2
(2000) Office of Motion Picture and TV Development								
(2010) Marketing and Promotions	195	2,949	0	-2,949	1.2	1.1	0.0	-1.1
(2020) Production Support	487	528	0	-528	2.8	3.6	0.0	-3.6
(2030) Community Outreach	27	29	0	-29	0.1	0.1	0.0	-0.1
Subtotal (2000) Office of Motion Picture and TV Development	709	3,506	0	-3,506	4.0	4.8	0.0	-4.8
Total Proposed Operating Budget	883	3,700	0	-3,700	5.3	6.0	0.0	-6.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of Motion Picture and Television Development (MPTD) will transfer out its entire budget of \$2,221,959 to the Office of Film, Television, and Entertainment. All functions and responsibilities that currently exist in MPTD will now reside within this agency. As part of FY 2016 formulation of the MPTD's budget, the sections below reflect the budget changes made prior to the agency's absorption.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

MPTD's FY 2016 CSFL budget is \$2,126,959, which represents a \$1,477,861, or 41.0 percent, decrease from its FY 2015 approved Local funds budget of \$3,604,820.

CSFL Assumptions

The FY 2016 CSFL calculated for MPTD included adjustment entries that are not described in detail on table 5. These adjustments include a reduction of \$1,500,000 to account for the removal of one-time funding appropriated in FY 2015 for the DC Film Incentive Fund. Additionally, adjustments were made for a net increase of \$22,139 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015.

Agency Budget Submission

Increase: In Local funds, MPTD proposes to increase the nonpersonal services budget by \$33,873 primarily in the Office of Motion Picture and Television Development program. This adjustment will support Other Services and Charges and Equipment costs.

Decrease: MPTD's proposed budget in Local funds includes a net decrease of \$33,873 in personal services to offset the increase in nonpersonal services. This adjustment comprises of \$12,602 in the Agency Management program and \$21,271 in the Office of Motion Picture and Television Development program.

Mayor's Proposed Budget

Transfer Out: The Office of Motion Picture and Television Development will transfer out its entire budget of \$2,126,959 in Local funds and \$95,000 in Special Purpose Revenue funds to the Office of Film, Television, and Entertainment.

District's Proposed Budget

No Change: The Office of Motion Picture and Television Development's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table TK0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table TK0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		3,605	6.0
Removal of One-Time Funding	Multiple Programs	-1,500	0.0
Other CSFL Adjustments	Multiple Programs	22	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		2,127	6.0
Increase: To align resources with operational goals	Multiple Programs	34	0.0
Decrease: To adjust personal services	Multiple Programs	-34	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		2,127	6.0
Transfer-Out: To OFTE for absorption into the new agency's budget	Multiple Programs	-2,127	-6.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		0	0.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		95	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		95	0.0
Transfer-Out: To OFTE for absorption into the new agency's budget	Office of Motion Picture and TV Development	-95	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		0	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		0	0.0
Gross for TK0 - Office of Motion Picture and Television Development		0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Office of Film, Television, and Entertainment

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$0	\$0	\$13,601,488	N/A
FTEs	0.0	0.0	48.5	N/A

The mission of the Office of Film, Television, and Entertainment (OFTE) is to create a sustainable entertainment industry in the District. In addition, OFTE (1) regulates the provision of “cable service” in the District of Columbia (as that term is defined by the District’s cable television laws); (2) protects and advances the cable television-related interests of the District and its residents; and (3) produces live and recorded video and other programming by way of the District’s public, educational, and government (PEG) cable channels. Lastly, OFTE implements, manages, and administrates programs, initiatives, and services that support the film, television, and entertainment industry’s economic activity, growth, and employment in the District of Columbia.

Summary of Services

OFTE is composed of the former Office of Cable Television and Office of Motion Picture and Television Development.

OFTE offers various services to local and out-of-state film, television, video, entertainment, interactive, multimedia, and digital media content creators, including: production and parking permitting; location scouting; production support; hotel, restaurant, and transportation assistance; and job placement assistance. The office engages the community to create a greater understanding of the media industry as a whole, the content/media-making process, and the professional skills required to become a marketable media industry professional. Lastly, it serves as a liaison between the media industry and District residents, local government, federal government, local businesses, business development groups, and non-profits.

In addition, OFTE is responsible for regulating cable television in the District, as well as the administration of the District's government access channels, District Council Channel (DCC) and District of Columbia Network (DCN), and the District's education access channel, District Knowledge Network (DKN). OFTE creates content that informs, educates, and entertains viewers via the District of Columbia's public, educational, and government channels (PEG) and other forms of content outlets. The award-winning content provides resourceful information on government activity, education, current events, history, and arts and entertainment. Through its three cable television channels, OFTE provides public access to the governmental process and insights into life in the District. OFTE is dedicated to providing quality diverse programming and services that seek to educate, enlighten, and empower the residents of the District of Columbia. Department performance expectations in FY 2016 are listed by functional program.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table CI0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget.

Table CI0-1
(dollars in thousands)

Appropriated Fund	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
<u>General Fund</u>				
Local Funds	0	3,405	3,405	N/A
Special Purpose Revenue Funds	0	10,196	10,196	N/A
Total for General Fund	0	13,601	13,601	N/A
Gross Funds	0	13,601	13,601	N/A

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table CI0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type.

Table CI0-2

	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
Appropriated Fund				
General Fund				
Local Funds	0.0	6.0	6.0	N/A
Special Purpose Revenue Funds	0.0	42.5	42.5	N/A
Total for General Fund	0.0	48.5	48.5	N/A
Total Proposed FTEs	0.0	48.5	48.5	N/A

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table CI0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget.

Table CI0-3
(dollars in thousands)

	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
Comptroller Source Group				
11 - Regular Pay - Continuing Full Time	0	3,225	3,225	N/A
12 - Regular Pay - Other	0	894	894	N/A
14 - Fringe Benefits - Current Personnel	0	865	865	N/A
15 - Overtime Pay	0	66	66	N/A
Subtotal Personal Services (PS)	0	5,050	5,050	N/A
20 - Supplies and Materials	0	52	52	N/A
30 - Energy, Communcation, and Building Rentals	0	355	355	N/A
31 - Telephone, Telegraph, Telegram, Etc.	0	136	136	N/A
34 - Security Services	0	83	83	N/A
35 - Occupancy Fixed Costs	0	600	600	N/A
40 - Other Services and Charges	0	1,507	1,507	N/A
41 - Contractual Services - Other	0	300	300	N/A
50 - Subsidies and Transfers	0	4,549	4,549	N/A
70 - Equipment and Equipment Rental	0	969	969	N/A
Subtotal Nonpersonal Services (NPS)	0	8,552	8,552	N/A
Gross Funds	0	13,601	13,601	N/A

*Percent change is based on whole dollars.

Program Description

The Office of Film, Television, and Entertainment operates through the following 3 programs:

Office of Cable Television – provides 24-hour informative programming on DCC, DCN, and DKN. Programs include gavel-to-gavel coverage of Council hearings, Mayoral press conferences and meetings and activities of government agencies, and live and recorded coverage of the activities of the Mayor, the public, and the Office of the State Superintendent of Education. Programming also includes educational resources to support students, parents, teachers, and community members. The program also provides customer service and franchise oversight services for District cable subscribers and for the District government to ensure they receive reliable services that comply with District and federal laws and regulations. This program performs the regulatory functions of the agency, which include enforcing (and, when appropriate, proposing amendments to) the provisions of the District Cable Act; negotiating new cable television franchise agreements; renewing cable franchise agreements with local cable providers; providing general legal counsel to the agency; managing and resolving regulatory and other disputes between cable operators and the District government and/or its residents; and enforcing the provisions of District cable franchise agreements and other applicable laws.

This program contains the following 4 activities:

- **Originated Programming** – provides original television production and programming services for District cable viewers, enabling them to have access to information about citywide events as well as gain information about the operation and management of the District;
- **Fee for Service Programming** – provides contracted television production and programming services to District government agencies by offering professionally produced programs at competitive prices;
- **Franchise Regulation** – provides cable company oversight services for District cable subscribers, allowing them to receive cable television services that are in compliance with District and federal laws and regulations; and
- **Customer Service** – facilitates complaint resolution, installation and repair services to District cable subscribers and District government agencies to ensure that they receive reliable cable television service and problem resolution in a timely manner.

Office of Motion Pictures – promotes the District in the United States and abroad as a major venue for production activity. These outreach efforts generate revenue for the District and include the following forms of production: feature films; short films; television series; television specials; commercials; documentaries; and corporate, music, and education videos. This program also promotes the use of local film and video resources and provides pre-production, production, and post-production assistance to producers filming in the District. In addition, this program stimulates employment opportunities in the District through the production of film, video, photography, and multimedia projects.

This program contains the following 3 activities:

- **Marketing and Promotions** – provides the industry with information on the District’s film/video industry, studio and production facilities, and first-rate technicians and creative talent;
- **Production Support** – provides filmmakers with a range of services designed to save them time, money, and effort so that they will perceive the District as a “film-friendly” environment; and
- **Community Outreach** – provides filmmakers an opportunity to become involved in the community in which they are working.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Office of Film, Television, and Entertainment is a new agency in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table CI0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget.

Table CI0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands			Full-Time Equivalents		
	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management						
(1015) Training and Education Development	0	40	40	0.0	0.0	0.0
(1020) Contracting and Procurement	0	145	145	0.0	2.0	2.0
(1030) Property Management	0	1,169	1,169	0.0	0.0	0.0
(1040) Information Technology	0	242	242	0.0	1.0	1.0
(1050) Financial Management	0	150	150	0.0	0.0	0.0
(1070) Fleet Management	0	56	56	0.0	0.0	0.0
(1085) Customer Service	0	705	705	0.0	6.0	6.0
(1090) Performance Management	0	285	285	0.0	2.0	2.0
Subtotal (1000) Agency Management	0	2,792	2,792	0.0	11.0	11.0
(2000) Office of Cable Television						
(2010) Originated Programming	0	4,765	4,765	0.0	18.5	18.5
(2020) Fee for Service Programming	0	1,968	1,968	0.0	10.0	10.0
(2030) Franchise Regulation	0	377	377	0.0	3.0	3.0
(2040) Customer Service	0	200	200	0.0	0.0	0.0
Subtotal (2000) Office of Cable Television	0	7,309	7,309	0.0	31.5	31.5
(3000) Office of Motion Pictures						
(3010) Marketing and Promotions	0	2,868	2,868	0.0	1.0	1.0
(3020) Production Support	0	529	529	0.0	4.0	4.0
(3030) Community Outreach	0	103	103	0.0	1.0	1.0
Subtotal (3000) Office of Motion Pictures	0	3,500	3,500	0.0	6.0	6.0
Total Proposed Operating Budget	0	13,601	13,601	0.0	48.5	48.5

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of Film, Television, and Entertainment's (OFTE) proposed FY 2016 gross budget is \$13,601,488. This budget is newly established in FY 2016. The budget is comprised of \$3,405,263 in Local funds and \$10,196,225 in Special Purpose Revenue funds.

Mayor's Proposed Budget

Transfer-In: The Office of Film, Television, and Entertainment's budget proposal reflects an amount of \$2,126,959 and 6.0 FTEs in Local funds, which were transferred from the Office of Motion Picture and Television Development (MPTD) to promote the District as a major venue for production activity.

In Special Purpose Revenue funds, OFTE's proposed budget is comprised of a transfer-in of \$7,309,378 and 31.5 FTEs from the Office of Cable Television (OCT). The transfer of resources supports the Office of Cable Television program, which regulates cable service in the District; protects and advances cable television-related interests of the District; and produces live and recorded video and other programming by way of the District's PEG channels. Additionally, OFTE's proposed budget reflects a transfer of \$2,791,847 and 11.0 FTEs from OCT to support the Agency Management program and \$95,000 for the Office of Motion Pictures program. By establishing this new agency, the District is able to consolidate MPTD and OCT to better serve District constituents through the more efficient utilization of resources.

District's Proposed Budget

Enhance: OFTE's Local funds budget increased by \$1,730,000 in the Office of Motion Pictures program to reflect a one-time enhancement to the DC Film Incentive Fund.

Reduce: In the Office of Motion Pictures program, OFTE's Local funds budget was reduced by \$451,696 to realize cost savings in nonpersonal services.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table CI0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table CI0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		0	0.0
Transfer-In: MPTD consolidated with OFTE	Office of Motion Pictures	2,127	6.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		2,127	6.0
Enhance: DC Film Incentive Fund	Office of Motion Pictures	1,730	0.0
Reduce: To realize cost savings in nonpersonal services	Office of Motion Pictures	-452	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		3,405	6.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		0	0.0
Transfer-In: OCT consolidated with OFTE	Office of Cable Television	7,309	31.5
Transfer-In: OCT consolidated with OFTE	Agency Management	2,792	11.0
Transfer-In: MPTD consolidated with OFTE	Office of Motion Pictures	95	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		10,196	42.5
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		10,196	42.5
Gross for CI0 - Office of Film, Television, and Entertainment		13,601	48.5

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Programming

Objective 1: Provide 24-hour informative programming on DCC, DCN, and DKN. Programs provided include public service announcements (PSAs) for the Executive Offices of the Mayor, the District Council, State Board of Education, and many other District of Columbia agencies.

Objective 2: Expand the knowledge of District children by increasing the awareness of educational and social programs available in the District.

KEY PERFORMANCE INDICATORS

Programming

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of community outreach and information via news tickers and snippets	Not Available	Not Available	Not Available	250	275	316.3
Number of programming hours via smart phone applications	Not Available	Not Available	Not Available	100	110	126.5
Number of "What Did You Learn Today," "Educator of the Week," and "Quotes" features on DKN	Not Available	Not Available	Not Available	100	110	126.5
Number of District students exposed to hands-on television production	Not Available	Not Available	Not Available	15	21.5	24.7

Operations

Objective 1: Provide quality and efficient management and support services.

KEY PERFORMANCE INDICATORS

Operations

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of customer complaints regarding cable providers' outside infrastructures responded to within 48 hours	92%	90%	95.1%	90%	93%	95%
Number of hours employees trained in professional and personal development	758	650	269	559	614.9	707.1
Number of annual visits to cable franchisees' customer service centers	6	6	4	5	7	9

Regulatory

Objective 1: Protect and advance the cable television-related interests of District residents.

KEY PERFORMANCE INDICATORS

Regulatory

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Update of customer service regulations in DPM	Not Available	25%	50%	50%	55%	63.3%
Number of community outreach events	Not Available	2	4	6	8	10
Conduct review of status of cable television in the District	Not Available	Not Available	Not Available	1	1	1

Film, Television, and Entertainment

Objective 1: Maximize and support economic activity, infrastructure development, and workforce development and job creation in the District of Columbia’s media industry.

Objective 2: Become the “go to” agency for all film, television, and entertainment projects filming in the District.

Objective 3: Market and promote the District as a location welcoming to media makers, and facilitate the media production process in the District.

Objective 4: Expand community outreach and enhance constituent communication.

Objective 5: Research and develop media literacy and education programs and partnerships.

KEY PERFORMANCE INDICATORS

Film, Television, and Entertainment

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Film and video projects produced in the District	304	320	280	300	330	365
Motion picture and television industry spending in the District	\$19,947,272 ¹	\$20,000,000	\$9,051,915	\$10,100,000	\$11,000,000	\$12,200,000
Film, Television, and Entertainment on location set visits with productions with significant impact/importance ²	Not Available	Not Available	Not Available	75%	80%	85%
Content creators that rank the overall film experience in D.C. as satisfactory or very satisfactory	100%	99%	99%	99%	99%	99%
Industry events or activities attended and/or participated in to market the District as a production venue	7	4	41	45	50	55
Contacts made (in person or over the phone) with location media production decision-makers to promote the District as a production venue	113	150	532	400	440	490
Temporary job and training opportunities in the motion picture and television industry	3,859 ³	2,300	1,933	2,125	2,340	2,575
Events/activities aimed at connecting District residents with job and training opportunities	5	5	22	15	17	19

Performance Plan Endnotes:

¹\$6.7 million of the motion picture and television industry spending in the District in FY 2013 corresponds to productions that were not permitted through MPTD due to a reporting error.

²As of FY 2015, the Office of Film, Television, and Entertainment (OFTE) will begin to track the percentage of production sets visited by OFTE staff with significant impact/importance.

³425 of the temporary job and training opportunities in FY 2013 correspond to productions that were not permitted through MPTD due to a reporting error.

Office of Zoning

www.dcoz.dc.gov

Telephone: 202-727-6311

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$2,688,106	\$2,728,735	\$2,630,257	-3.6
FTEs	19.2	19.0	19.0	0.1

The mission of the Office of Zoning (DCOZ) is to provide administrative, professional, and technical assistance to the Zoning Commission (ZC) and the Board of Zoning Adjustment (BZA) in support of their oversight and adjudication of zoning matters in the District of Columbia.

Summary of Services

DCOZ administers the zoning application processes for the ZC and BZA. The agency reviews and accepts applications, schedules hearings to determine whether cases meet specified zoning criteria, schedules meetings to make determinations with respect to pending applications, and issues legal orders. Technology plays a critical role in support of this process by enhancing effectiveness and transparency. DCOZ also spearheads outreach to citizens of the District of Columbia to ensure a robust understanding of the zoning application process.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table BJ0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table BJ0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	2,565	2,666	2,705	2,606	-98	-3.6
Total for General Fund	2,565	2,666	2,705	2,606	-98	-3.6
Intra-District Funds						
Intra-District Funds	21	22	24	24	0	0.0
Total for Intra-District Funds	21	22	24	24	0	0.0
Gross Funds	2,586	2,688	2,729	2,630	-98	-3.6

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table BJ0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table BJ0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	19.0	19.2	19.0	19.0	0.0	0.1
Total for General Fund	19.0	19.2	19.0	19.0	0.0	0.1
Total Proposed FTEs	19.0	19.2	19.0	19.0	0.0	0.1

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table BJ0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table BJ0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	1,463	1,576	1,545	1,601	56	3.6
12 - Regular Pay - Other	95	12	122	88	-33	-27.5
13 - Additional Gross Pay	2	1	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	325	315	355	365	10	2.8
15 - Overtime Pay	0	0	0	0	0	N/A
Subtotal Personal Services (PS)	1,885	1,905	2,021	2,054	33	1.6
20 - Supplies and Materials	32	35	35	35	0	0.0
31 - Telephone, Telegraph, Telegram, Etc.	1	0	0	0	0	N/A
40 - Other Services and Charges	279	309	311	343	32	10.2
41 - Contractual Services - Other	360	410	331	168	-163	-49.2
70 - Equipment and Equipment Rental	28	30	30	30	0	0.0
Subtotal Nonpersonal Services (NPS)	701	783	707	576	-131	-18.5
Gross Funds	2,586	2,688	2,729	2,630	-98	-3.6

*Percent change is based on whole dollars.

Program Description

The Office of Zoning operates through the following 2 programs:

Zoning Services – provides assistance, information and services to the ZC, BZA, other government agencies, applicants, businesses, and the general public regarding the District’s zoning processes.

This program contains the following 4 activities:

- **Zoning Services** – provides administrative, professional, and technical assistance to the ZC and BZA in support of their oversight and adjudication of zoning matters in the District, and provides public outreach to ensure that the District’s zoning processes are easily understandable and accessible to the public;
- **Compliance Review** – investigates and evaluates complaints of non-compliance with the conditions of ZC and BZA orders to the public, so that non-compliance issues can be resolved by or referred to the Department of Consumer and Regulatory Affairs for enforcement;
- **Information Management** – provides new systems to automate zoning information and facilitates delivery of zoning services to the public and other District agencies; and
- **Zoning Certifications** – provides authentication of zoning classification of property to the public, including developers, architects, lawyers, realtors, tax assessors, land owners, and others in the land use business, and provides certified copies of ZC and BZA case files so that courts can have full case documents required for decision-making.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Office of Zoning has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table BJ0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table BJ0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1010) Personnel	30	30	79	49	0.4	0.4	1.0	0.6
(1015) Training and Employee Development	12	12	12	1	0.1	0.1	0.1	0.0
(1020) Contracting and Procurement	32	32	34	2	0.2	0.2	0.2	0.0
(1040) Information Technology	99	99	106	7	0.7	0.7	0.7	0.0
(1050) Financial Management	12	12	9	-2	0.1	0.1	0.0	0.0
(1060) Legal	443	465	624	159	2.5	2.4	3.3	0.8
(1080) Communications	43	44	38	-6	0.2	0.2	0.2	0.0
(1085) Customer Service	211	216	215	-1	3.1	2.8	3.6	0.8
(1090) Performance Management	91	101	117	16	1.1	1.0	1.0	0.0
Subtotal (1000) Agency Management	973	1,010	1,234	224	8.4	8.0	10.2	2.2
(2000) Zoning Services								
(2010) Zoning Services	1,480	1,483	1,212	-270	8.8	9.0	7.5	-1.5
(2020) Compliance Review	66	64	69	5	0.6	0.6	0.6	0.0
(2030) Information Management	99	99	106	7	0.7	0.7	0.7	0.0
(2040) Zoning Certifications	70	73	9	-64	0.8	0.8	0.0	-0.7
Subtotal (2000) Zoning Services	1,715	1,718	1,396	-322	10.9	11.0	8.8	-2.2
Total Proposed Operating Budget	2,688	2,729	2,630	-98	19.2	19.0	19.0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of Zoning's (DCOZ) proposed FY 2016 gross budget is \$2,630,257, which represents a 3.6 percent decrease from its FY 2015 approved gross budget of \$2,728,735. The budget is comprised of \$2,606,257 in Local funds and \$24,000 in Intra-District funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

DCOZ's FY 2016 CSFL budget is \$2,781,257, which represents a \$76,522, or 2.8 percent, increase over the FY 2015 approved Local funds budget of \$2,704,735.

CSFL Assumptions

The FY 2016 CSFL calculated for DCOZ included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$71,144 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$6,755 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent. Additionally, an adjustment was made for a decrease of \$1,377 for Other Adjustments to account for proper funding of compensation and classification reforms within the Workforce Investments fund for Compensation Groups 1 and 2.

Agency Budget Submission

Increase: The FY 2016 proposed operating budget for DCOZ will support its featured services, which include the filing and managing of cases online; live webcasts of hearings; and the updating of zoning regulations and case records. In Local funds, DCOZ's budget proposal reflects an increase of \$37,114, primarily in the Zoning Services program. This funding will be used for office support, technology contracts, and professional service fees.

Decrease: The Local funds budget submission includes a savings of \$37,114 in personal services to reflect an adjustment based on projected salary lapse savings. This adjustment offsets the proposed increases in non-personal services.

Mayor's Proposed Budget

No Change: DCOZ's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

District's Proposed Budget

Transfer: DCOZ's FY 2016 proposed budget reflects a nonpersonal services reduction of \$175,000 in the Zoning Services program. The reduction reflects the transfer of Local funds to the Pay-As-You-Go (Paygo) Capital Fund agency to support the agency's capital projects.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table BJ0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table BJ0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		2,705	19.0
Other CSFL Adjustments	Multiple Programs	77	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		2,781	19.0
Increase: To align funding with nonpersonal services costs	Multiple Programs	37	0.0
Decrease: To adjust personal services	Multiple Programs	-37	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		2,781	19.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		2,781	19.0
Transfer-Out: To Pay-As-You-Go Capital Fund agency to support capital projects	Zoning Services	-175	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		2,606	19.0
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		24	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 Agency Budget Submission		24	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		24	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		24	0.0
Gross for BJ0 - Office of Zoning		2,630	19.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Objective 1: Create a convenient, easy to use, and understandable zoning process through website development, expansive outreach and educational programs for District residents and businesses.

Objective 2: Leverage new and existing technologies to further ensure that the District of Columbia's zoning processes are easily understandable and accessible to the public.

Objective 3: Streamline zoning regulations to enhance efficiency and transparency of zoning processes.

KEY PERFORMANCE INDICATORS

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of zoning certifications completed within 5 business days	Not Available	85%	100%	95%	95%	98%
Percent of BZA summary orders issued within 10 business days	Not Available	85%	98.7%	95%	95%	98%
Percent of BZA hearings scheduled within 3 months of application acceptance (excluding recess month)	Not Available	85%	100%	95%	95%	98%
Percent of website inquiries responded to within 24 hours	97.5%	95%	97.2%	98%	98%	98%

Department of Housing and Community Development

www.dhcd.dc.gov

Telephone: 202-442-7200

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$96,150,222	\$196,865,670	\$285,210,440	44.9
FTEs	136.4	159.0	170.0	6.9

The mission of the Department of Housing and Community Development (DHCD) is to create and preserve opportunities for affordable housing and economic development, and to revitalize underserved communities in the District of Columbia.

Summary of Services

DHCD's fundamental activities consist of financial operations, program delivery, administration of regulations, and support of the independent Rental Housing Commission. The specific strategic objectives that DHCD focuses on to stimulate economic development and spur the dream of home ownership in underserved communities are (1) preserve and increase the supply of quality affordable housing throughout the District, (2) increase homeownership opportunities to residents of low and moderate income households, and (3) revitalize District neighborhoods by promoting community development that embraces economic opportunities for local businesses. DHCD creates and preserves affordable housing by providing low-cost gap financing and subsidies for single-family residential rehabilitation and multi-family construction projects to garner affordable rental and homeownership opportunities throughout the city. DHCD also leverages its appropriated local and federal funding to help finance community facilities, acquire property, and administer disposition activities for vacant and abandoned properties to help stabilize District neighborhoods and provide new local opportunities. DHCD partners with community-based organizations citywide to implement residential and community services that include homeownership assistance programs, housing counseling services, storefront facades improvement initiatives, and small business technical assistance services. In addition, DHCD administers the rental housing regulations that govern condominium and cooperative conversions, rent control, inclusionary zoning, and affordable dwelling unit programs. The Affordable Housing Locator is also a service of DHCD and is available online at dchousingsearch.org. All of these programs and services can be accessed through DHCD's Housing Resource Center located in the Historic Anacostia neighborhood in Ward 8.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table DB0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table DB0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
<u>General Fund</u>						
Local Funds	11,514	11,569	15,125	12,619	-2,506	-16.6
Special Purpose Revenue Funds	3,596	3,106	6,500	2,046	-4,454	-68.5
Total for General Fund	15,110	14,675	21,625	14,666	-6,959	-32.2
<u>Federal Resources</u>						
Federal Grant Funds	42,243	27,881	41,354	47,057	5,702	13.8
Total for Federal Resources	42,243	27,881	41,354	47,057	5,702	13.8
<u>Intra-District Funds</u>						
Intra-District Funds	38,767	53,594	133,886	223,488	89,602	66.9
Total for Intra-District Funds	38,767	53,594	133,886	223,488	89,602	66.9
Gross Funds	96,120	96,150	196,866	285,210	88,345	44.9

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table DB0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table DB0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
<u>General Fund</u>						
Local Funds	36.5	35.2	35.0	47.0	12.0	34.3
Special Purpose Revenue Funds	26.7	26.1	16.0	0.0	-16.0	-100.0
Total for General Fund	63.2	61.3	51.0	47.0	-4.0	-7.8
<u>Federal Resources</u>						
Federal Grant Funds	42.5	43.3	77.5	48.0	-29.5	-38.1
Total for Federal Resources	42.5	43.3	77.5	48.0	-29.5	-38.1
<u>Intra-District Funds</u>						
Intra-District Funds	24.0	31.8	30.5	75.0	44.5	145.9
Total for Intra-District Funds	24.0	31.8	30.5	75.0	44.5	145.9
Total Proposed FTEs	129.7	136.4	159.0	170.0	11.0	6.9

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table DB0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table DB0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	9,387	10,463	12,720	14,171	1,451	11.4
12 - Regular Pay - Other	942	262	559	967	408	72.9
13 - Additional Gross Pay	158	28	176	176	0	0.0
14 - Fringe Benefits - Current Personnel	2,017	2,226	2,377	3,209	832	35.0
15 - Overtime Pay	9	60	0	0	0	N/A
Subtotal Personal Services (PS)	12,513	13,039	15,832	18,522	2,690	17.0
20 - Supplies and Materials	137	122	299	304	5	1.7
30 - Energy, Communication and Building Rentals	32	25	11	23	12	116.9
31 - Telephone, Telegraph, Telegram, Etc.	96	268	103	133	30	29.0
32 - Rentals - Land and Structures	1,973	2,018	2,238	2,264	26	1.2
34 - Security Services	30	131	0	9	9	N/A
35 - Occupancy Fixed Costs	39	97	74	46	-28	-37.5
40 - Other Services and Charges	828	1,632	7,531	7,624	93	1.2
41 - Contractual Services - Other	16,564	5,539	22,126	77,566	55,440	250.6
50 - Subsidies and Transfers	63,759	73,104	139,823	170,121	30,299	21.7
70 - Equipment and Equipment Rental	149	176	830	597	-232	-28.0
80 - Debt Service	0	0	8,000	8,000	0	0.0
Subtotal Nonpersonal Services (NPS)	83,607	83,111	181,034	266,688	85,654	47.3
Gross Funds	96,120	96,150	196,866	285,210	88,345	44.9

*Percent change is based on whole dollars.

Division Description

The Department of Housing and Community Development operates through the following 9 divisions:

Development Finance Division (DFD) – provides funding for the development of rental, homeownership and community facility developments that serve District of Columbia neighborhoods. As both the creation and preservation of affordable housing units are important to DHCD, DFD plays a prominent role in helping the agency achieve its annual multifamily housing production goals.

This division contains the following 2 activities:

- **Affordable Housing Project Financing** – provides funding through a competitive Request for Proposal (RFP) funding process that targets communities and types of development needed to revitalize neighborhoods. The bulk of the funds come from Intra-District funding from the Housing Production Trust Fund. This activity also provides development financing and regulatory oversight to nonprofit and for-profit developers so that they can develop properties as affordable ownership and rental units. This activity includes the preparation of Notice of Funding Availability and RFP documents, management of the application and selection process, project management meetings, construction overviews, underwriting, architectural reviews, monitoring reports, funding request presentations, loan closings, and project monitoring services; and
- **Community Facilities Project Financing** – provides funding through a competitive RFP funding process for development financing and regulatory oversight to nonprofit and for-profit developers so that they can develop properties as neighborhood community/commercial facilities. This activity includes the preparation of Notice of Funding Availability and RFP documents, management of the application and selection process, project management meetings, construction overviews, underwriting, architectural reviews, monitoring reports, funding request presentations, loan closings, and project monitoring services.

Residential and Community Services Division (RCSD) – provides funding for programs focused on household level housing needs and neighborhood revitalization. RCSD works through neighborhood-based organizations providing comprehensive housing counseling, small business technical assistance and facade improvement opportunities. RCSD administers the District's Home Purchase Assistance Program and Employee Assisted Housing Programs, which provide financial assistance for low and moderate-income households and District government employees for the purpose of first-time home purchase. The division also provides rehabilitation resources, including grants for lead hazard remediation to eligible units and loans as well as grants to income-qualified owner-occupant District residences in order to preserve homeownership in the District.

This division contains the following 7 activities:

- **Community Services - Housing Counseling (Neighborhood Based Activities)** – provides funding for counseling services to tenants, potential homeowners, and current homeowners;
- **Community Services - Small Business Technical Assistance** – provides technical assistance to small businesses in support of various DHCD programs;
- **Community Services - Commercial Revitalization** – provides grants to neighborhood-based organizations for storefront facade improvements in commercial corridors;
- **Residential Services - Home Purchase Assistance Program (HPAP)** – provides down payment and closing cost assistance to low and moderate income District residents so that they can become first-time home-buyers in the District of Columbia;
- **Residential Services - Employer Assisted Housing Program (EAHP)** – provides down payment and closing cost assistance to qualified District of Columbia government employees;
- **Residential Services - Lead Safe Washington** – provides funding to reduce lead-based paint hazards in eligible single- and multi-family dwellings; and

- **Residential Services - Single Family Rehabilitation** – helps households finance up to \$75,000 in loans for home repairs that will address District housing code violations, such as repairing walls and floors; replacing windows; and repairing plumbing, electrical, and heating systems.

Property Acquisition and Disposition Division (PADD) – stabilizes neighborhoods by decreasing the number of vacant and abandoned residential properties in the District and transforming vacant and/or abandoned residential properties into homeownership opportunities for District of Columbia residents at all income levels. PADD has three main functions: (1) encourage property owners to rehabilitate and/or occupy their vacant and abandoned residential property; (2) acquire vacant, abandoned and deteriorated properties through negotiated friendly sale, eminent domain, donation, or tax sale foreclosure; and (3) dispose of properties in the PADD inventory by selling the properties to individuals or developers to be rehabilitated into high quality affordable and market-rate single-family and/or multifamily for-sale housing in District neighborhoods.

This division contains the following 3 activities:

- **Property Acquisition** – acquires vacant, abandoned, and deteriorated properties through negotiated friendly sale, eminent domain, donation, or tax sale foreclosure when owners are unwilling or unable to maintain their properties;
- **Property Disposition** – disposes of properties in the PADD inventory by selling the properties to individuals or developers to be rehabilitated into high quality affordable and market-rate single-family and/or multifamily for-sale housing in District neighborhoods; and
- **Property Management** – provides funding for the maintenance of properties in PADD’s inventory until they can be disposed of to create affordable housing units.

Portfolio and Asset Management Division (PAMD) – provides portfolio management and oversight of outstanding loans to DHCD and manages the allocation of Low Income Housing Tax Credits (LIHTC). Established in FY 2008, the division monitors the status of existing loans to ensure compliance with loan covenants and collections of loans that are due and conducts the reviews of the risks and relationships of potential borrowers to protect the department’s assets.

Program Monitoring Division (PMD) – conducts oversight and reviews of DHCD projects and funding recipients. Its core functions include the following types of oversight: (1) contract compliance – completing various federally required compliance reviews as part of the underwriting and project development process; (2) quality assurance – monitoring the compliance of DHCD funded sub-recipients with federal HOME Investments Partnership Program (HOME) and Community Development Block Grant Program (CDBG) funding requirements; and (3) compliance monitoring – ensuring projects developed by DHCD through the Housing Production Trust Fund (HPTF), CDBG, HOME and Low Income Housing Tax Credit (LIHTC) programs remain in compliance with federal and local program requirements throughout the duration of the project’s period of affordability.

This division contains the following 2 activities:

- **Contract Compliance** – provides oversight and monitoring services of DHCD projects to ensure the department’s use of project funds fully complies with the Department of Housing and Urban Development (HUD) and District regulations; and
- **Quality Assurance** – provides program review and performance evaluation to DHCD and contractors so that they can operate in full compliance with regulations in the most effective and efficient manner possible.

Housing Regulation Administration (HRA) – administers residential housing regulations relating to condominium and cooperative conversions, rent adjustment procedures, licensing and other related matters. It includes the Rental Accommodation Division (RAD) and the Rental Conversion and Sales Division (CASD) and manages the DHCD Housing Resource Center.

This division contains the following 4 activities:

- **Rental Conversion and Sales Division (CASD)** – administers the District’s tenant opportunity to purchase program, regulates the conversion of property to condominiums and cooperatives, registers condominium and cooperative projects, and administers the structural defect warranty claim program;
- **Housing Resource Center (HRC)** – provides rental housing services to landlords and tenants as well as information to the public on all of the department’s services for first-time home-buyers, developers of affordable housing projects, and low-income homeowners. The Housing Resource Center also includes access to the Affordable Housing Locator and an office of University Legal Services for on-site housing counseling;
- **Inclusionary Zoning/Affordable Dwelling Units (IZ/ADU)** – provides subject matter focus in the administration of the District's new Inclusionary Zoning and Affordable Dwelling Unit programs; and
- **Rental Accommodations Division (RAD)** – administers the District’s rent stabilization program, including registering and licensing rental housing, administering rent adjustments procedures, processing landlord and tenant petitions, providing conciliation services, and acting as a repository for notices to vacate and all rental property records.

Rental Housing Commission (RHC) – enforces the Rental Housing Act of 1985, as amended. The commission has three statutory functions in order to preserve and increase the supply of quality affordable housing in the District: (1) to issue, amend, and rescind regulations that are promulgated for enforcement of the Act; (2) to certify and publish the annual adjustment of general applicability to rents and/or rent ceilings, which adjustment is based upon annual changes (if any) in the Consumer Price Index for the applicable region in which the District of Columbia is located; and (3) to decide appeals brought to the commission from the Rent Administrator and the Office of Administrative Hearings. Although the commission is an independent quasi-judicial body, it has direct reporting responsibility to DHCD on administrative, management, and budgetary matters.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

Agency Financial Operations – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This division is standard for all agencies using performance-based budgeting.

Division Structure Change

The Department of Housing and Community Development has no division structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Division and Activity

Table DB0-4 contains the proposed FY 2016 budget by division and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table DB0-4

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1010) Personnel	956	0	2,121	2,121	0.0	0.0	3.0	3.0
(1015) Training and Employee Development	58	1,641	467	-1,174	0.0	0.0	1.0	1.0
(1030) Property Management	3,294	4,451	4,852	402	5.3	4.0	4.0	0.0
(1040) Information Technology	573	1,402	1,422	20	2.6	4.0	6.0	2.0
(1050) Financial Management	730	1,900	3,189	1,289	0.0	0.0	0.0	0.0
(1060) Legal	1,354	1,458	1,777	320	0.9	1.0	14.0	13.0
(1070) Fleet Management	0	329	0	-329	0.0	0.0	0.0	0.0
(1080) Communications	118	823	1,451	628	0.9	1.0	5.0	4.0
(1085) Customer Service	184	40	120	80	4.3	1.0	3.0	2.0
(1087) Language Access	6	9	6	-3	0.0	0.0	0.0	0.0
(1090) Performance Management	2,490	2,510	2,330	-180	13.8	22.0	16.0	-6.0
Subtotal (1000) Agency Management	9,765	14,562	17,735	3,173	27.7	33.0	52.0	19.0
(100F) Agency Financial Operations								
(110F) Budget Operations	356	561	723	162	3.4	5.0	6.0	1.0
(120F) Accounting Operations	332	269	679	410	4.3	3.0	6.0	3.0
(130F) Fiscal Officer	269	816	625	-191	2.6	3.0	1.0	-2.0
Subtotal (100F) Agency Financial Operations	957	1,646	2,027	381	10.3	11.0	13.0	2.0
(2000) Development Finance								
(2010) Affordable Housing Project Financing	54,695	131,232	223,329	92,097	16.7	21.0	19.0	-2.0
(2015) Community Facilities Project Financing	0	1,727	3,445	1,718	0.0	0.0	0.0	0.0
Subtotal (2000) Development Finance	54,695	132,959	226,774	93,815	16.7	21.0	19.0	-2.0
(3000) Residential and Community Services								
(3010) Neighborhood Based Activities	5,622	6,917	5,628	-1,290	6.5	7.0	10.0	3.0
(3015) Small Business Technical Assistance	0	0	3,000	3,000	0.0	0.0	0.0	0.0
(3020) Community Services - Comm Revitalization	1,620	2,390	2,594	204	0.8	0.0	0.0	0.0
(3030) Residential Services - HPAP	9,828	12,222	9,665	-2,557	5.0	5.0	5.0	0.0
(3035) Residential Services - NEAHP	764	0	0	0	0.0	0.0	0.0	0.0
(3040) Residential Services - EAHP	482	482	960	478	0.0	0.0	0.0	0.0
(3050) Residential Services - Lead Safe Washington	2,074	1,708	1,338	-370	4.4	6.0	6.5	0.5
(3060) Residential Services - Single Family Rehabilitation	785	8,071	1,802	-6,269	6.1	8.0	4.5	-3.5
Subtotal (3000) Residential and Community Service	21,174	31,789	24,987	-6,803	22.9	26.0	26.0	0.0

(Continued on next page)

Table DB0-4 (Continued)

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(4100) Property Acquisition and Disposition								
(4120) Property Acquisition	2,390	6,179	4,396	-1,783	7.2	8.0	8.0	0.0
(4130) Property Disposition	0	537	300	-237	0.0	0.0	0.0	0.0
(4140) Property Management	0	255	34	-221	0.0	0.0	0.0	0.0
Subtotal (4100) Property Acquisition and Disposition	2,390	6,970	4,730	-2,241	7.2	8.0	8.0	0.0
(4500) Portfolio and Asset Management								
(4510) Portfolio and Asset Management	2,577	2,576	4,107	1,531	5.6	6.0	12.0	6.0
(4520) Tax Credit Allocation	120	0	0	0	0.8	0.0	0.0	0.0
Subtotal (4500) Portfolio and Asset Management	2,697	2,576	4,107	1,531	6.4	6.0	12.0	6.0
(7000) Program Monitoring								
(7010) Contract Compliance	1,427	2,431	996	-1,435	12.4	17.0	6.0	-11.0
(7020) Quality Assurance	82	414	746	331	0.8	4.0	7.0	3.0
(7030) Homelessness Prevention Compliance	88	95	0	-95	0.8	1.0	0.0	-1.0
Subtotal (7000) Program Monitoring	1,597	2,940	1,741	-1,199	14.0	22.0	13.0	-9.0
(8100) Housing Regulation Administration								
(8110) Rental Conversion and Sales	1,144	915	670	-246	13.7	10.0	6.0	-4.0
(8120) Housing Resource Center	75	78	1	-77	0.0	0.0	0.0	0.0
(8130) Inclusionary Zoning Program	0	536	632	97	0.0	5.0	7.0	2.0
(8140) Rental Accommodations	1,025	1,040	803	-237	12.8	12.0	8.0	-4.0
Subtotal (8100) Housing Regulation Administration	2,244	2,569	2,106	-463	26.4	27.0	21.0	-6.0
(9100) Rental Housing Commission								
(9110) Rental Housing Commission	631	853	1,003	149	4.8	5.0	6.0	1.0
Subtotal (9100) Rental Housing Commission	631	853	1,003	149	4.8	5.0	6.0	1.0
Total Proposed Operating Budget	96,150	196,866	285,210	88,345	136.4	159.0	170.0	11.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's divisions, please see **Schedule 30-PBB Division Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Department of Housing and Community Development's (DHCD) proposed FY 2016 gross budget is \$285,210,440, which represents a 44.9 percent increase over its FY 2015 approved gross budget of \$196,865,670. The budget is comprised of \$12,619,395 in Local funds, \$47,056,722 in Federal Grant funds, \$2,046,439 in Special Purpose Revenue funds, and \$223,487,884 in Intra-District funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple divisions, and it estimates how much it would cost an agency to continue its current divisions and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

DHCD's FY 2016 CSFL budget is \$14,564,167, which represents a \$560,925, or 3.7 percent, decrease from the FY 2015 approved Local funds budget of \$15,125,092.

CSFL Assumptions

The FY 2016 CSFL calculated for DHCD included adjustment entries that are not described in detail on table 5. These adjustments include a reduction of \$700,000 to account for the removal of one-time funding appropriated in FY 2015 for the Residential and Community Services division to support the Home Purchase Assistance Program (HPAP). Additionally, adjustments were made for a net increase of \$127,149 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$32,842 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

DHCD's CSFL funding for Other Adjustments reflects an adjustment made for a decrease of \$20,916 to account for proper funding of compensation and classification reforms within the Workforce Investments fund for Compensation Groups 1 and 2.

Agency Budget Submission

Increase: DHCD's Local funds budget increased by \$1,447,957 in the personal services budget. This adjustment supports an additional 14.0 Full-Time Equivalent (FTE) positions as well as projected salary step and Fringe Benefit costs across all divisions. The additional FTEs are attorneys transferred from the Office of the Attorney General. Additionally, the proposed Local funds budget in Local funds reflects an increase of \$540,366, primarily in the Agency Management division, which is comprised of \$511,568 for the planned three-year refresh of computer equipment and \$28,798 for office supplies.

In Federal Grant funds, DHCD proposes an increase of \$8,829,537 to realign the budget for programmatic needs, primarily in the Development Finance division for the Community Development Block Grant (CDBG), which provides funding for affordable housing opportunities and counseling assistance offered by community-based organizations. Total funding for Fixed Costs reflects a net increase of \$2,004 for Telecommunications, Rentals, Security Services, and Maintenance.

DHCD's Special Purpose Revenue (SPR) funds budget proposes an increase of \$503,976 primarily in the Property Acquisition and Disposition division, to support acquisition, maintenance and stabilization of District-owned residential properties previously funded through Capital funding resources.

The proposed budget for Intra-District funds reflects an increase of \$25,991,000 primarily in the Development Finance Division. This adjustment is related to new multi-family affordable housing projects currently in the advanced stages of underwriting. Additionally, Intra-District funds include an increase of \$7,991,028 in Contractual Services based on revised projected revenue estimates for deed recordation and deed transfers from the Housing Production Trust Fund (HPTF). Finally, there is an increase of \$118,574 in total Fixed Costs for Telephone, Rentals, Security Services, and Maintenance.

Decrease: The Local funds budget proposes a decrease of \$165,594 in Contractual Services due to a change in program needs across multiple divisions. DHCD's Local funds budget is also decreased by \$1,822,729, primarily in Subsidies and Transfers in the Residential and Community Services division (RCSD). This adjustment is based on the transfer of services supported by this funding to the HPTF in FY 2016.

In Federal Grant funds, DHCD's budget proposes a decrease of \$989,458 in Contractual Services due to a change in program needs.

The proposed SPR budget includes a reduction of \$70,900 based on the FY 2016 Fixed Costs estimates. Other adjustments in SPR funds are due to the agency's projections for a decrease in revenue from the DHCD Unified Fund in FY 2016. In view of this, the agency proposes a decrease of \$3,501,503 to align the budget with the expected revenue. This reduction is primarily in the Agency Management and Property Acquisition and Disposition divisions.

Shift/Increase: Various adjustments in funding are due as projected salary step and Fringe Benefit costs across all divisions as well as realigning positions to meet programmatic needs to better leverage the available funding sources within the agency. As a result, DHCD has shifted the staffing of various positions from Federal Grant and SPR funding to Intra-District funding from the HPTF. These adjustments account for DHCD's proposal to increase the personal services budget in Intra-District funds by \$5,440,613 and 44.5 FTEs based on reclassification of positions. The corresponding shifts of funding are reflected in a Federal Grant funds reduction of \$2,139,660 for personal services including a reduction of 29.5 FTEs being reallocated to Intra-District funds, and a reduction of \$1,385,134 and 16.0 FTEs in the SPR funds personal services budget.

Mayor's Proposed Budget

Enhance: The proposed Intra-District funds budget includes an increase of \$50,179,389 in the Development Finance division to reflect an adjustment to administrative and project delivery costs. These funds provide financial assistance to non-profit and for-profit developers that support the rehabilitation and acquisition of affordable housing for rental or homeownership in the District of Columbia.

Reduce: DHCD's proposed Local funds budget includes decreases of \$145,641 for the Information Technology refresh of personal computers and a decrease of \$1,019,491 in funding from the Home Purchase Assistance Program (HPAP) for loans, property acquisition, and commercial revitalization in the Property Acquisition and Disposition, and Residential and Community Service divisions.

Transfer-Out/Reduce: The Local funds budget for the Agency Management division was reduced by \$704,235, which is comprised of a transfer of \$104,235 in salaries and Fringe Benefits for 1.0 FTE from DHCD to the Office of Contracting and Procurement (OCP) to support the Procurement Practices Reform Act and a decrease of \$600,000 from projected salary lapse savings.

District's Proposed Budget

Reduce: The Department of Housing and Community Development's Local funds budget decreased by \$75,405 for salary and Fringe Benefits from the elimination of 1.0 FTE in the Housing Regulation Administration division. Additionally, the Intra-District transfers from the Housing Production Trust Fund to the Development Finance division were decreased by \$119,000.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table DB0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table DB0-5
(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		15,125	35.0
Removal of One-Time Funding	Multiple Programs	-700	0.0
Other CSFL Adjustments	Multiple Programs	139	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		14,564	35.0
Increase: To adjust personal services	Multiple Programs	1,448	14.0
Increase: To align funding with nonpersonal services costs	Multiple Programs	540	0.0
Decrease: To adjust the Contractual Services budget	Multiple Programs	-166	0.0
Decrease: To reallocate funding within agency (across fund types)	Multiple Programs	-1,823	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		14,564	49.0
Reduce: Adjustment to IT computer refresh funding	Agency Management	-146	0.0
Reduce: To reallocate funding within agency	Residential and Community Service	-1,019	0.0
Transfer-Out/Reduce: Position transferring to Office of Contracts and Procurement and salary lapse savings	Agency Management	-704	-1.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		12,695	48.0
Reduce: To recognize savings from a reduction of 1.0 FTE	Housing Regulation Administration	-75	-1.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		12,619	47.0
FEDERAL GRANT FUNDS: FY 2015 Approved Budget and FTE		41,354	77.5
Increase: To align budget with projected grant awards	Multiple Programs	8,830	0.0
Increase: To align Fixed Costs with proposed estimates	Multiple Programs	2	0.0
Decrease: To adjust the Contractual Services budget	Multiple Programs	-989	0.0
Shift: To adjust personal services	Multiple Programs	-2,140	-29.5
FEDERAL GRANT FUNDS: FY 2016 Agency Budget Submission		47,057	48.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 Mayor's Proposed Budget		47,057	48.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 District's Proposed Budget		47,057	48.0

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Table DB0-5 (Continued)
(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		6,500	16.0
Increase: To align funding with nonpersonal services costs	Multiple Programs	504	0.0
Decrease: To align Fixed Costs with proposed estimates	Agency Management	-71	0.0
Decrease: To align budget with projected revenues	Multiple Programs	-3,502	0.0
Shift: To recognize savings from a reduction in FTEs	Multiple Programs	-1,385	-16.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		2,046	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		2,046	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		2,046	0.0
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		133,886	30.5
Increase: To align funding with nonpersonal services costs	Multiple Programs	25,991	0.0
Increase: To adjust the Contractual Services budget	Multiple Programs	7,991	0.0
Increase: To align Fixed Costs with proposed estimates	Agency Management	119	0.0
Shift: To adjust personal services	Multiple Programs	5,441	44.5
INTRA-DISTRICT FUNDS: FY 2016 Agency Budget Submission		173,427	75.0
Enhance: Funding to enhance affordable housing initiatives	Development Finance	50,179	0.0
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		223,607	75.0
Reduce: Adjustment of transfers from the HPTF	Development Finance	-119	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		223,488	75.0
Gross for DB0 - Department of Housing and Community Development		285,210	170.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Office of the Director

Objective 1: Preserve and increase the supply of quality affordable housing.

Objective 2: Increase homeownership opportunities.

Objective 3: Revitalize neighborhoods, promote community development, and provide economic opportunities.

Objective 4: Oversee the implementation of agencywide priorities.

Development Finance Division

Objective 1: Preserve and increase the supply of quality affordable housing.

Objective 2: Revitalize neighborhoods, promote community development, and provide economic opportunities.

KEY PERFORMANCE INDICATORS

Development Finance Division

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of affordable housing units funded (new and rehab)	379	1,300	1,124	2,410	1,900	2,000
Number of special needs housing units funded (elderly, disabled, and homeless units)	95	300	237	452	400	450
Number of new homeownership units funded	7	100	35	197	200	230
Number of First Right Purchase (FRP) Assistance Program (tenant purchase) units funded – FRP New and Rehab Units	22	100	237	197	190	200
Total affordable housing units rehabilitated	212	500	472	1005	1000	1100
Percent of new affordable housing units within an area with a WalkScore of 70 or higher	Not Available	80%	88.8%	80%	80%	80%
Percent of affordable housing units competitively evaluated and advancing to underwriting in the respective FY that are highly sustainable and meet the Green Communities criteria	100%	100%	100%	100%	100%	100%

Housing Regulation Administration

Objective 1: Preserve and increase the supply of quality affordable housing.

Objective 2: Revitalize neighborhoods, promote community development, and provide economic opportunities.

KEY PERFORMANCE INDICATORS

Housing Regulation Administration

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of orders issued on voluntary agreement petitions within 45 days	100%	90%	58%	90%	90%	90%
Percent of initial orders issued on hardship petitions within 30 days of receipt ¹	Not Available	Not Available	Not Available	95%	95%	95%
Percent of final orders issued in 90 days without Office of Administrative Hearings (OAH) hearing ²	Not Available	Not Available	Not Available	95%	95%	95%
Percent of hardship petitions transferred to OAH within 70 days ³	Not Available	Not Available	Not Available	95%	95%	95%
Percent of condo registration applications processed within 60 days	95.8%	98%	90.8%	95%	95%	95%
Percent of structural defect warranty claim notices processed within 45 days	83.3%	95%	75%	95%	95%	95%
Percent of Inclusionary Zoning (IZ) lotteries conducted within 17 calendar days of receiving notice of availability	100%	95%	100%	95%	95%	95%
Percent of notifications provided to IZ owners within seven days after lottery is held ⁴	Not Available	Not Available	Not Available	90%	95%	95%

Office of Program Monitoring

Objective 1: Preserve and increase the supply of quality affordable housing.

Objective 2: Revitalize neighborhoods, promote community development, and provide economic opportunities.

KEY PERFORMANCE INDICATORS

Office of Program Monitoring

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of compliance reviews completed ⁵	Not Available	Not Available	Not Available	120	132	145
Average number of days for compliance review ⁶	Not Available	Not Available	Not Available	50	45	45
Percent of DHCD environmental reviews ⁷ conducted within 45 days	93.5%	95%	98.9%	95%	95%	95%
Percent of Fair Housing Reviews completed within stated timelines	100%	98%	100%	98%	98%	98%
Number of Fair Housing site inspections conducted ⁸	Not Available	Not Available	Not Available	30	35	40
Number of Section 3 Business concerns certified	10	15	17	15	15	15
Number of Section 3 U.S. Department of Housing and Urban Development (HUD) program jobs created	29	25	23	25	25	25
Number of Community Housing Development Organizations (CHDO) certified/recertified	6	6	5	6	6	6
Number of required physical inspections and file reviews of units conducted annually	1,473	1,000	1,144	1,300	1,500	1,700
Number of Davis-Bacon Act eligible inspections ⁹	Not Available	Not Available	Not Available	58	65	70
Number of Davis-Bacon Act deficiencies noted ¹⁰	Not Available	Not Available	Not Available	65	80	65
Number of Davis-Bacon Act site visits ¹¹	Not Available	Not Available	Not Available	165	175	180

Portfolio and Asset Management Division

Objective 1: Preserve and increase the supply of quality affordable housing.

KEY PERFORMANCE INDICATORS

Portfolio and Asset Management Division

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of all required financial reviews completed	32.8%	50%	55.7%	50%	50%	50%
Percent of loans in good standing from previous quarter	92.7%	92%	91.3%	92%	92%	92%
Percent of loans more than 30 calendar days delinquent	1.6%	1.9%	2.2%	1.9%	1.9%	1.9%
Percent of loans in default	7.3%	12%	8.9%	12%	12%	12%
Number of loans moved from delinquent to correct status	41	60	67	60	60	60
Percent of multi-family properties risk rated	11.1%	50%	0% ¹²	50%	50%	50%
Percent of DC Preservation Network meetings attended	Not Available	80%	100%	80%	80%	80%
Percent of Tenant Opportunity to Purchase Act (TOPA)/Co-op Multifamily properties in non-compliance for financial reporting reviews ¹³	Not Available	Not Available	Not Available	80%	80%	80%

Property Acquisition and Disposition Division

Objective 1: Preserve and increase the supply of quality affordable housing.

Objective 2: Revitalize neighborhoods, promote community development, and provide economic opportunities.

KEY PERFORMANCE INDICATORS

Property Acquisition and Disposition Division

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of properties acquired	0	3	10	15	14	13
Number of total properties acquired in targeting commercial corridors ¹⁴	Not Available	Not Available	Not Available	5	6	7
Number of properties recaptured from developers or transferees	0	5	3	4	3	3
Number of properties for which disposition agreements were executed	2	3	0 ¹⁵	40	25	15
Number of properties disposed of via solicitation for offer ¹⁶	Not Available	Not Available	Not Available	2	36	19
Number of Turn-Key units created ¹⁷	Not Available	Not Available	Not Available	12	10	11
Number of affordable housing units created through acquisition of abandoned properties	0	2	21	19	20	21
Targeted average cost per property of acquisitions	\$0	\$300,000	\$241,000	\$80,000	\$75,000	\$70,000

Rental Housing Commission

Objective 1: Preserve and increase the supply of quality affordable housing.

KEY PERFORMANCE INDICATORS

Rental Housing Commission

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of appeals disposed	35	33	25	10	10	10
Number of appeals cases greater than three years old	16	10	12	6	6	6
Percent of certified cases assigned to Commissioner within 14 calendar days ¹⁸	Not Available	Not Available	Not Available	90%	90%	90%
Percent of hearings scheduled within 30 day requirement	100%	75%	75%	95%	95%	95%
Average percent of calendar days between hearing of new case and final decision ¹⁹	Not Available	Not Available	Not Available	90%	90%	90%

Residential and Community Services Division

Objective 1: Preserve and increase the supply of quality affordable housing.

Objective 2: Increase home ownership opportunities.

KEY PERFORMANCE INDICATORS

Residential and Community Services Division

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of affordable housing units funded	335	425	275	385	435	435
Number of Single Family Rehab units funded	42	75	37	50	50	50
Number of units funded by Home-buyer Programs	269	260	145	230	260	260
Number of Lead Safe Washington units funded	24	80	15	40	60	60
Number of Healthy Homes units funded ²⁰	Not Available	Not Available	Not Available	65	65	65
Number of Residential Rehab Special Needs units funded	15	15	16	15	15	15
Number of Home Purchase Assistance Program (HPAP) Special Needs units funded	2	10	8	10	10	10
Number of first-time homebuyers funded by HPAP	238	240	187	210	240	240
Number of District employee homebuyers funded by Employer Assisted Housing Program (EHAP)	104	80	89	80	80	80
Number of District employee homebuyers funded by Negotiated Employee Assistance Home Purchase Program (NEAHP)	33	35	35	25	25	25
Number of District homebuyers funded by HUD 203(k) loans ²¹	Not Available	Not Available	Not Available	20	20	20
Number of storefront facades improved	26	40	35	40	40	40
Number of Small Business Technical Assistance sessions	1,907	1,500	1,250	1,500	1,500	1,500
Number of Housing Counseling sessions	19,951	15,000	14,084	15,000	15,000	15,000

Performance Plan Endnotes:

¹New KPI for FY 2015.

²Ibid.

³Ibid.

⁴Ibid.

⁵Ibid.

⁶Ibid.

⁷Office of Personnel Management (OPM) staff complete a HUD-approved checklist after it independently reviews all of the environmental information collected for each site. Additionally, in accordance with the National Environmental Protection Act (NEPA), OPM has provided public notice and reviewed the environmental effects of proposed housing related activities throughout the District and concluded that a broad range of activities will not have an adverse impact on the environment.

⁸New KPI for FY 2015.

⁹Ibid.

¹⁰Ibid.

¹¹Ibid.

¹²In FY 2014, there were no multi-family loans risk rated.

¹³New KPI for FY 2015.

¹⁴Ibid.

¹⁵In FY 2014 there were no dispositions agreements signed for Property Acquisition and Disposition Division (PADD) properties; there were solicitations released for 63 properties at the end of FY 2014 that will be developed starting in FY 2015.

¹⁶New KPI for FY 2015.

¹⁷Ibid.

¹⁸Ibid.

¹⁹Ibid.

²⁰Ibid.

²¹Ibid.

Department of Employment Services

www.does.dc.gov

Telephone: 202-724-7000

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$99,811,721	\$150,765,308	\$142,202,971	-5.7
FTEs	467.1	564.0	587.0	4.1

The Department of Employment Services (DOES) puts people to work. DOES achieves its mission by providing the necessary tools for the District of Columbia workforce to become more competitive using tailored approaches to ensure that workers and employers are successfully paired. DOES also fosters and promotes the welfare of job seekers and wage earners by ensuring safe working conditions, advancing opportunities for employment, helping employers find qualified workers, and tracking labor market information and other national economic measurements impacting the District of Columbia.

Summary of Services

DOES, the District of Columbia's lead labor and workforce development agency, provides customers with a comprehensive menu of workforce development services funded through a combination of federal grants and Local appropriations. DOES delivers basic income support services to unemployed or underemployed persons who lost their jobs through no fault of their own through the Unemployment Insurance division. The Labor Standards division ensures a safe and healthy work environment for workers in the District, administers a program to provide benefits to qualified individuals with employment-related injuries or illnesses, administers the District's wage-and-hour laws, and provides hearing and adjudication services to settle workers' compensation disputes. DOES's Workforce Development division provides job seekers with workforce development and training programs and services to ensure employers have access to qualified job candidates. Finally, DOES provides District youth with job training, academic enrichment, leadership, and employment opportunities through its Year-Round, Mayor Marion S. Barry Summer Youth Employment Program, Mayor Marion S. Barry Youth Leadership Institute,

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table CF0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table CF0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
<u>General Fund</u>						
Local Funds	37,754	46,058	54,903	54,699	-204	-0.4
Special Purpose Revenue Funds	22,778	21,430	34,368	39,124	4,756	13.8
Total for General Fund	60,532	67,488	89,272	93,823	4,551	5.1
<u>Federal Resources</u>						
Federal Grant Funds	23,080	31,568	61,414	48,379	-13,035	-21.2
Total for Federal Resources	23,080	31,568	61,414	48,379	-13,035	-21.2
<u>Private Funds</u>						
Private Donations	0	0	80	1	-79	-98.8
Total for Private Funds	0	0	80	1	-79	-98.8
<u>Intra-District Funds</u>						
Intra-District Funds	633	755	0	0	0	N/A
Total for Intra-District Funds	633	755	0	0	0	N/A
Gross Funds	84,245	99,812	150,765	142,203	-8,562	-5.7

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table CF0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table CF0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
<u>General Fund</u>						
Local Funds	151.0	146.3	182.5	193.6	11.1	6.1
Special Purpose Revenue Funds	119.5	122.2	130.2	143.4	13.2	10.1
Total for General Fund	270.6	268.5	312.8	337.1	24.3	7.8
<u>Federal Resources</u>						
Federal Grant Funds	192.1	198.6	251.3	249.9	-1.3	-0.5
Total for Federal Resources	192.1	198.6	251.3	249.9	-1.3	-0.5
<u>Intra-District Funds</u>						
Intra-District Funds	0.4	0.0	0.0	0.0	0.0	N/A
Total for Intra-District Funds	0.4	0.0	0.0	0.0	0.0	N/A
Total Proposed FTEs	463.1	467.1	564.0	587.0	23.0	4.1

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table CF0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table CF0-3
(dollars in thousands)

	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
Comptroller Source Group						
11 - Regular Pay - Continuing Full Time	21,576	25,006	29,376	32,284	2,908	9.9
12 - Regular Pay - Other	8,878	6,200	10,041	10,486	444	4.4
13 - Additional Gross Pay	600	757	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	6,380	7,080	9,023	9,222	198	2.2
15 - Overtime Pay	124	253	0	0	0	N/A
Subtotal Personal Services (PS)	37,557	39,295	48,441	51,991	3,550	7.3
20 - Supplies and Materials	149	230	537	841	304	56.6
30 - Energy, Communication and Building Rentals	219	591	577	823	247	42.8
31 - Telephone, Telegraph, Telegram, Etc.	819	787	851	922	71	8.4
32 - Rentals - Land and Structures	905	664	815	1,313	498	61.0
34 - Security Services	883	1,021	1,062	1,126	64	6.0
35 - Occupancy Fixed Costs	481	1,137	1,725	1,470	-255	-14.8
40 - Other Services and Charges	17,696	18,709	31,617	31,919	302	1.0
41 - Contractual Services - Other	542	7,890	20,625	12,646	-7,979	-38.7
50 - Subsidies and Transfers	24,851	28,600	37,271	37,495	223	0.6
70 - Equipment and Equipment Rental	129	887	7,245	1,657	-5,588	-77.1
91 - Expense Not Budgeted Others	14	0	0	0	0	N/A
Subtotal Nonpersonal Services (NPS)	46,688	60,517	102,325	90,212	-12,113	-11.8
Gross Funds	84,245	99,812	150,765	142,203	-8,562	-5.7

*Percent change is based on whole dollars.

Division Description

The Department of Employment Services operates through the following 5 divisions:

Unemployment Insurance (UI) – provides basic income replacement insurance to workers unemployed through no fault of their own, thereby contributing to the economic stability of the Washington, D.C. metropolitan area.

This division contains the following 4 activities:

- **Tax Collections** – collects quarterly taxes from for-profit local employers and reimbursement payments from local non-profit employers, which finance the payment of weekly benefits to workers unemployed without fault;
- **Benefits** – provides cash payments to customers who are unemployed through no fault of their own and are able, available, and actively seeking work;

- **Benefit Payment Control Unit (BPC)** – promotes and maintains integrity of the UI division through prevention, detection, investigation, prosecution, and recovery of UI overpayments made to claimants. BPC is also responsible for the investigation and determination of fraudulent and/or erroneous payment cases; and
- **Compliance and Independent Monitoring** – collects and analyzes necessary data to assess the validity of UI benefit payment activities, assesses the underlying causes of error in the UI benefit payment and collection of UI taxes, and recommends corrective action to the problems identified.

Labor Standards – provides worker protection and dispute resolution services for the workers and employers of the District so that disputes are resolved fairly and the safety of the workplace is ensured.

This division contains the following 5 activities:

- **Office of Wage Hour** – enforces the District’s wage-hour laws through compliance audits for the benefit of private-sector employees so that they can be paid at least the minimum wage, required overtime, all earned and promised wages, living wage, and required sick leave;
- **Office of Occupational Safety and Health** – provides on-site consultation services, investigations, training, and program assistance to private-sector employers so that they can identify and correct workplace hazards;
- **Office of Workers’ Compensation** – processes claims and provides informal dispute resolution, insurance-coverage compliance monitoring, and related services to private-sector injured workers, employers, insurance carriers, and other stakeholders;
- **Administrative Hearings Division** – provides formal administrative hearings to employees, employers, and the District government so that rights and responsibilities are determined fairly, promptly, and in accordance with the workers’ compensation acts; and
- **Compensation Review Board** – provides administrative review of case decisions (compensation orders) issued by the Administrative Hearings Division and/or the Office of Workers’ Compensation.

Workforce Development – provides employment-related services for unemployed or underemployed persons so that they can achieve economic security and compete in the global economy.

This division contains the following 14 activities:

- **Senior Services** – provides subsidized employment placements to District residents who are both 55 years old or older and economically underprivileged so that they can develop or enhance their job skills and be placed in unsubsidized employment;
- **Program Performance Monitoring** – provides compliance, oversight, and technical assistance to training vendors, procurement staff, and departmental administrators;
- **Local Adult Training** – provides training programs that teach job skills that will facilitate the expansion of employment opportunities for District adult residents;
- **Office of Apprenticeship Information and Training** – provides apprenticeship promotional services and assistance to District residents and apprenticeship sponsors, and administers the pre-apprenticeship program;
- **Transitional Employment** – provides an array of employment-related services that will assist hard-to-employ District residents to become self-sufficient;
- **Employer Services** – provides technical assistance, recruitment, referral, placement, planning, and oversight services to area employers/businesses so that they can hire qualified individuals;
- **First Source** – establishes hiring requirement of District residents for jobs associated with government-assisted projects in order to combat the under-employment of District residents;

- **Veteran Affairs** – administers the two federal grants, Local Veteran’s Employment Representative (LVER) and Disability Veterans Outreach Program (DVOP), that the agency receives from the Department of Labor (DOL). All services provided through these programs are directly for veterans;
- **One-Stop Operations** – provides comprehensive employment support, unemployment compensation, training services, and supportive services through a network of easily accessible locations;
- **Labor Market Information** – administers five Bureau of Labor Statistics programs and an Employment and Training Administration program under a Federal/State cooperative agreement;
- **Year-Round Youth Program** – provides year-round services to eligible youth, including subsidized employment, academic enrichment activities, and vocational training to prepare participants for the world of work;
- **Marion Barry Summer Youth Employment Program (SYEP)** – provides temporary, subsidized summer employment and academic/workforce enrichment activities to eligible District youth;
- **Marion Barry Youth Leadership Institute** – administers a four-level youth leadership training and development program emphasizing citizenship and leadership skills; and
- **State-Wide Activities** – includes 15 percent of activity funding that is reserved for statewide activities including incentive grants, technical assistance, management information systems, evaluation, and “One-Stop” system building. In addition, permissible statewide activities include incumbent worker projects, authorized youth and adult activities, and additional system building. For additional information, please refer to the Workforce Innovation and Opportunity Act, Public Law 113-128, which was signed into law August 22, 2014.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting. This division is standard for all agencies using performance-based budgeting.

Agency Financial Operations – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained.

Division Structure Change

The Department of Employment Services has no division structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Division and Activity

Table CF0-4 contains the proposed FY 2016 budget by division and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table CF0-4

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1010) Personnel	303	381	551	170	3.2	4.0	6.0	2.0
(1015) Training and Employee Development	584	1,393	610	-784	10.3	12.0	4.2	-7.8
(1017) Labor Management Partnerships	71	125	114	-11	0.8	1.0	1.0	0.0
(1020) Contracting and Procurement	487	583	971	389	4.8	6.0	8.0	2.0
(1030) Property Management	2,046	671	1,077	406	4.0	5.0	11.0	6.0
(1040) Information Technology	3,016	3,607	3,191	-416	23.9	30.0	27.0	-3.0
(1060) Legal	388	453	366	-86	0.0	0.0	3.0	3.0
(1070) Fleet Management	524	512	207	-305	4.8	6.0	1.0	-5.0
(1080) Communications	262	434	344	-91	4.0	5.0	3.0	-2.0
(1085) Customer Service	212	261	321	59	4.0	5.0	6.0	1.0
(1090) Performance Management	1,084	1,860	1,748	-111	13.5	18.0	15.0	-3.0
Subtotal (1000) Agency Management	8,976	10,280	9,500	-780	73.2	92.0	85.2	-6.8
(100F) Agency Financial Operations								
(110F) Budget Operations	957	885	1,675	790	5.7	7.0	12.0	5.0
(120F) Accounting Operations	1,463	1,552	1,254	-298	9.5	14.0	11.0	-3.0
Subtotal (100F) Agency Financial Operations	2,421	2,437	2,929	492	15.3	21.0	23.0	2.0
(2000) Unemployment Insurance								
(2100) Tax Collections	5,932	34,839	20,733	-14,105	36.1	42.0	46.0	4.0
(2200) Benefits	15,686	16,197	20,608	4,411	61.4	73.0	94.0	21.0
(2400) Benefit Payment Control Unit (BPC)	666	944	1,197	253	14.4	15.0	16.0	1.0
(2500) Compliance and Independent Monitoring	616	653	668	15	6.4	7.0	7.0	0.0
Subtotal (2000) Unemployment Insurance	22,900	52,632	43,206	-9,426	118.2	137.0	163.0	26.0
(3000) Labor Standards								
(3200) Office of Wage Hour	806	2,013	2,003	-10	7.2	16.0	16.0	0.0
(3300) Office of Occupational Safety and Health	515	615	612	-3	5.5	6.0	6.0	0.0
(3400) Office of Workers' Compensation	10,046	13,073	14,077	1,004	54.2	69.0	68.0	-1.0
(3500) Administrative Hearings Division	2,118	2,780	2,861	81	17.3	22.0	23.0	1.0
(3600) Compensation Review Board	1,139	1,521	1,522	0	11.0	14.0	13.0	-1.0
Subtotal (3000) Labor Standards	14,625	20,001	21,075	1,074	95.2	127.0	126.0	-1.0

(Continued on next page)

Table CF0-4 (Continued)

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(4000) Workforce Development								
(4100) Senior Services	563	1,129	566	-563	1.0	2.0	2.2	0.2
(4200) Program Performance Monitoring	1,176	1,417	1,361	-57	12.1	15.0	12.2	-2.8
(4250) Local Adult Training	6,782	11,954	8,293	-3,662	4.8	4.1	4.3	0.2
(4300) Office of Apprenticeship Info and Training	740	818	818	0	4.0	5.0	6.0	1.0
(4400) Transitional Employment	8,648	9,131	9,642	511	17.5	22.0	22.1	0.1
(4500) Employer Services	1,654	3,689	2,367	-1,321	20.9	21.0	16.4	-4.6
(4510) First Source	732	1,132	1,132	0	3.2	6.0	9.1	3.1
(4530) Veteran Affairs	93	664	603	-61	5.8	6.0	6.0	0.0
(4600) One-Stop Operations	7,661	9,768	11,716	1,948	59.5	62.9	65.4	2.5
(4700) Labor Market Information	817	1,494	1,162	-332	9.6	10.1	10.2	0.1
(4810) Year-Round Youth Program	6,853	9,937	10,501	564	14.1	18.7	18.6	-0.2
(4820) Summer Youth Employment Program	13,963	12,110	15,218	3,108	9.5	10.1	10.6	0.6
(4830) Marion Barry Youth Leadership Institute	879	1,013	1,233	220	3.3	4.2	5.8	1.6
(4900) State-Wide Activities	327	1,160	882	-278	0.0	0.0	1.0	1.0
Subtotal (4000) Workforce Development	50,890	65,414	65,492	78	165.3	187.0	189.8	2.8
Total Proposed Operating Budget	99,812	150,765	142,203	-8,562	467.1	564.0	587.0	23.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's divisions, please see **Schedule 30-PBB Program Summary** by Activity in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Department of Employment Services' (DOES) proposed FY 2016 gross budget is \$142,202,971, which represents a 5.7 percent decrease from its FY 2015 approved gross budget of \$150,765,308. The budget is comprised of \$54,698,851 in Local funds, \$48,378,916 in Federal Grant funds, \$1,000 in Private Donations, and \$39,124,204 in Special Purpose Revenue funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple divisions, and it estimates how much it would cost an agency to continue its current divisions and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

DOES' FY 2016 CSFL budget is \$55,277,284, which represents a \$374,134, or 0.7 percent, increase over the FY 2015 approved Local funds budget of \$54,903,150.

CSFL Assumptions

The FY 2016 CSFL calculated for DOES included adjustment entries that are not described in detail on table 5. These adjustments include a reduction of \$59,000 to account for the removal of one-time funding appropriated in FY 2015 to support the implementation of the Wage Theft Prevention Amendment Act. Additionally, adjustments were made for a net increase of \$526,286 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$6,889 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent. DOES' CSFL funding for Other Adjustments reflects an adjustment for a decrease of \$99,998 to account for proper funding of compensation and classification reforms within the Workforce Investments fund for Compensation Groups 1 and 2 and a decrease of \$43 for the Fixed Costs Inflation Factor.

Agency Budget Submission

Increase: In Local funds, the proposed budget contains a net increase of \$1,411,571 and 13.3 full-time equivalents (FTEs) to support additional staff, primarily in the Workforce Development division, and the realignment of positions within programs. The proposed budget contains adjustments for Fringe Benefits and other related salary changes throughout the agency. The proposed budget includes an increase of \$891,161 in the Workforce Development division to support the Year-Round Youth and Summer Youth Employment programs. Also in Local funds, the proposed budget supports an increase of \$340,232 to cover projected Fixed Cost commodities adjustments.

In Federal Grant funds, an increase of \$2,175,185 and 24.6 FTEs covers higher salary and Fringe Benefits costs across multiple programs as well as the reallocation of some positions from part-time to full-time status.

In Special Purpose Revenue funds, the proposed budget supports a net increase of \$4,335,318 and 14.0 FTEs across multiple programs. The increase is primarily in the Workforce Development, Labor Standards, and Unemployment divisions due to the prospect of additional revenue collections from several funds. Within the increase, the agency realigned certain positions to better reflect anticipated impact of salary and Fringe Benefits adjustments.

Decrease: In Local funds, the reflects a net decrease of \$2,642,964 across multiple programs, the primary decrease within the Workforce Development division's Local Adult Training activity. In Federal Grant funds, net a reduction of \$13,513,167 primarily reflects the expiration of certain grants awards, shift of funding to available resources and the realignment of projected expenditures across agency programs. Also, Federal

Grants anticipate a decrease of \$1,696,837 and 25.9 FTEs, partly due to the movement of FTEs across agency programs and miscellaneous personal services adjustments across agency programs. In Private Donation funds the budget reflects a decrease of \$79,000 which will align the budget with anticipated donations.

Mayor's Proposed Budget

Enhance: The Local funds proposed budget reflects an increase of \$5,202,504 to allow youth aged 22 to 24 to participate in the District's Marion Barry Summer Youth Employment Program and provide a transit subsidy for all program participants. The budget also supports an increase of \$10,998 to cover the annualization of certain salaries within the agency.

Reduce: In Local funds, the proposed budget reflects a reduction of \$216,637 for materials and supplies across multiple programs. In the Workforce Development division, there was a reduction of \$3,500,000 for local adult job training funding. In Special Purpose Revenue funds, the proposed budget reflects a reduction of \$79,536 and 0.8 FTE due to revised revenue estimates.

Transfer-Out/Reduce: The proposed Local funds budget reflects a transfer out of \$226,373 to the Office of Contracting and Procurement to support the Procurement Practices Reform Act of 2010, as well as the elimination of 2.2 vacant FTEs.

District's Proposed Budget

Enhance: In Special Purpose Revenue funds, the proposed budget increased by \$500,000 in the Business and Workforce Development division for the Workforce Investment Council to solicit technical assistance for the issuance of grants to comply with the Career Pathways Implementation Amendment Act of 2015.

Reduce: In Local funds, the budget reflects a total reduction of \$216,637, of which \$116,637 is for materials and supplies across multiple programs and \$100,000 for professional services from Statewide Activities. In the Workforce Development division, there was a reduction of \$3,500,000 to decrease local adult job training funding. In Special Purpose Revenue funds, the budget was reduced by \$79,536 to reflect revised revenue estimates.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table CF0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table CF0-5
(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		54,903	182.5
Removal of One-Time Funding	Multiple Programs	-59	0.0
Other CSFL Adjustments	Multiple Programs	433	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		55,277	182.5
Increase: To adjust personal services	Multiple Programs	1,412	13.3
Increase: To align resources with operational goals	Workforce Development	891	0.0
Increase: To align Fixed Costs with proposed estimates	Multiple Programs	340	0.0
Decrease: To align funding with nonpersonal services costs	Multiple Programs	-2,643	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		55,277	195.9
Enhance: SYEP for 22-24 youth and transit subsidy for all participants	Workforce Development	5,203	0.0
Enhance: To support the annualization costs of certain salaries	Workforce Development	11	0.0
Reduce: Adjustments to professional services, and materials and supplies costs	Multiple Programs	-217	0.0
Reduce: Reduce adult job training funds	Workforce Development	-3,500	0.0
Transfer-Out/Reduce: To OCP to support the Procurement Practices Reform Act of 2010 initiatives	Agency Management	-226	-2.2
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		56,548	193.6
Reduce: To eliminate 22-24 year old participation in SYEP	Workforce Development	-1,849	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		54,699	193.6
FEDERAL GRANT FUNDS: FY 2015 Approved Budget and FTE		61,414	251.3
Increase: To support additional FTEs	Multiple Programs	2,175	24.6
Decrease: To adjust personal services	Multiple Programs	-1,697	-25.9
Decrease: To align budget with projected grant awards	Multiple Programs	-13,513	0.0
FEDERAL GRANT FUNDS: FY 2016 Agency Budget Submission		48,379	249.9
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 Mayor's Proposed Budget		48,379	249.9
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 District's Proposed Budget		48,379	249.9

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Table CF0-5 (Continued)
(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
PRIVATE DONATIONS: FY 2015 Approved Budget and FTE		80	0.0
Decrease: To align budget with projected revenues	Multiple Programs	-79	0.0
PRIVATE DONATIONS: FY 2016 Agency Budget Submission		1	0.0
No Change		0	0.0
PRIVATE DONATIONS: FY 2016 Mayor's Proposed Budget		1	0.0
No Change		0	0.0
PRIVATE DONATIONS: FY 2016 District's Proposed Budget		1	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		34,368	130.2
Increase: To align budget with projected revenues	Multiple Programs	4,335	14.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		38,704	144.2
Decrease: To align budget with projected revenues	Multiple Programs	-80	-0.8
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		38,624	143.4
Enhance: To support technical assistance for the issuance of grants to comply with the Career Pathways Implementation Amendment Act of 2015	Workforce Development	500	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		39,124	143.4
Gross for CF0 - Department of Employment Services		142,203	587.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency has the following objectives and performance indicators for the divisions:

Workforce Development Programs

Objective 1: Expand the District's integrated workforce system to improve customer service and outcomes for employers and job seekers.

Objective 2: Ensure the District's youth employment program provides occupational skills training, work experience, academic enrichment and life skills training to facilitate the development of work habits and skills that are essential for success in the workplace.

KEY PERFORMANCE INDICATORS

Workforce Development Program

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of adult participants completing workforce development training program [Established in FY 2011]	1,643	1,500	2,362	1,500	1,500	1,600
Number of Summer Youth Employment Program (SYEP) youth participants referred to summer jobs	14,927	14,000	13,766	14,000	14,000	14,000
Percent of District's residents filling new available positions [Established in FY 2013]	27% ¹	27.5%	27% ²	28%	28.5%	29%
Percent of young adults, ages 20-24, who are employed [Established in FY 2013]	62.1% ³	63%	56.5%	64%	65%	66%
Number of long-term unemployed residents that obtained jobs through the On-the-Job Training initiative ⁴	70	Not Available	Not Available	50	75	100
Job growth in District ⁵	0.2% ⁶	0.8%	1.9%	1.0%	1.3%	1.5%
District of Columbia unemployment rate (as reported by the U.S. Department of Labor (USDOL) Bureau of Labor Statistics – not seasonally adjusted)	8.6% ⁷	8.1%	8.1%	8%	7.5%	7%
Percent of private sector's participation in the District economy	67.4% ⁸	67.9%	68.4%	68.4%	68.9%	69.3%

Unemployment Insurance Program

Objective 1: Increase the efficiency and integrity of unemployment compensation benefits and unemployment tax services provided to unemployment insurance claimants and District employers through the creation and leveraging of technological solutions.

KEY PERFORMANCE INDICATORS

Unemployment Insurance Program

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of all first unemployment insurance payments made to eligible claimants within 14 days of the first compensable week-ending date [87 percent is the Federal Standard/Industry Standard]	74.1%	87%	68.3%	87%	87%	87%
Percent of new unemployment insurance status determinations made within 90 days of the ending date of the first quarter of liability	79.2% ⁹	70%	81%	70%	70%	70%
Percent of District of Columbia re-employment rate as reported by the U.S. Department of Labor (USDOL) ¹⁰	52.8% ¹¹	60%	52%	60%	60%	60%

Labor Standards Program

Objective 1: Provide a more efficient and effective system to prevent workers from exposure to unsafe working environments and from falling beneath an unacceptable income level at times of unemployment due to injury/illness.

KEY PERFORMANCE INDICATORS

Labor Standards Program

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of back wages collected from employers on valid wage and hour complaints	100%	97%	100% ¹²	97%	97%	97%
Percent of workers' compensation formal hearings resolved within 120 working days	84.5%	80%	77.9%	80%	80%	80%
Rank: Per premium rate to secure workers compensation coverage in the District	47th	51st (Least Expensive)	45th	51st (Least Expensive)	51st (Least Expensive)	51st (Least Expensive)

Agency Management (Office of the Director)

Objective 1: Improve the Office of the Director, Management and Administration.

KEY PERFORMANCE INDICATORS

Agency Management (Office of the Director)

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of mandatory staff agency-wide trainings	4	5	5	5	5	5

Performance Plan Endnotes:

¹The source for this indicator is U.S. Census Bureau, On the Map. On the Map data refers to calendar (as opposed to fiscal) years, and there is a two-year lag time between when the data is collected and when it is reported. The current base line is from 2011 data. 2013 data will not be available until 2015.

²Ibid.

³July 2012 - June 2013 12-month average.

⁴DOES' On-the-Job Training Initiative was suspended in early FY 2013 and will not operate as outlined. DOES reported on specialized training progress mid-year FY 2014.

⁵Projection numbers could change given current and historical trends.

⁶This figure represents the annual growth rate from August 2012 through August 2013. The September 2013 data will not be available from the U.S. Department of Labor Bureau of Labor Statistics until at least late October.

⁷FY 2013 Actual based on the 12-month average from September 2012 – August 2013.

⁸FY 2013 Actual is based on the 12-month average from September 2012 – August 2013.

⁹FY 2013 Actual is based on data collected from October 1, 2012 – August 31, 2013.

¹⁰USDOL identifies re-employment as a core measure linked with the following: "Percent of unemployment insurance (UI) claimants who become re-employed within the quarter following their first UI payment." Please note that the performance data charts generated by USDOL regarding the re-employment query are based on data extracted from the UI database on the date and time this query is executed. Because the UI database is dynamic, data extracted at other times may differ as states occasionally submit amended reports. USDOL also attempts to verify outliers and correct obviously erroneous data from time to time.

¹¹Please note that the performance data charts generated by USDOL regarding the re-employment query are based on data extracted from the UI database at the date and time this query was executed. Because the UI database is dynamic, data extracted at other times may differ since states occasionally submit amended reports. USDOL also attempts to verify outliers and correct obviously erroneous data from time to time.

¹²Data as of March 31, 2014. The Office of Wage and Hour (OWH) is undergoing a restructuring to include the implementation of automated reporting.

Real Property Tax Appeals Commission

<http://rptac.dc.gov>

Telephone: 202-727-6860

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$1,423,170	\$1,749,390	\$1,635,856	-6.5
FTEs	10.4	11.0	11.0	0.0

The mission of the Real Property Tax Appeals Commission (RPTAC) is to conduct fair and impartial hearings to review disputed real property tax assessments (to ensure that properties are assessed at 100 percent of market value) and to resolve claims of improper real property classifications and homestead (domicile) and senior eligibility issues.

Summary of Services

The real property assessment appeals process provides a second-level administrative remedy for property owners to adjudicate property assessments prior to having to pay the tax and sue for a refund in D.C. Superior Court.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table DA0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table DA0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	1,256	1,423	1,749	1,636	-114	-6.5
Total for General Fund	1,256	1,423	1,749	1,636	-114	-6.5
Gross Funds	1,256	1,423	1,749	1,636	-114	-6.5

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table DA0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table DA0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	10.2	10.4	11.0	11.0	0.0	0.0
Total for General Fund	10.2	10.4	11.0	11.0	0.0	0.0
Total Proposed FTEs	10.2	10.4	11.0	11.0	0.0	0.0

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table DA0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table DA0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	880	250	319	334	15	4.8
12 - Regular Pay - Other	0	654	646	688	42	6.5
14 - Fringe Benefits - Current Personnel	107	130	206	165	-42	-20.3
Subtotal Personal Services (PS)	988	1,034	1,171	1,187	16	1.3
20 - Supplies and Materials	12	11	11	10	-2	-13.6
31 - Telephone, Telegraph, Telegram, Etc.	0	0	12	5	-7	-58.3
40 - Other Services and Charges	160	255	272	293	20	7.4
41 - Contractual Services - Other	80	118	275	132	-143	-52.1
70 - Equipment and Equipment Rental	15	5	8	10	2	33.3
Subtotal Nonpersonal Services (NPS)	269	389	578	449	-129	-22.4
Gross Funds	1,256	1,423	1,749	1,636	-114	-6.5

*Percent change is based on whole dollars.

Program Description

The Real Property Tax Appeals Commission operates through the following 3 programs:

Real Property Appeals Process – provides a second-level administrative remedy for property owners to adjudicate property assessments prior to formal litigation in the D.C. Superior Court.

This program contains the following 2 activities:

- **Appeals Process** – provides a second-level administrative remedy for property owners to adjudicate property assessments prior to formal litigation in the D.C. Superior Court. Under the Real Property Assessments Process program, the agency schedules all real property assessment appeals and coordinates the hearings process with board members to ensure that property assessments reflect 100 percent of fair market value; mails all decisions; performs inspections, as required, and renders solid decisions based on the actual condition of properties; and updates rules and regulations to include legislative revisions; and
- **Commission Operations** – supports direct Commission operations, including the development of Commission policies and procedures, direct office support, and Commission training and development.

Real Property Outreach Education – provides assessment appeal services and education to residents, communities, and businesses in the District of Columbia.

This program contains the following 2 activities:

- **Outreach Education** – provides assessment appeal services and education to residents, communities, and businesses in the District of Columbia; and
- **Commission Outreach** – supports outreach operations to residents, communities, and businesses in the District of Columbia provided directly by the Commission.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Real Property Tax Appeals Commission has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table DA0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table DA0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1010) Personnel	6	7	7	0	0.0	0.0	0.0	0.0
(1015) Training and Employee Development	12	13	13	0	0.1	0.2	0.2	0.0
(1020) Contracting and Procurement	29	31	31	0	0.4	0.4	0.4	0.0
(1030) Property Management	11	12	12	0	0.1	0.1	0.1	0.0
(1040) Information Technology	13	41	19	-22	0.1	0.1	0.1	0.0
(1050) Communications	9	9	9	0	0.1	0.1	0.1	0.0
(1080) Communications	58	62	62	0	0.9	1.0	1.0	0.0
(1085) Customer Service	3	3	3	0	0.0	0.0	0.0	0.0
Subtotal (1000) Agency Management	142	177	156	-21	1.8	1.9	1.9	0.0
(2000) Real Property Appeals Process								
(2010) Appeals Process	252	495	366	-130	2.7	2.9	2.9	0.0
(2020) Commission Operations	938	959	1,016	57	5.4	5.3	5.4	0.1
Subtotal (2000) Real Property Appeals Process	1,190	1,455	1,382	-73	8.1	8.2	8.3	0.1
(3000) Real Property Outreach Education								
(3010) Outreach Education	17	26	18	-7	0.2	0.2	0.2	0.0
(3020) Commission Outreach	74	92	80	-12	0.3	0.7	0.6	-0.1
Subtotal (3000) Real Property Outreach Education	91	117	98	-19	0.5	0.9	0.8	-0.1
Total Proposed Operating Budget	1,423	1,749	1,636	-114	10.4	11.0	11.0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Real Property Tax Appeals Commission's (RPTAC) proposed FY 2016 gross budget is \$1,635,856, which represents a 6.5 percent decrease from its FY 2015 approved gross budget of \$1,749,390. The budget is comprised entirely of Local funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

RPTAC's FY 2016 CSFL budget is \$1,778,104, which represents a \$28,714, or 1.6 percent, increase over the FY 2015 approved Local funds budget of \$1,749,390.

CSFL Assumptions

The FY 2016 CSFL calculated for RPTAC included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$22,664 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$6,050 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

Agency Budget Submission

Increase: RPTAC's budget proposal adjusts various nonpersonal services items to reflect a net increase of \$79,968 across multiple programs. These adjustments include \$48,468 in Other Services and Charges, \$25,500 in Equipment, and \$6,000 in Supplies costs. The proposed budget also includes an increase of \$28,664 to support personal services costs related to salary steps.

Decrease: RPTAC budget proposes to streamline operational efficiencies across various programs to offset the increase in personal services. These adjustments reflect reductions of \$7,000 within the Agency Management program based on Fixed Costs estimates for Telecommunications from the Office of the Chief Technology Officer, and \$35,582 due to projected Fringe Benefits costs. Additionally, RPTAC reduced Contractual Services - Other by \$66,050, primarily due to the operational audits conducted every three years by the Office of the Inspector General, which will not be performed in FY 2016 since it was done in the prior fiscal year.

Mayor's Proposed Budget

Reduce: RPTAC's proposed budget includes a reduction of \$142,248 in nonpersonal services.

District's Proposed Budget

No Change: RPTAC's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table DA0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table DA0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		1,749	11.0
Other CSFL Adjustments	Multiple Programs	29	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		1,778	11.0
Increase: To align funding with nonpersonal services costs	Multiple Programs	80	0.0
Increase: To adjust personal services	Multiple Programs	29	0.0
Decrease: To align Fixed Costs with proposed estimates	Agency Management	-7	0.0
Decrease: To align the Fringe Benefits budget with projected costs	Multiple Programs	-36	0.0
Decrease: To adjust the Contractual Services budget	Multiple Programs	-66	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		1,778	11.0
Reduce: Adjust general office supplies budget	Multiple Programs	-142	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		1,636	11.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		1,636	11.0
Gross for DA0 - Real Property Tax Appeals Commission		1,636	11.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Real Property Tax Appeals Process¹

Objective 1: Process and render a decision on all appeals presented before the Commission within statutory deadlines.

Objective 2: Perform market research and data-gathering activities for each neighborhood within the District prior to and during the appeal hearing season for purposes of analysis and tracking market trends and values.

Objective 3: Provide continued education requirements for the Commissioners on an annual basis in the various methods of real property valuation including, but not limited to, the Sales Comparison Approach, Cost Approach, and Income Capitalization, as well as the Basic Principles and Fundamentals of Appraising.

KEY PERFORMANCE INDICATORS

Real Property Tax Appeals Process

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of decisions on residential appeals issued within 30 days of the hearing	46%	100%	73%	100%	100%	100%
Percent of decisions on commercial appeals issued within 80 days of the hearing	100%	100%	96%	100%	100%	100%
Percent of decisions completed by February 1	100%	100%	100%	100%	100%	100%

Real Property Outreach Education

Objective 1: Enhance the public's perception of the Commission by making the operations of the Commission more transparent and user-friendly.

KEY PERFORMANCE INDICATORS

Real Property Outreach Education

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of cases that are filed electronically	0%	45%	0%	75%	90%	90%
Percent of decisions that are transmitted electronically	0%	45%	0%	75%	90%	90%
Percent of Commission decisions published on the agency's website	95%	100%	100%	100%	100%	100%

Performance Plan Endnotes:

¹For the purposes of the FY 2015 Performance Plan, Agency Management (1000) is included in the Real Property Appeals Process (2000) Division.

Department of Consumer and Regulatory Affairs

www.dkra.dc.gov

Telephone: 202-442-4400

Description	FY 2014	FY 2015	FY 2016	% Change
	Actual	Approved	Proposed	from FY 2015
Operating Budget	\$35,016,207	\$47,701,358	\$44,011,682	-7.7
FTEs	290.2	348.0	356.0	2.3

The Department of Consumer and Regulatory Affairs (DCRA) protects the health, safety, economic interests, and quality of life of residents, businesses, and visitors in the District of Columbia by ensuring code compliance and regulating business.

Summary of Services

DCRA is responsible for regulating construction and business activity in the District of Columbia. The agency operates a consolidated permit intake center and reviews all construction documents to ensure compliance with building codes and zoning regulations. To protect consumers, DCRA issues business licenses, professional licenses, and special events permits; registers corporations; and inspects weighing and measuring devices used for monetary profit. Construction activity, building systems, and rental housing establishments are inspected, and building code violations are abated if necessary.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table CR0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table CR0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	15,537	13,978	14,400	15,052	652	4.5
Special Purpose Revenue Funds	14,734	20,912	33,301	28,959	-4,342	-13.0
Total for General Fund	30,271	34,890	47,701	44,012	-3,690	-7.7
Intra-District Funds						
Intra-District Funds	284	126	0	0	0	N/A
Total for Intra-District Funds	284	126	0	0	0	N/A
Gross Funds	30,555	35,016	47,701	44,012	-3,690	-7.7

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table CR0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table CR0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	127.5	137.2	148.0	144.0	-4.0	-2.7
Special Purpose Revenue Funds	140.8	153.0	200.0	212.0	12.0	6.0
Total for General Fund	268.3	290.2	348.0	356.0	8.0	2.3
Total Proposed FTEs	268.3	290.2	348.0	356.0	8.0	2.3

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table CR0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table CR0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	18,271	19,517	22,884	27,163	4,279	18.7
12 - Regular Pay - Other	291	718	2,375	783	-1,593	-67.0
13 - Additional Gross Pay	210	223	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	4,170	4,524	5,671	6,553	882	15.6
15 - Overtime Pay	360	433	257	327	70	27.2
Subtotal Personal Services (PS)	23,301	25,415	31,187	34,825	3,639	11.7
20 - Supplies and Materials	160	128	252	156	-97	-38.3
30 - Energy, Communication and Building Rentals	0	0	54	0	-54	-100.0
31 - Telephone, Telegraph, Telegram, Etc	33	33	0	0	0	N/A
40 - Other Services and Charges	1,582	3,817	5,998	3,188	-2,810	-46.8
41 - Contractual Services - Other	5,446	5,441	10,086	5,805	-4,282	-42.5
70 - Equipment and Equipment Rental	32	183	124	38	-86	-69.5
Subtotal Nonpersonal Services (NPS)	7,254	9,602	16,515	9,186	-7,328	-44.4
Gross Funds	30,555	35,016	47,701	44,012	-3,690	-7.7

*Percent change is based on whole dollars.

Division Description

The Department of Consumer and Regulatory Affairs operates through the following 7 divisions:

Permitting – certifies compliance with current building and land use codes, manages a consolidated permit application intake center hosting multiple agencies, issues permits for District construction projects, and maintains land records.

This division contains the following 5 activities:

- **Plan Review** – conducts technical building plan reviews for approval and issues building permits;
- **Homeowner Center** – functions as a dedicated resource center for homeowners conducting small interior and exterior renovations of their personal residences;
- **Development Ambassador** – assists large-scale projects through the permit processing to the issuance of a permit;
- **Permits** – serves as the District’s central intake and issuance center for building permits and certificates of occupancy; and
- **Surveyor** – produces and maintains the District’s land records.

Enforcement – coordinates and monitors enforcement of violations cited by the agency’s regulatory programs and works closely with the Office of the Attorney General to ensure that actions taken are legally sufficient. The division also registers vacant properties to encourage their return to productive use and condemns existing properties for the existence of unsafe and deteriorating conditions.

This division contains the following 6 activities:

- **Scheduling and Enforcement Unit** – processes all civil infractions with the Office of Administrative Hearings, represents DCRA in most civil proceedings, collects fines, and places property liens on unpaid fines;
- **Vacant Property** – registers vacant properties in the District of Columbia and condemns properties that endanger the health or lives of the occupants or persons living in the vicinity;
- **Regulatory Investigations** – investigates unlicensed business activity;
- **Rehabilitation** – abates housing and building code violations when cited property owners fail to do so, processes abatement contracts, and collects unpaid abatement costs;
- **Consumer Protection** – serves as the District of Columbia’s central clearinghouse for consumer complaints, mediates disagreements between consumers and businesses, and investigates claims of illegal and unfair trade practices; and
- **Weights and Measures** – inspects all commercially used weighing and measuring devices in the District of Columbia.

Inspections – protects District residents and visitors and ensures habitable housing by performing residential inspections and by inspecting construction sites for code compliance and proper permits, manages the District’s third-party inspection program, monitors elevators and boilers in District buildings, and maintains the District’s building codes to ensure that the District’s state-of-the-art and unique buildings are structurally sound.

This division contains the following 3 activities:

- **Building Inspections** – manages commercial building and permit-related inspection requests and issues citations for violations of the District’s Building Codes and District’s Zoning Regulations to correct construction code violations, and conducts building and structure assessments for emergency and disaster response in coordination with HSEMA;
- **Residential Inspections** – manages inspection requests for residential properties and issues citations of housing code violations; and
- **Construction Compliance** – manages and coordinates revisions to the District’s building and trade codes to meet current demands for adequate and safe construction and the maintenance of new and existing building structures as outlined by the International Code Council Family of Codes.

Zoning and Construction Compliance – interprets and enforces the District’s zoning regulations.

This division contains the following 2 activities:

- **Zoning Administrator** – provides zoning interpretation, inspections, and enforcement services to contractors, developers, and property owners so that they can be in compliance with the zoning ordinances of the District; and
- **Construction Compliance** – provides inspections of developers and property owners so that they can comply with the construction regulations and laws of the District of Columbia.

Licensing – serves as a central point of the agency’s customer service intake and issuance responsibilities for business, corporate, and professional licenses, and for compliance with business regulations.

This division contains the following 4 activities:

- **Business Service Center** – provides a public-facing office where customers can inquire about, apply for, and receive business licenses and vending licenses and can register corporations;
- **Corporations** – protects the health, safety, and welfare of the residents of the District of Columbia and the community through maintenance services and timely registration, including trade name registration of corporations, limited liability companies, and partnerships conducting affairs within the District of Columbia;
- **License and Registration Renewal** – processes and conducts research for business license applications, renewals, and certifications for businesses seeking to conduct business in the District; and
- **Occupational and Professional Licensing** – develops licensing standards, administers examinations, processes license applications, makes recommendations for board rulings, issues licenses and certificates, and provides technical support and administrative assistance.

Administrative Services (Agency Management) – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

Agency Financial Operations – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This division is standard for all agencies using performance-based budgeting.

Division Structure Change

The Department of Consumer and Regulatory Affairs has no division structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Division and Activity

Table CR0-4 contains the proposed FY 2016 budget by division and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table CR0-4

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Administrative Services								
(1010) Personnel	274	303	215	-88	2.8	3.0	2.0	-1.0
(1015) Training and Employee Development	101	192	115	-77	1.0	2.0	1.0	-1.0
(1020) Contracting and Procurement	151	163	175	11	1.9	2.0	2.0	0.0
(1030) Property Management	111	177	132	-44	1.8	2.0	2.0	0.0
(1040) Information Technology	2,104	4,402	1,857	-2,544	11.1	17.0	17.0	0.0
(1055) Risk Management	355	409	434	25	3.6	4.0	4.0	0.0
(1060) Legal	76	110	1,350	1,240	0.8	1.0	10.0	9.0
(1070) Fleet Management	252	318	317	-1	1.0	1.0	1.0	0.0
(1080) Communications	0	0	0	0	0.0	0.0	0.0	0.0
(1085) Customer Service	842	1,002	1,044	41	10.0	12.0	12.0	0.0
(1090) Performance Management	1,610	2,486	1,334	-1,153	10.4	12.0	10.0	-2.0
Subtotal (1000) Administrative Services	5,876	9,563	6,974	-2,590	44.3	56.0	61.0	5.0
(100F) Agency Financial Operations								
(110F) Budget Operations	1,167	1,225	1,174	-51	6.3	8.0	8.0	0.0
(120F) Accounting Operations	419	469	537	69	4.7	5.0	5.0	0.0
(130F) ACFO Operations	536	585	476	-109	2.9	3.0	3.0	0.0
Subtotal (100F) Agency Financial Operations	2,122	2,279	2,188	-91	13.9	16.0	16.0	0.0
(2000) Permitting								
(2020) Plan Review	2,394	2,931	3,416	486	29.5	34.0	33.0	-1.0
(2025) Homeowner Center	63	91	94	3	0.8	1.0	1.0	0.0
(2030) Development Ambassador	1,159	2,048	2,425	377	5.1	6.0	8.0	2.0
(2050) Permits	1,561	1,157	1,479	322	13.9	16.0	18.0	2.0
(2060) Surveyor	967	977	877	-100	8.4	10.0	9.0	-1.0
Subtotal (2000) Permitting	6,145	7,204	8,292	1,088	57.7	67.0	69.0	2.0
(3000) Enforcement								
(3020) Scheduling and Enforcement Unit	475	1,154	992	-161	9.7	13.0	11.0	-2.0
(3025) Vacant Property	550	611	650	39	10.6	9.0	9.0	0.0
(3045) Regulatory Investigations	896	1,227	1,272	45	8.4	13.0	13.0	0.0
(3050) Rehabilitation	2,421	2,948	1,626	-1,322	8.7	9.0	9.0	0.0
(3055) Consumer Protection	277	288	306	18	2.6	3.0	3.0	0.0
(3060) Weights and Measures	393	573	588	15	4.1	7.0	7.0	0.0
Subtotal (3000) Enforcement	5,012	6,802	5,435	-1,367	44.1	54.0	52.0	-2.0

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Table CR0-4 (Continued)

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(4000) Inspections								
(3010) Building Inspections Division	2,499	3,076	3,187	111	28.0	33.0	33.0	0.0
(3080) Residential Inspections	2,598	2,971	3,231	260	31.5	35.0	36.0	1.0
(3095) Construction Compliance	387	362	378	16	3.9	4.0	4.0	0.0
Subtotal (4000) Inspection	5,485	6,410	6,796	386	63.3	72.0	73.0	1.0
(6000) Zoning and Construction Compliance								
(6010) Zoning Administrator	1,128	1,667	1,739	72	13.5	17.0	17.0	0.0
(6020) Construction Compliance	52	107	132	25	1.9	2.0	2.0	0.0
Subtotal (6000) Zoning and Construction Compliance	1,180	1,774	1,871	97	15.4	19.0	19.0	0.0
(7000) Licensing								
(2070) Business Service Center	446	502	552	50	4.3	6.0	6.0	0.0
(2080) Corporation Division	1,825	2,519	2,625	107	12.6	15.0	18.0	3.0
(2090) License and Registration Renewal	2,315	4,709	2,821	-1,888	15.6	19.0	17.0	-2.0
(2095) Occupational and Professional Licensing	4,610	5,940	6,459	519	18.9	24.0	25.0	1.0
Subtotal (7000) Licensing	9,196	13,670	12,457	-1,213	51.4	64.0	66.0	2.0
Total Proposed Operating Budget	35,016	47,701	44,012	-3,690	290.2	348.0	356.0	8.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's divisions, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Department of Consumer and Regulatory Affairs' (DCRA) proposed FY 2016 gross budget is \$44,011,682, which represents a 7.7 percent decrease from its FY 2015 approved gross budget of \$47,701,358. The budget is comprised of \$15,052,313 in Local funds and \$28,959,370 in Special Purpose Revenue funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple divisions, and it estimates how much it would cost an agency to continue its current divisions and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

DCRA's FY 2016 CSFL budget is \$16,271,876, which represents a \$1,871,610, or 13.0 percent, increase over the FY 2015 approved Local funds budget of \$14,400,266.

CSFL Assumptions

The FY 2016 CSFL calculated for DCRA included adjustment entries that are not described in detail on table 5. Adjustments were made for a net increase of \$493,232 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015.

DCRA's CSFL funding reflects an adjustment for an increase of \$500,000 to account for the restoration of one-time reduction in personal services costs that was based on salary lapses in the FY 2015 approved budget. Additionally, adjustments were made for a net increase of \$878,378 and 7.7 FTEs for Other Adjustments to account for proper funding of compensation and classification reforms within the Workforce Investments fund for Compensation Groups 1 and 2 and the transfer of attorneys from the Office of the Attorney General.

Agency Budget Submission

DCRA realigned its programs to attain a better framework for planning, programming and budgeting. Additionally, the agency has implemented a new strategy to better reflect the agency's programmatic activities and to keep up with the demand of the growth and economic development that the District continues to realize. As part of this initiative, DCRA realigned its personnel between all divisions.

Increase: In Local funds, DCRA proposes an increase of \$1,924,326 and 19.0 FTEs. The increases are distributed as follows: In Regular Pay - Continuing Full Time, \$1,557,832 and 12.0 FTEs to the Administrative Services division and \$138,606 and 3.0 FTEs to the Enforcement division. In Regular Pay - Other, the proposed budget reflects an increase of \$102,650 and 2.0 FTEs in the Inspection division, \$114,936 and 2.0 FTEs in the Zoning and Construction Compliance division, and \$10,299 in the Agency Financial Operations division. To support additional FTEs in Special Purpose Revenue funds, DCRA proposes an increase of \$2,353,698 and 12.0 FTEs, primarily in the Licensing division, to align budget with projected revenue.

Decrease: In Local funds, DCRA proposed budget reflects a reduction of \$274,506, in nonpersonal services, primarily in the Agency Financial Operations division. In Regular Pay - Continuing Full Time, DCRA redirected \$1,649,806 and 22.7 FTEs, which consists of \$314,514 and 4.7 FTEs from the Permitting division, \$141,385 and 3.0 FTEs from the Inspections division, \$82,603 and 2.0 FTEs from Zoning and Construction Compliance division, \$75,481 and 1.0 FTE from the Licensing division, and \$22,251 from the Agency Financial Operations division. Additionally, in Regular Pay - Other, funds were redirected as follows: \$483,506 and 7.0 FTEs from the Enforcement division, \$257,873, and 3.0 FTEs from the Administrative

Services division, \$256,782 and 2.0 FTEs from the Permitting division, and \$15,410 in the Licensing division. In Special Purpose Revenue funds (SPR), DCRA proposes a decrease of \$6,695,420 based on the revenue estimates. The decrease in SPR is primarily due to the decline in projected business licensing fees.

Technical Adjustment: The agency's proposed budget reflects an increase of \$41,807 in personal services. The increase represents salary adjustment related to performance pay for attorneys.

Mayor's Proposed Budget

Reduce: In Local funds, DCRA's proposed budget reflects a reduction of \$374,309 in nonpersonal services across multiple programs. The reduction consists of \$55,218 in office supplies; \$279,091 in agency operational costs, travel, and professional service fees; and \$40,000 in Equipment and Equipment Rental costs.

Transfer-Out/Reduce: In Local funds, the proposed budget reflects a reduction of \$1,134,893 and 11.0 FTEs. The reduction consists of \$204,108 and 2.0 FTEs transferred to the Office of Contracting and Procurement to support the Procurement Practice Reform Act of 2010 and \$930,785 to account for the elimination of 9.0 Full-Time Equivalent positions across the agency's programs.

District's Proposed Budget

Enhance: The proposed budget reflects an increase of \$247,832 and 3.0 FTEs in personal services. This funding supports 1.0 FTE in the Permitting division and 2.0 FTEs in the Inspections division.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table CR0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table CR0-5
(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		14,400	148.0
Other CSFL Adjustments	Multiple Programs	1,872	7.7
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		16,272	155.7
Increase: To support additional FTEs	Multiple Programs	1,924	19.0
Decrease: To align funding with nonpersonal services costs	Multiple Programs	-275	0.0
Decrease: To recognize savings from a reduction in FTEs	Multiple Programs	-1,650	-22.7
Technical Adjustment: To support performance related pay adjustments for attorneys	Multiple Programs	42	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		16,314	152.0
Reduce: Nonpersonal services	Multiple Programs	-374	0.0
Transfer-Out/Reduce: 2 positions to OCP and 9 positions eliminated	Multiple Programs	-1,135	-11.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		14,804	141.0
Enhance: To support additional FTEs	Multiple Programs	248	3.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		15,052	144.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		33,301	200.0
Increase: To adjust personal services	Multiple Programs	2,354	12.0
Decrease: To align budget with projected revenues	Multiple Programs	-6,695	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		28,959	212.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		28,959	212.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		28,959	212.0
Gross for CR0 - Department of Consumer and Regulatory Affairs		44,012	356.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Business and Professional Licensing Administration (BPLA)

Objective 1: Maintain efficient licensing operations.

Objective 2: Manage corporate registration and maintenance services.

Objective 3: Ensure compliance with licensing registration requirements.

Objective 4: Protect the citizens of the District of Columbia from unfair and deceptive business practices (Consumer Protection Procedures Act).

Objective 5: Manage and maintain an efficient Small Business Resource Center.

KEY PERFORMANCE INDICATORS

Business and Professional Licensing Administration (BPLA)

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of business license applications submitted online (new and renewal)	14%	30%	39%	39%	32%	35%
Percent of professional license applications submitted online (new and renewal)	96%	94%	99%	96%	96%	98%
Percent of occupational and professional license renewals processed in 3 days (when a complete application is submitted)	100%	98%	100%	100%	100%	100%
Number of new vendors licensed pursuant to the new regulations	Not Available	100	75	90	100	110
Number of new business license applications (DC Sustainability JE1.1)	Not Available	2,000	11,374	2,500	2,500	3,000
Percent of regulatory investigations resulting in the issuance a notice of infraction ¹	29%	30%	24%	30%	30%	30%
Percent of Business Compliance Surveys completed	Not Available	Not Available	100%	100%	100%	100%
Percent of corporate filings submitted online	46%	50%	36%	40%	50%	55%
Percent of pre-license investigations conducted by regulatory investigations within 5 business days	93%	95%	100%	100%	95%	96%
Percent of weighing and measuring devices approved	97%	92%	95%	95%	93%	94%
Percent of gas stations compliant with octane rules	Not Available	93%	0%	95%	100%	100%

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KEY PERFORMANCE INDICATORS

Business and Professional Licensing Administration (BPLA) (continued)

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Amount of monies obtained for complainants (refund, settlements, cost of services rendered) in dollars ²	Not Available	Not Available	\$215,065	TBD	TBD	TBD
Percent of cases closed	Not Available	Not Available	64%	75%	80%	90%
Total dollar amount of fines issued	Not Available	Not Available	\$220,000	TBD	TBD	TBD
Number of group workshops	Not Available	Not Available	Not Available	7 Baseline	8	10
Number of educational and informational one-on-one sessions	Not Available	Not Available	Not Available	4 Baseline	5	6
Percent number of customers in attendance per workshop	Not Available	Not Available	Not Available	15 Baseline	18	20

Permit Operations Division (POD)

Objective 1: Ensure building plans comply with construction codes.

Objective 2: Provide superior customer service in the Permit Center.

Objective 3: Manage and maintain District land records.

Objective 4: Manage agency Building Code Effectiveness.

KEY PERFORMANCE INDICATORS

Permit Operations Division (POD)

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of green building plan review completed within 30 days	100%	95%	100%	95%	97%	98%
Percent of Third Party Plan Reviews (TPR) project reviews by DCRA Technical Review within 15 business days	66%	85%	100%	85%	85%	86%
Percent of all permit applications held for correction	7.9%	12%	7.8%	12%	11%	10%
Total number of solar permit applications completed each quarter	Not Available	Not Available	Not Available	160	160	170
Total kW of solar photovoltaic (PV) permitted each quarter	Not Available	Not Available	Not Available	1,400	1,400	1,500
Average length of customer wait in Permit Center (in minutes)	15.4	15	17.2	15	15	12

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KEY PERFORMANCE INDICATORS

Permit Operations Division (POD) (continued)

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of walk through applications processed same day ³	56%	60%	54.5%	60%	62%	63%
Percent of filed plan reviews completed on-time	94.9%	95%	92.4%	95%	95%	96%
Percent of permits issued online (postcard and supplemental)	28.2%	25%	29.1%	25%	30%	40%
Percent of Project Dox use vs. non-use	5.9%	15%	5.89%	15%	20%	25%
Percent of Project Dox reviewed timely	Not Available	Not Available	Not Available	25% Baseline	35%	45%
Percent of building plats utilizing expedited review service	31%	35%	35%	35%	37%	40%
Percent of building plats using online services	31%	30%	49%	30%	35%	40%

Office of Zoning Administrator (OZA)

Objective 1: Enhance applicant and general citizen satisfaction through timely, efficient and accurate application zoning conformance review processes.

Objective 2: Leverage technology to improve the permitting review process and outcomes for customers.

KEY PERFORMANCE INDICATORS

Office of Zoning Administrator (OZA)

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of Certificate of Occupancy applications receiving OZA initial review, in compliance with prescribed timeframes	89%	95%	87%	95%	95%	95%
Percent of Home Occupation Permits (HOPs) issued within 10 business days of application submission	16%	35%	14%	50%	50%	50%
Percent of successful defenses of appeals of Zoning Administrator decisions before the Board of Zoning Adjustment (BZA)	100%	85%	100%	100%	100%	100%
Percent of complaint-initiated enforcement actions occurring within 60 days of receipt of concern	83%	65%	100%	80%	80%	80%
Percent of Building Permit applications receiving OZA initial review, in compliance with prescribed timeframes ⁴	Not Available	Not Available	80%	80%	80%	80%

Inspections Division

Objective 1: Manage an efficient construction inspection program.

Objective 2: Manage an efficient housing inspection program.

Objective 3: Develop a premier specialty inspections program.

Objective 4: Manage and effective Green Inspection program.

KEY PERFORMANCE INDICATORS

Inspections Division

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of complaint-related inspections completed within five days of the scheduled date	86.9%	86%	86.5%	86%	88%	89%
Percent of permit-related inspections completed within 48 hours of scheduled date	913%	93%	93.1%	93%	95%	95%
Percent of Construction Inspection quality control audits that result in a disciplinary action	Not Available	Not Available	Not Available	10%	10%	8%
Percent of illegal construction cases dismissed at the initial DCRA appeal hearing	8.3%	10%	9.5%	10%	10%	9%
Number of units inspected by Proactive Inspections Team	3,070	2,500	2,318	2,500	2,500	2,500
Percent of inspections completed as scheduled	93.8%	94%	92.4%	95%	95%	96%
Percent of Housing Inspection quality control audits that result in a disciplinary action	Not Available	Not Available	Not Available	10%	10%	8%
Number of Quality Control inspections performed on Third-Party Inspections	231	125	116	175	200	210
Percent of Third-Party Inspection agencies with quality control audits that result in a disciplinary action	7.7%	10%	10%	10%	10%	11%

Enforcement Division

Objective 1: Provide efficient and effective regulatory and compliance processes.

Objective 2: Protect the health and safety of people who visit, live, and work in the District of Columbia.

KEY PERFORMANCE INDICATORS

Enforcement Division

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Total number of vacant properties	2,530	3,000	1,925	2,400	2,400	2,400
Percent of rate of return on special assessments filed	56.7%	65%	70%	68%	70%	70%
Total dollar amount of special assessments collected	\$1,072,547	\$800,000	\$842,756	\$600,000	\$600,000	\$600,000
Total dollar amount of tax liens collected	\$116,155	\$145,000	\$377,208	\$150,000	\$150,000	\$150,000
Number of blighted properties reported to Office of Tax and Revenue (OTR)	352	250	296	250	250	250
Percent of registered vacant properties (includes properties that are registered and exempt)	55.9%	65%	52.7%	68%	70%	72%
Percent of cases "won" with Office of Administrative Hearings (OAH) finding of liability ("upheld")	57.7%	68%	37%	68%	70%	72%
Percent of DCRA abatements completed within 30 days	86.3%	85%	77%	87%	90%	95%
Percent of all blight appeals processed within 14 days of receipt of appeal	Not Available	Not Available	Not Available	95%	96%	97%

Agency Management

Objective 1: Maintain a qualified, healthy, and highly motivated workforce.

Objective 2: Review DCRA internal policies and create uniformity amongst all agency divisions.

Objective 3: Increase public awareness of DCRA programs and services.

Objective 4: Support the agency by managing facilities, resources, and reducing risks to agency assets.

Objective 5: Expand and maintain technology infrastructure.

Objective 6: Manage the Construction Codes Coordinating Board (CCCB).

KEY PERFORMANCE INDICATORS

Agency Management

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of employees that completed required trainings	Not Available	Not Available	Not Available	95%	95%	95%
Percent of vacant positions filled within 90 days of date posting	Not Available	Not Available	Not Available	75%	75%	75%
Percent of Office of the Inspector General (OIG) inquiries completed timely	100%	100%	100%	100%	100%	100%
Percent of Freedom of Information Act (FOIA) requests completed timely	97%	100%	98%	100%	100%	100%
Percent reduction in number of FOIA requests	3%	5%	4%	8%	10%	12%
Total cost per copier	\$10,668	\$10,500	\$10,500	\$10,250	\$10,000	\$10,000
Percent of customers utilizing online payment	32%	40%	51%	55%	60%	60%

Performance Plan Endnotes:

¹The issuance of licenses is not a function of RIS; therefore, we could not accurately capture the required KPI data. This KPI no longer tells the story of BPLA initiatives.

²This is a new program in DCRA. We are unsure how much money will be obtained from complaints. Data will be presented at a later date.

³Industry Standard Measure: International City/County Management Association (ICMA) reports that in FY 2009, 54 percent of permits issued in jurisdictions with over 100,000 in population were issued on the date of application. The 57 jurisdictions surveyed issued a mean 16,621 building permits in FY 2009.

⁴This is a new measure for FY 2016 that has previously and is currently tracked internally.

Office of the Tenant Advocate

www.ota.dc.gov

Telephone: 202-719-6560

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$2,265,722	\$2,488,012	\$2,907,415	16.9
FTEs	14.5	16.0	18.0	12.5

The mission of the Office of the Tenant Advocate (OTA) is to provide technical advice and other legal services to tenants regarding disputes with landlords; to educate and inform the tenant community about tenant rights and rental housing matters; to advocate for the rights and interests of District renters in the legislative, regulatory, and judicial contexts; and to provide financial assistance to displaced tenants for certain emergency housing and tenant relocation expenses.

Summary of Services

OTA provides a range of services to the tenant community to further each aspect of its mission. The agency:

- advises tenants on resolving disputes with landlords, identifies legal issues and the rights and responsibilities of tenants and landlords, and provides legal and technical assistance for further action such as filing tenant petitions;
- provides in-house representation for tenants in certain cases and refers other cases to pro bono or contracted legal service providers and attorneys;
- works with other governmental and non-governmental officials and entities, including the District Council, the Mayor's office, executive agencies, the courts, tenant stakeholders, advocates, and others, to promote better tenant protection laws and policies in the District;
- conducts educational seminars in a variety of contexts to inform tenants about their rights and other rental housing concerns; and
- provides financial assistance for certain emergency housing and relocation expenses to tenants displaced by fires, floods, property having been closed by the government, or other unanticipated emergencies.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table CQ0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table CQ0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
<u>General Fund</u>						
Local Funds	2,022	2,266	2,488	2,788	300	12.1
Total for General Fund	2,022	2,266	2,488	2,788	300	12.1
<u>Intra-District Funds</u>						
Intra-District Funds	0	0	0	119	119	N/A
Total for Intra-District Funds	0	0	0	119	119	N/A
Gross Funds	2,022	2,266	2,488	2,907	419	16.9

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table CQ0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table CQ0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
<u>General Fund</u>						
Local Funds	14.7	14.5	16.0	18.0	2.0	12.5
Total for General Fund	14.7	14.5	16.0	18.0	2.0	12.5
Total Proposed FTEs	14.7	14.5	16.0	18.0	2.0	12.5

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table CQ0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table CQ0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	1,008	1,052	1,246	1,330	85	6.8
12 - Regular Pay - Other	29	11	0	117	117	N/A
13 - Additional Gross Pay	1	4	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	236	248	255	359	104	40.6
15 - Overtime Pay	3	9	0	0	0	N/A
Subtotal Personal Services (PS)	1,277	1,323	1,501	1,807	306	20.4
20 - Supplies and Materials	10	11	10	10	0	5.0
40 - Other Services and Charges	486	610	616	576	-40	-6.4
41 - Contractual Services - Other	249	322	334	375	41	12.2
50 - Subsidies and Transfers	0	0	0	119	119	N/A
70 - Equipment and Equipment Rental	0	0	27	20	-7	-25.9
Subtotal Nonpersonal Services (NPS)	745	942	987	1,101	114	11.5
Gross Funds	2,022	2,266	2,488	2,907	419	16.9

*Percent change is based on whole dollars.

Program Description

The Office of the Tenant Advocate operates through the following 6 programs:

Legal Representation – implements the agency’s statutory duty to represent tenants, at its discretion and as it determines to be in the public interest, in federal or District judicial or administrative proceedings.

This program contains the following 3 activities:

- **In-House Legal Representation** – provides agency clients with in-house legal representation in certain “high-impact” cases if the relevant criteria are met, and refers others to *pro bono* or contracted legal service providers and attorneys, or helps them find other representation;
- **Legal Hotline** – provides general advice regarding tenant rights in response to informal inquiries; provides a web-based “Ask the Director” forum and responds to Mayoral, Council, inter-agency, and community inquiries about tenant rights and rental housing law; engages the community in a regular “Live On-line Chat” through the agency website to discuss tenant rights and rental housing matters; and
- **Legal Service Provider** – provides funding to contracted non-profit legal service providers and attorneys; who qualify through the agency’s RFQ process, to enhance their capacity to provide tenants with appropriate legal assistance.

Policy Advocacy – implements the agency’s statutory duty to represent the interests of tenants and tenant organizations in legislative, executive, and judicial issues, including advocating changes in laws and rules. This program also tracks developments in rental housing legislation and regulations at both the local and federal levels, and keeps agency stakeholders apprised; develops legislative, rulemaking, and other policy recommendations, and coordinates policy discussions with governmental and community colleagues, including regular discussions with agency stakeholders; advises tenants, advocates, attorneys, governmental colleagues, and others regarding rental housing laws, and serves as the agency’s in-house statutory and regulatory expert; and provides support to community-based programs that inform tenants regarding their legislative and regulatory legal protections.

OTA Educational Institute – implements the agency’s statutory duty to provide education and outreach to tenants and the community about laws, rules, and other policy matters involving rental housing, including tenant rights under the petition process and formation of tenant organizations. This program also conducts informational presentations in various settings throughout the community; provides a formal series of educational and outreach forums; and develops educational material regarding rental housing laws, rules, and policies.

Emergency Housing – implements the agency’s statutory duty to provide emergency housing and relocation assistance to qualified tenants in certain situations by:

- Providing financial assistance to temporarily house tenants displaced by fires, floods, and government closures, and in other appropriate circumstances;
- Providing assistance to tenants regarding the packing, moving, and storing of personal possessions;
- Providing first month’s rent, security and/or utility deposits, and application fees, as applicable, for replacement rental housing; and
- Coordinating with other District agencies and community-based organizations to ensure that displaced tenants receive appropriate services.

Case Management Administration and Community Outreach – implements the agency’s statutory duty to advise tenants and tenant organizations on filing complaints and petitions, including petitions in response to disputes with landlords.

This program contains the following 2 activities:

- **Case Management Administration** – provides legal and technical assistance to tenants regarding rental housing disputes with landlords, including identifying legal issues and the tenant’s and the landlord’s respective rights and responsibilities, and assisting with follow-up action items, such as completing and filing tenant petitions and monitoring rental housing case hearings; and
- **Community Outreach** – provides outreach and educational programs regarding tenant rights and rental housing matters and sends “rapid response” letters to tenants affected by certain administrative actions to apprise them of their rights and of OTA’s availability to provide further assistance.

Administrative Services (Agency Management) – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Office of the Tenant Advocate has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table CQ0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table CQ0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Administrative Services (Management)								
(1087) Language Access	0	0	15	15	0.0	0.0	0.0	0.0
(1090) Performance Management	356	430	532	101	3.9	4.0	4.0	0.0
Subtotal (1000) Administrative Services (Management)	356	430	547	116	3.9	4.0	4.0	0.0
(3000) Legal Representation								
(3015) In-House Legal Representation	574	601	767	166	5.8	6.0	7.0	1.0
(3020) Legal Hotline	10	35	89	54	0.0	0.0	1.0	1.0
(3030) Legal Service Provider	260	264	300	36	0.0	0.0	0.0	0.0
Subtotal (3000) Legal Representation	844	900	1,156	256	5.8	6.0	8.0	2.0
(4000) Policy Advocacy Program								
(4010) Policy Advocacy Program	119	221	237	15	1.0	2.0	2.0	0.0
Subtotal (4000) Policy Advocacy Program	119	221	237	15	1.0	2.0	2.0	0.0
(5000) OTA Educational Institute								
(5010) OTA Educational Institute	106	115	115	0	1.0	1.0	1.0	0.0
Subtotal (5000) OTA Educational Institute	106	115	115	0	1.0	1.0	1.0	0.0
(6000) Emergency Housing								
(6010) Emergency Housing	554	546	546	0	0.0	0.0	0.0	0.0
Subtotal (6000) Emergency Housing	554	546	546	0	0.0	0.0	0.0	0.0
(8000) Case Management Admin. and Community Outreach								
(8010) Case Management Administration	225	206	233	27	2.9	3.0	3.0	0.0
(8020) Community Outreach	62	70	75	5	0.0	0.0	0.0	0.0
Subtotal (8000) Case Mgmt.Admin. and Community Outreach	287	276	308	32	2.9	3.0	3.0	0.0
Total Proposed Operating Budget	2,266	2,488	2,907	419	14.5	16.0	18.0	2.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of the Tenant Advocate's (OTA) proposed FY 2016 gross budget is \$2,907,415, which represents a 16.9 percent increase over its FY 2015 approved gross budget of \$2,488,012. The budget is comprised of \$2,788,415 in Local funds and \$119,000 in Intra-District funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

OTA's FY 2016 CSFL budget is \$2,584,552, which represents a \$96,540, or 3.9 percent, increase over the FY 2015 approved Local funds budget of \$2,488,012.

CSFL Assumptions

The FY 2016 CSFL calculated for OTA included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$89,188 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$7,352 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

Agency Budget Submission

Increase: The budget includes an increase of \$12,603 in personal services and includes projected salary step increases, Fringe Benefits, and the reclassification of 2.0 FTEs from Continuing Full Time to Temporary Full Time.

Decrease: There are also adjustments in nonpersonal services of \$12,603. The change allows for efficiency improvements, aligns the budget with anticipated expenditures, and offsets changes to agency positions.

Mayor's Proposed Budget

No Change: OTA's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

District's Proposed Budget

Enhance: OTA's FY 2016 proposed Local budget includes an increase of \$203,863 and 2.0 FTEs in personal services in the Legal Representation program. This additional funding will support the hiring of Attorney Advisors. The proposed budget also includes \$119,000 in Intra-District funds through a Memorandum of Understanding with the Housing Production Trust Fund (HPTF) to support the Emergency Housing and Assistance Program (EHAP).

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table CQ0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table CQ0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		2,488	16.0
Other CSFL Adjustments	Multiple Programs	97	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		2,585	16.0
Increase: To adjust personal services	Multiple Programs	13	0.0
Decrease: To align funding with nonpersonal services costs	Multiple Programs	-13	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		2,585	16.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		2,585	16.0
Enhance: To support additional FTEs	Legal Representation	204	2.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		2,788	18.0
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		0	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 Agency Budget Submission		0	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		0	0.0
Enhance: To support the Emergency Housing and Assistance program	Emergency Housing	119	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		119	0.0
Gross for CQ0 - Office of the Tenant Advocate		2,907	18.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Objective 1: Create and enhance communication venues to better serve the tenant population.

Objective 2: Expand OTA's programmatic outreach into the student off-campus rental housing market.

Objective 3: Upgrade agency administrative efficiencies through enhanced administrative tools.

KEY PERFORMANCE INDICATORS

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of tenant intake cases resolved	100%	89%	100%	89%	89%	89%
Number of rental housing case abstracts to be included in database	180	210	225	240	255	270
Percent of identified tenant associations to be represented in tenant summit	96% ¹	50%	80%	50%	50%	50%
Percent of households eligible for housing assistance for whom OTA made emergency housing available within 24 hours, if funding was available	100%	90%	100%	90%	90%	90%

Performance Plan Endnotes:

¹48 out of 50 associations represented.

D.C. Commission on the Arts and Humanities

www.dcartarts.dc.gov

Telephone: 202-724-5613

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$15,848,720	\$16,460,085	\$16,955,248	3.0
FTEs	18.6	19.0	19.0	0.0

The mission of the D.C. Commission on the Arts and Humanities (DCCAHA) is to provide grants, programs, and educational activities that encourage diverse artistic expressions and learning opportunities so that all District of Columbia residents and visitors can experience the rich culture of our city.

Summary of Services

DCCAHA offers a diverse range of grant programs and cultural activities to support practicing artists, arts organizations and community groups. In partnership with the community, both nationally and locally, DCCAHA initiates and supports lifelong cultural experiences that are reflective of the diversity of Washington, D.C.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table BX0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table BX0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
<u>General Fund</u>						
Local Funds	11,125	14,935	15,603	14,696	-907	-5.8
Special Purpose Revenue Funds	18	0	200	500	300	150.0
Total for General Fund	11,144	14,935	15,803	15,196	-607	-3.8
<u>Federal Resources</u>						
Federal Payments	0	0	0	1,000	1,000	N/A
Federal Grant Funds	694	660	658	684	27	4.1
Total for Federal Resources	694	660	658	1,684	1,027	156.2
<u>Intra-District Funds</u>						
Intra-District Funds	70	254	0	75	75	N/A
Total for Intra-District Funds	70	254	0	75	75	N/A
Gross Funds	11,908	15,849	16,460	16,955	495	3.0

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table BX0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table BX0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	8.8	10.6	11.0	12.0	1.0	9.1
Total for General Fund	8.8	10.6	11.0	12.0	1.0	9.1
Federal Resources						
Federal Grant Funds	7.4	8.0	8.0	7.0	-1.0	-12.5
Total for Federal Resources	7.4	8.0	8.0	7.0	-1.0	-12.5
Total Proposed FTEs	16.2	18.6	19.0	19.0	0.0	0.0

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table BX0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table BX0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	249	365	533	757	224	42.0
12 - Regular Pay - Other	779	796	687	577	-110	-16.1
13 - Additional Gross Pay	9	0	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	206	235	255	279	24	9.3
Subtotal Personal Services (PS)	1,244	1,396	1,476	1,613	137	9.3
20 - Supplies and Materials	2	5	15	15	0	0.0
31 - Telephone, Telegraph, Telegram, Etc.	26	0	3	3	0	9.6
40 - Other Services and Charges	200	76	370	905	534	144.2
41 - Contractual Services - Other	1,067	6,211	2,945	1,938	-1,006	-34.2
50 - Subsidies and Transfers	9,301	8,152	11,643	12,468	826	7.1
70 - Equipment and Equipment Rental	68	9	8	12	4	50.0
Subtotal Nonpersonal Services (NPS)	10,664	14,453	14,984	15,342	358	2.4
Gross Funds	11,908	15,849	16,460	16,955	495	3.0

*Percent change is based on whole dollars.

Program Description

The D.C. Commission on the Arts and Humanities operates through the following 5 programs:

Arts Building Communities – provides grants, performances, exhibitions, and other services to individual artists, arts organizations, and neighborhood and community groups so that they can express, experience, and access the rich cultural diversity of the District. A particular emphasis is placed on traditionally underserved populations, including first-time applicants, seniors, young emerging artists, experimental artists, folk and traditional artists, and artists in East of the River neighborhoods.

D.C. Creates Public Art – provides the placement of high-quality art installations and administrative support services for the public so that they can benefit from an enhanced visual and cultural environment, with a particular emphasis on geographically challenged areas of the city. This program places artwork within the Metro transit system and the numerous murals and sculptures in and around the city's neighborhoods. The goals are promoting economic development and building sustainable neighborhoods. Projects are identified through the culmination of intensive public realm planning processes in partnership with neighborhood advisory groups, Main Street programs, other District government agencies, and private developers. Large-scale works are permanently installed in prominent public locations throughout all eight wards of the District. The program is a citywide benefit because it produces tangible art installations for display in public spaces. The art is inventoried, maintained and owned by the District. The program also provides partial financial support for artists and organizations to produce public art in public space that the artist or arts organization owns, manages, and maintains.

Arts Learning and Outreach – provides grants, educational activities, and outreach services for youth, young adults, and the general public so that they can gain a deeper appreciation for the arts, and to enhance the overall quality of their lives. Specific focus is on providing quality arts education and training experiences to District youth from those in pre-kindergarten through 21 years of age, as well as grants and cultural events to the general public so that they can access and participate in educational opportunities in the arts.

This program contains the following 2 activities:

- **Arts Learning for Youth** – provides grants, program consulting, and advocacy services to school and community partners so that they can deliver quality and age-appropriate arts learning opportunities both in and out of school. The goal is to ensure a quality arts experience for District youth from pre-kindergarten through 21 years of age; and
- **Lifelong Learning** – provides grants and cultural events to the public so that they can access and participate in educational opportunities in the arts. The goal is long-term development of interest and education in the arts to the broader community.

Administration – provides technical assistance and legislative services to the Commission so that it can provide funding opportunities to District artists and arts organizations.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The D.C. Commission on the Arts and Humanities has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table BX0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table BX0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1010) Personnel	87	91	97	6	0.2	1.2	1.2	0.0
(1015) Training and Employee Development	25	26	27	1	0.2	0.2	0.2	0.0
(1020) Contracting and Procurement	11	11	12	1	0.1	0.1	0.1	0.0
(1030) Property Management	22	23	25	2	0.2	0.2	0.2	0.0
(1040) Information Technology	6	30	33	3	0.0	0.0	0.0	0.0
(1050) Financial Services	29	31	32	1	0.3	0.3	0.3	0.0
(1055) Risk Management	16	17	17	0	0.2	0.1	0.1	0.0
(1080) Communications	45	47	48	1	0.4	0.4	0.4	0.0
(1085) Customer Service	34	36	37	1	0.2	0.4	0.4	0.0
(1090) Performance Management	78	82	83	2	0.6	0.6	0.6	0.0
Subtotal (1000) Agency Management	353	394	410	16	2.3	3.5	3.5	0.0
(2000) Arts Building Communities								
(2010) Arts Building Communities	3,570	6,643	6,983	340	5.0	6.0	6.0	0.0
Subtotal (2000) Arts Building Communities	3,570	6,643	6,983	340	5.0	6.0	6.0	0.0
(3000) D.C. Creates Public Art								
(3010) Neighborhood and Public Art	272	324	1,241	917	4.9	4.0	4.0	0.0
(3030) Lincoln Theatre	604	0	0	0	1.9	0.0	0.0	0.0
(3050) D.C. Creates Public Art	4,300	0	0	0	0.0	0.0	0.0	0.0
Subtotal (3000) DC Creates Public Art	5,176	324	1,241	917	6.8	4.0	4.0	0.0
(4000) Arts Learning and Outreach								
(4010) Arts Learning for Youth	1,904	8,781	7,568	-1,212	0.0	1.0	0.0	-1.0
(4020) Lifelong Learning	4,808	279	402	123	4.1	4.1	5.1	1.0
Subtotal (4000) Arts Learning and Outreach	6,712	9,059	7,970	-1,090	4.1	5.1	5.1	0.0
(5000) Administration								
(5010) Legislative and Grants Management	38	40	352	312	0.4	0.4	0.4	0.0
Subtotal (5000) Administration	38	40	352	312	0.4	0.4	0.4	0.0
Total Proposed Operating Budget	15,849	16,460	16,955	495	18.6	19.0	19.0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Commission on the Arts and Humanities' (DCCAH) proposed FY 2016 gross budget is \$16,955,248, which represents a 3.0 percent increase over its FY 2015 approved gross budget of \$16,460,085. The budget is comprised of \$14,695,848 in Local funds, \$1,000,000 in Federal Payments, \$684,400 in Federal Grant funds, \$500,000 in Special Purpose Revenue funds, and \$75,000 in Intra-District funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

DCCAH's FY 2016 CSFL budget is \$14,695,848, which represents a \$906,737, or 5.8 percent, decrease from the FY 2015 approved Local funds budget of \$15,602,585.

CSFL Assumptions

The FY 2016 CSFL calculated for DCCAH included adjustment entries that are not described in detail on table 5. These adjustments include a reduction of \$1,000,000 to account for the removal of one-time funding appropriated in FY 2015 to support local arts programs. Additionally, adjustments were made for a net increase of \$28,473 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$64,790 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

Agency Budget Submission

Increase: In an effort to continue providing ongoing activities for the arts communities, District residents, and visitors to the District, DCCAH proposes an increase of \$101,785 and 1.0 FTE to the budget in Local funds. This adjustment is primarily due to the net effect of the conversion of term full-time staff to permanent full-time status. Also included in the adjustment are increases for projected salary step and Fringe Benefits costs.

The Federal Grant funds budget proposal reflects an increase of \$72,798 to align the budget with projected grant awards. This adjustment includes increases of \$53,093 to support personal services cost due to projected salary step and Fringe Benefits costs, and \$19,705 in nonpersonal services for Subsidies and Transfers, primarily in the Arts Learning and Outreach and Arts Building Communities.

In Special Purpose Revenue funds, the proposed budget reflects an increase of \$300,000 in nonpersonal services for Other Services and Charges, specifically in the Arts Learning and Outreach program.

The budget proposal for DCCAH's Intra-District funds reflects an increase of \$75,000 in Contractual Services, specifically in the Arts Learning and Outreach program. The budget is based on a Memorandum of Understanding (MOU) with the Department of Employment Services for the FY 2016 Youth Placement in the Non-Profit Arts Organization.

Decrease: The proposed Local funds budget reflects a net decrease of \$101,785 in nonpersonal services. This is primarily due to a decrease in Contractual Services, partially offset by an increase in Subsidies and Transfers.

The proposed Federal Grant funds budget reflects a decrease of \$45,898 in personal services. This is primarily due to a reduction of 1.0 FTE in the Arts Building Communities program.

Technical Adjustment: DCCAH's Federal Payments budget request is increased by \$1,000,000 to align the budget with the President's budget request.

Mayor's Proposed Budget

No Change: The Commission on the Arts and Humanities' budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

District's Proposed Budget

No Change: The D.C. Commission on the Arts and Humanities' budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table BX0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table BX0-5

(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		15,603	11.0
Removal of One-Time Funding	Multiple Programs	-1,000	0.0
Other CSFL Adjustments	Multiple Programs	93	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		14,696	11.0
Increase: To adjust personal services	Multiple Programs	102	1.0
Decrease: To align funding with nonpersonal services costs	Multiple Programs	-102	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		14,696	12.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		14,696	12.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		14,696	12.0
FEDERAL PAYMENTS: FY 2015 Approved Budget and FTE		0	0.0
Technical Adjustment: To align with the President's FY 2016 Budget Request	Multiple Programs	1,000	0.0
FEDERAL PAYMENTS: FY 2016 Agency Budget Submission		1,000	0.0
No Change		0	0.0
FEDERAL PAYMENTS: FY 2016 Mayor's Proposed Budget		1,000	0.0
No Change		0	0.0
FEDERAL PAYMENTS: FY 2016 District's Proposed Budget		1,000	0.0

(Continued on next page)

Table BX0-5 (Continued)

(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
FEDERAL GRANT FUNDS: FY 2015 Approved Budget and FTE		658	8.0
Increase: To align budget with projected grant awards	Multiple Programs	73	0.0
Decrease: To recognize savings from a reduction in FTEs	Multiple Programs	-46	-1.0
FEDERAL GRANT FUNDS: FY 2016 Agency Budget Submission		684	7.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 Mayor's Proposed Budget		684	7.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 District's Proposed Budget		684	7.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		200	0.0
Increase: To align budget with projected revenues	Arts Learning and Outreach	300	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		500	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		500	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		500	0.0
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		0	0.0
Increase: To align budget with projected revenues	Arts Learning and Outreach	75	0.0
INTRA-DISTRICT FUNDS: FY 2016 Agency Budget Submission		75	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		75	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		75	0.0
Gross for BX0 - Commission on the Arts and Humanities		16,955	19.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plans

The agency's performance plan has the following objectives for FY 2016:

Objective 1: Provide access to the arts for all District residents.

Objective 2: Promote lifelong learning and interest in the arts and arts education for all ages (Age-Friendly D.C. Domain 4).

Objective 3: Enhance communities through public and private engagement in the arts (Age-Friendly D.C. Domain 4).

KEY PERFORMANCE INDICATORS

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of grants to new applicants ¹	15.8%	7%	8.7%	8%	8.5%	9.0%
Number of D.C. schools, DPR Centers, and community centers benefitting from DCCAH grants	145	135	139	135	140	145
Dollars invested from non-District government sources per \$1 investment by DCCAH ²	\$6.76	\$7.25	\$7.62	\$7.50	\$7.60	\$7.75
Percent of grant payments processed within six to eight weeks	98.6%	97%	95.4%	97%	97%	97%
Percent of scheduled monitoring reports as defined in agency monitoring plan completed for each grant award	94.3%	100%	100%	100%	100%	100%

Performance Plan Endnotes:

¹New applicants are those who have not received funding from DCCAH within the prior five years.

²This is the ratio of funds leveraged for DCCAH-funded projects to funds invested directly by DCCAH.

Alcoholic Beverage Regulation Administration

www.abra.dc.gov

Telephone: 202-442-4423

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$5,585,624	\$7,445,930	\$8,141,975	9.3
FTEs	43.6	53.0	55.0	3.8

The mission of the Alcoholic Beverage Regulation Administration (ABRA) is to support the public's health, safety, and welfare through the control and regulation of the sale and distribution of alcoholic beverages.

Summary of Services

ABRA conducts licensing, training, adjudication, community outreach, and enforcement efforts to serve licensees, law enforcement agencies, Advisory Neighborhood Commissions (ANCs), civic associations, and the general community so that they understand and adhere to all District laws, regulations, and ABRA policies and procedures.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table LQ0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table LQ0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	0	7	0	0	0	N/A
Dedicated Taxes	460	534	1,170	1,170	0	0.0
Special Purpose Revenue Funds	5,084	5,045	6,276	6,972	696	11.1
Total for General Fund	5,544	5,586	7,446	8,142	696	9.3
Gross Funds	5,544	5,586	7,446	8,142	696	9.3

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table LQ0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table LQ0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Special Purpose Revenue Funds	42.3	43.6	53.0	55.0	2.0	3.8
Total for General Fund	42.3	43.6	53.0	55.0	2.0	3.8
Total Proposed FTEs	42.3	43.6	53.0	55.0	2.0	3.8

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table LQ0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table LQ0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	1,981	2,494	2,625	2,783	157	6.0
12 - Regular Pay - Other	951	713	1,309	1,576	267	20.4
13 - Additional Gross Pay	70	53	65	65	0	0.0
14 - Fringe Benefits - Current Personnel	602	662	814	907	93	11.4
15 - Overtime Pay	133	104	175	175	0	0.0
Subtotal Personal Services (PS)	3,736	4,026	4,989	5,506	517	10.4
20 - Supplies and Materials	71	66	113	113	0	0.0
30 - Energy, Communication, and Building Rentals	67	83	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	75	102	91	78	-13	-14.0
34 - Security Services	117	0	0	0	0	n/a
35 - Occupancy Fixed Costs	171	0	0	0	0	N/A
40 - Other Services and Charges	420	423	596	582	-14	-2.3
41 - Contractual Services - Other	134	251	392	638	246	62.5
50 - Subsidies and Transfers	698	534	1,170	1,170	0	0.0
70 - Equipment and Equipment Rental	53	100	95	55	-40	-42.1
Subtotal Nonpersonal Services (NPS)	1,808	1,560	2,457	2,636	179	7.3
Gross Funds	5,544	5,586	7,446	8,142	696	9.3

*Percent change is based on whole dollars.

Program Description

The Alcoholic Beverage Regulation Administration operates through the following 4 programs:

Licensing – issues new and renewal licenses to liquor stores, grocery stores, restaurants, hotels, nightclubs, and other establishments that manufacture, distribute, sell, or serve alcoholic beverages in the District of Columbia, and works with Records Management to keep accurate and accessible paper and data records of all licensing program activities. This program provides customer services directly to the general public, the business community, ANCs, and community groups and associations.

Investigations – conducts regulatory and voluntary agreement compliance inspections, underage compliance checks, and joint investigations as needed with the Metropolitan Police Department, the Fire and Emergency Medical Services Department, the Office of Tax and Revenue, the Department of Consumer and Regulatory Affairs, and others; and conducts various inspections associated with licensing and adjudicatory processes such as final, compliance, placard, special event, and financial audit investigations. All activities serve to strengthen the awareness of, and compliance with, the appropriate laws and regulations of the District of Columbia.

Records Management – provides files, documents, and database information to ABRA staff, the Alcoholic Beverage Control (ABC) Board, and the general public so that they can receive accurate information and files. The program also provides certification services, responds to and tracks Freedom of Information Act requests, and responds to subpoena requests.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Alcoholic Beverage Regulation Administration has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table LQ0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table LQ0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1015) Training and Employee Development	2	36	39	3	0.0	0.0	0.0	0.0
(1017) Labor Relations	1	0	0	0	0.0	0.0	0.0	0.0
(1030) Property Management	278	262	538	276	0.0	0.0	0.0	0.0
(1040) Information Technology	283	278	217	-61	0.0	0.0	0.0	0.0
(1050) Financial Management	0	30	30	0	0.0	0.0	0.0	0.0
(1060) Legal	930	1,160	1,187	28	6.1	7.0	7.0	0.0
(1070) Fleet Management	106	92	72	-19	0.0	0.0	0.0	0.0
(1080) Communications	66	259	270	11	0.9	3.0	3.0	0.0
(1085) Customer Service	46	68	74	6	0.9	1.0	1.0	0.0
(1087) Language Access	5	15	15	0	0.0	0.0	0.0	0.0
(1090) Performance Management	628	657	943	285	4.4	5.0	7.0	2.0
Subtotal (1000) Agency Management	2,345	2,857	3,387	529	12.2	16.0	18.0	2.0
(2000) Licensing								
(2010) Licensing	788	994	1,061	67	10.5	12.0	12.0	0.0
Subtotal (2000) Licensing	788	994	1,061	67	10.5	12.0	12.0	0.0
(3000) Investigations								
(3010) Investigations	2,262	3,518	3,614	97	18.3	24.0	24.0	0.0
Subtotal (3000) Investigations	2,262	3,518	3,614	97	18.3	24.0	24.0	0.0
(4000) Adjudication								
(4010) Adjudication	56	0	0	0	0.9	0.0	0.0	0.0
Subtotal (4000) Adjudication	56	0	0	0	0.9	0.0	0.0	0.0
(5000) Records Management								
(5010) Records Management	135	77	80	3	1.7	1.0	1.0	0.0
Subtotal (5000) Records Management	135	77	80	3	1.7	1.0	1.0	0.0
Total Proposed Operating Budget	5,586	7,446	8,142	696	43.6	53.0	55.0	2.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Alcoholic Beverage Regulation Administration's (ABRA) proposed FY 2016 gross budget is \$8,141,975, which represents a 9.3 percent increase over its FY 2015 approved gross budget of \$7,445,930. The budget is comprised of \$1,170,000 in Dedicated Taxes and \$6,971,975 in Special Purpose Revenue funds.

Agency Budget Submission

Increase: In the Special Purpose Revenue (SPR) funds, the budget is increased because of higher revenue estimates based on projected increase in the number of alcohol license and permit that will be issued in FY 2016. ABRA's SPR funds are derived from the issuance of sales and use licenses and permits to business entities within the District. The budget proposal increases funding allocation for personal services by \$517,005 and 2.0 FTEs across multiple programs. The increase supports projected salary steps and Fringe Benefit costs. Other adjustments include a net increase of \$245,500, primarily in the Agency Management program, to support an online document management system.

Decrease: In Special Purpose Revenue funds, ABRA's proposed budget includes reductions of \$12,784 in the funding allocation for Telecommunications, \$13,676 for the Office of the Chief Technological Officer Information Technology assessments, and \$40,000 for Equipment costs.

Mayor's Proposed Budget

No Change: The Alcoholic Beverage Regulation Administration's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

District's Proposed Budget

No Change: The Alcoholic Beverage Regulation Administration's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table LQ0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table LQ0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
DEDICATED TAXES: FY 2015 Approved Budget and FTE		1,170	0.0
No Change		0	0.0
DEDICATED TAXES: FY 2016 Agency Budget Submission		1,170	0.0
No Change		0	0.0
DEDICATED TAXES: FY 2016 Mayor's Proposed Budget		1,170	0.0
No Change		0	0.0
DEDICATED TAXES: FY 2016 District's Proposed Budget		1,170	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		6,276	53.0
Increase: To adjust personal services	Multiple Programs	517	2.0
Increase: To adjust the Contractual Services budget	Multiple Programs	246	0.0
Decrease: To align Fixed Costs with proposed estimates	Agency Management	-13	0.0
Decrease: To adjust the Contractual Services budget	Agency Management	-14	0.0
Decrease: To align resources with operational goals	Agency Management	-40	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		6,972	55.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		6,972	55.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		6,972	55.0
Gross for LQ0 - Alcoholic Beverage Regulation Administration		8,142	55.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Objective 1: Educate licensees on the District's alcoholic beverage laws and regulations.

Objective 2: Ensure that licensed establishments are in compliance with the ABC laws and regulations.

Objective 3: Engage in community outreach regarding the licensing process.

KEY PERFORMANCE INDICATORS

Alcoholic Beverage Regulation Administration¹

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of establishments inspected to ensure compliance with underage drinking laws	832	700	889	700	700	700
Number of inspections, investigations, and monitoring activities	9,061	7,000	10,220	7,000	7,000	7,000
Amount of revenue generated by licenses and permits	\$6,800,000	\$3,700,000	\$5,178,664	\$3,700,000	\$3,700,000	\$3,700,000
Amount of revenue generated by fines	\$523,950	\$290,000	\$469,800	\$290,000	\$290,000	\$290,000
Total number of citations issued	459	250	524	250	250	250
Percent of one-day and substantial change permits issued within 15 days or less ²	91.4%	90%	98.4%	90%	90%	90%

Performance Plan Endnotes:

¹The agency has elected to organize the Performance Plan at the agency level instead of by budget division due to the relatively small size of the agency and the overlap of agency functions across divisions.

² Measure is an industry standard based on the average of 19 processing days for 17 states.

Public Service Commission

www.dcpssc.org

Telephone: 202-626-5100

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$11,513,946	\$12,548,506	\$13,186,187	5.1
FTEs	68.0	82.6	83.6	1.2

The mission of the Public Service Commission (PSC) is to serve the public interest by ensuring that financially healthy electric, natural gas, and telecommunications companies provide safe, reliable, and quality services at reasonable rates for District of Columbia residential, business, and government customers. This mission includes:

- Protecting consumers to ensure public safety, reliability, and quality utility services;
- Regulating monopoly utility services to ensure that their rates are just and reasonable;
- Fostering fair and open competition among utility service providers;
- Conserving natural resources and preserving environmental quality;
- Resolving disputes among consumers and utility service providers;
- Educating utility consumers and informing the public; and
- Motivating customer- and results-oriented employees.

Summary of Services

The Public Service Commission regulates public utilities operating in the District of Columbia by issuing orders in formal proceedings that may include written comments or testimony, hearings, studies, and investigations; ensuring fair and appropriate utility prices; fostering competition by licensing utility service providers and supervising the competitive bidding process; ensuring utility providers meet various environmental regulations and standards by operating in ways that conserve natural resources and preserve environmental quality; and resolving disputes among consumers and utility service providers.

In addition to its regulatory services, the Commission also conducts outreach via its website, public forums, and various literature in order to educate utility consumers and inform the public.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table DH0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table DH0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Special Purpose Revenue Funds	9,691	11,278	12,159	12,729	570	4.7
Total for General Fund	9,691	11,278	12,159	12,729	570	4.7
Federal Resources						
Federal Grant Funds	441	207	367	435	68	18.5
Total for Federal Resources	441	207	367	435	68	18.5
Private Funds						
Private Donations	19	12	22	22	0	0.0
Total for Private Funds	19	12	22	22	0	0.0
Intra-District Funds						
Intra-District Funds	40	17	0	0	0	N/A
Total for Intra-District Funds	40	17	0	0	0	N/A
Gross Funds	10,191	11,514	12,549	13,186	638	5.1

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table DH0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table DH0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Special Purpose Revenue Funds	59.9	66.4	79.7	80.5	0.9	1.1
Total for General Fund	59.9	66.4	79.7	80.5	0.9	1.1
Federal Resources						
Federal Grant Funds	5.0	1.6	3.0	3.1	0.2	5.1
Total for Federal Resources	5.0	1.6	3.0	3.1	0.2	5.1
Total Proposed FTEs	64.9	68.0	82.6	83.6	1.0	1.2

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table DH0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table DH0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	4,951	5,729	7,030	7,400	370	5.3
12 - Regular Pay - Other	1,047	903	1,088	1,161	74	6.8
13 - Additional Gross Pay	13	19	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	1,159	1,278	1,524	1,781	257	16.9
15 - Overtime Pay	4	4	0	0	0	N/A
Subtotal Personal Services (PS)	7,174	7,933	9,641	10,342	701	7.3
20 - Supplies and Materials	53	36	37	39	2	6.8
30 - Energy, Comm. and Building Rentals	2	2	2	3	1	45.0
31 - Telephone, Telegraph, Telegram, Etc.	88	78	82	78	-3	-4.2
32 - Rentals - Land and Structures	1,647	2,336	1,640	1,587	-53	-3.2
35 - Occupancy Fixed Costs	5	0	0	0	0	N/A
40 - Other Services and Charges	689	612	719	717	-1	-0.2
41 - Contractual Services - Other	268	271	212	192	-20	-9.4
70 - Equipment and Equipment Rental	265	246	216	227	11	5.1
Subtotal Nonpersonal Services (NPS)	3,017	3,581	2,907	2,844	-63	-2.2
Gross Funds	10,191	11,514	12,549	13,186	638	5.1

*Percent change is based on whole dollars.

Program Description

The Public Service Commission operates through the following 5 programs:

Pipeline Safety – conducts inspections of natural gas construction projects, investigates incidents, audits Washington Gas’ records, and issues notices of probable violations to ensure compliance with federal and District standards.

Utility Regulation – regulates natural gas, electric, and local telecommunications services to ensure providers offer safe, reliable, and quality services at reasonable rates to District of Columbia residential, business, and government customers.

Public Service Commission/One Call Grant – prevents damage to underground facilities. To that end, on a daily basis, the Commission’s One Call Grant Inspector conducts field inspections of underground facility location markings to test and verify the accuracy of the maps and markings and to ensure compliance with the District’s One-Call (811) laws by facility locators.

Agency Management – provides administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Agency Financial Operations – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Public Service Commission has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table DH0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table DH0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1010) Personnel	316	324	345	21	2.6	2.8	2.8	0.0
(1015) Training and Development	365	429	462	33	1.3	1.2	1.4	0.2
(1020) Contracting and Procurement	247	274	312	37	2.4	2.8	3.0	0.2
(1030) Property Management	2,960	2,253	2,193	-60	0.5	0.5	0.5	0.0
(1040) Information Technology	337	307	398	90	1.1	1.2	2.4	1.2
(1050) Financial Management	56	57	60	3	0.4	0.4	0.4	0.0
(1060) Legal	223	216	212	-4	0.6	0.7	0.7	0.0
(1070) Fleet Management	2	2	3	1	0.0	0.0	0.0	0.0
(1080) Communications	267	306	368	61	2.9	3.5	3.8	0.4
(1085) Customer Service	234	224	340	116	2.3	2.6	3.5	0.9
(1090) Performance Management	48	46	48	2	0.3	0.3	0.3	0.0
Subtotal (1000) Agency Management	5,055	4,441	4,742	301	14.4	16.0	18.8	2.8
(100F) Agency Financial Operations								
(110F) Budget Operations	108	110	121	11	0.7	0.8	0.8	0.0
(120F) Accounting Operations	136	195	222	28	1.6	1.8	1.8	0.0
Subtotal (100F) Agency Financial Operations	244	305	344	39	2.3	2.6	2.6	0.0
(2000) Pipeline Safety								
(2010) Pipeline Safety	295	396	526	130	2.1	3.0	3.6	0.6
Subtotal (2000) Pipeline Safety	295	396	526	130	2.1	3.0	3.6	0.6
(3000) Utility Regulation								
(3010) Public Safety and Reliability	795	0	0	0	8.8	0.0	0.0	0.0
(3020) Regulate Monopoly	1,856	0	0	0	13.6	0.0	0.0	0.0
(3030) Foster Competition	1,086	0	0	0	7.2	0.0	0.0	0.0
(3040) Resolve Dispute	785	0	0	0	6.1	0.0	0.0	0.0
(3050) Public Information/Consumer Education	734	0	0	0	7.5	0.0	0.0	0.0
(3060) Conserving Energy and Preserving Environ	624	0	0	0	6.1	0.0	0.0	0.0
(3700) Utility Regulation	0	7,321	7,482	161	0.0	60.0	57.6	-2.5
Subtotal (3000) Utility Regulation	5,880	7,321	7,482	161	49.2	60.0	57.6	-2.5
(7000) Intra-District - Broadband Mapping								
(7010) Intra-District - Broadband Mapping	17	0	0	0	0.0	0.0	0.0	0.0
Subtotal (7000) Intra-District - Broadband Mapping	17	0	0	0	0.0	0.0	0.0	0.0
(8000) Public Service Commission								
(8010) Pipeline Safety - One Call Grant	22	86	93	7	0.0	1.0	1.0	0.0
Subtotal (8000) Public Service Commission	22	86	93	7	0.0	1.0	1.0	0.0
Total Proposed Operating Budget	11,514	12,549	13,186	638	68.0	82.6	83.6	1.0

(Change is calculated by whole numbers and numbers may not add due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Public Service Commission's (PSC) proposed FY 2016 gross budget is \$13,186,187, which represents a 5.1 percent increase over its FY 2015 approved gross budget of \$12,548,506. The budget is comprised of \$435,168 in Federal Grant funds, \$22,000 in Private Donations, and \$12,729,019 in Special Purpose Revenue funds.

Agency Budget Submission

Increase: In Federal Grant funds, PSC's budget proposal includes a net increase of \$50,290 and 0.2 FTE in the Pipeline Safety and Public Service Commission programs to fund projected personal services costs related to salary steps and Fringe Benefits. An increase of \$17,625 in the Pipeline Safety program supports various nonpersonal services items, which includes increases of \$10,313 for Equipment and \$7,312 for Fixed Costs. The funding sources for PSC's Federal Grant funds budget include One Call and Pipeline Safety grants from the U.S. Department of Transportation. These federal grants are awarded to the District to support pipeline inspection, protection, enforcement and safety (PIPES).

PSC's Special Purpose Revenue (SPR) funds are derived from assessing utility companies for services provided in the District. The proposed budget increases personal services by \$650,501 and 0.9 FTE in the Agency Management, Utility Regulation, Agency Financial Operations, and Public Service Commission programs. The increase supports projected salary steps and Fringe Benefit costs. The budget in SPR funds also includes an increase of \$1,958 in the Agency Management and Pipeline Safety programs to support education/training related travel costs and conferences fees.

Decrease: In SPR funds, a redirection of \$20,000 in the Agency Management program reduces the contractual services budget. This adjustment will support the conversion of the One Call Inspector contractual to a full-time position. This position is responsible for providing One Call Services in the District. PSC reduced funding allocations for Rent, Telecommunications, and Energy costs, which are reflected as a decrease of \$62,693 in the Agency Management and Pipeline Safety programs.

Mayor's Proposed Budget

No Change: The Public Service Commission's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

District's Proposed Budget

No Change: The Public Service Commission's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table DH0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table DH0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
FEDERAL GRANT FUNDS: FY 2015 Approved Budget and FTE		367	3.0
Increase: To adjust personal services	Multiple Programs	50	0.2
Increase: To align resources with operational goals	Pipeline Safety	18	0.0
FEDERAL GRANT FUNDS: FY 2016 Agency Budget Submission		435	3.1
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 Mayor's Proposed Budget		435	3.1
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 District's Proposed Budget		435	3.1
PRIVATE DONATIONS: FY 2015 Approved Budget and FTE		22	0.0
No Change		0	0.0
PRIVATE DONATIONS: FY 2016 Agency Budget Submission		22	0.0
No Change		0	0.0
PRIVATE DONATIONS: FY 2016 Mayor's Proposed Budget		22	0.0
No Change		0	0.0
PRIVATE DONATIONS: FY 2016 District's Proposed Budget		22	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		12,159	79.7
Increase: To adjust personal services	Multiple Programs	651	0.9
Increase: To align resources with operational goals	Multiple Programs	2	0.0
Decrease: To adjust the Contractual Services budget	Multiple Programs	-20	0.0
Decrease: To align Fixed Costs with proposed estimates	Multiple Programs	-63	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		12,729	80.5
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		12,729	80.5
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		12,729	80.5
Gross for DH0 - Public Service Commission		13,186	83.6

(Change is calculated by whole numbers and numbers may not add due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Objective 1: Ensure safe, reliable and quality electric, natural gas and local telecommunications services.

Objective 2: Foster fair and open competition among utility service providers.

Objective 3: Educate utility consumers and inform the public.

Objective 4: Motivate customer and results-oriented employees.

KEY PERFORMANCE INDICATORS

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual ¹	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
US Department of Transportation (USDOT) rating for the Commission's natural gas pipeline safety program	95.3% ²	98%	Not Available	98%	98%	98%
Adjudicative case decisions to be issued within 90 days from the close of the record	100%	95%	66%	95%	95%	95%
Percent of consumer complaints resolved at the informal level	80%	97.6%	99%	85%	90%	90%

Performance Plan Endnotes:

¹FY 2014 YTD data are not available because they are annual measures. Data will be available at the end of FY 2015.

²USDOT-funded Gas Pipeline Safety Program is on a calendar year basis. USDOT audits the program in the Spring or early Summer of the following calendar year and the results usually become available in the Fall of that year.

Office of the People's Counsel

www.opc-dc.gov

Telephone: 202-727-3071

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$6,087,107	\$6,911,031	\$7,648,091	10.7
FTEs	35.9	40.4	40.4	0.0

The mission of the Office of the People's Counsel ("OPC" or "The Office") is to: advocate for the provision of safe and reliable quality utility service and equitable treatment at rates that are just, reasonable, and nondiscriminatory; assist individual consumers in disputes with utility providers; provide technical assistance, education, and outreach to consumers and ratepayers, community groups, associations, and the Consumer Utility Board; and provide legislative analysis and information to the Council of the District of Columbia on matters relating to utilities. The Office's mission further includes consideration of the District's economy and promotion of the environmental sustainability of the District. Specifically, OPC's mission includes:

- Advocating on behalf of District consumers in adjudicatory and regulatory proceedings before the Public Service Commission, federal agencies, and courts;
- Representing District consumers in individual disputes involving gas, electric, and telephone companies providing residential service in the District of Columbia;
- Educating consumers about ongoing and emerging utility issues;
- Collaborating and forming alliances with District agencies and other stakeholders involved in the utility regulatory process;
- Informing and advising District policy makers, including the Executive Office of the Mayor and the District Council, of emerging utility issues affecting their constituents;
- Advising the District Council on the need for legislative action to address consumer-based utility issues;
- Serving as a statutory member on the Sustainable Energy Utility Advisory Board to assist in the development of a city-wide sustainable energy policy; and

- Providing consultative services and technical assistance to utility consumers to facilitate their participation in utility proceedings and to ensure that their interests are adequately represented in these proceedings.

Summary of Services

OPC is a party to all utility-related proceedings before the D.C. Public Service Commission and represents the interests of District ratepayers before local and federal regulatory agencies and courts. The Office assists individual consumers in disputes with utility companies about billing or services, and provides consumer education and outreach to community groups and associations on emerging issues impacting the quality, reliability, and affordability of their utility services and associated environmental issues. The Office provides technical assistance to consumers, the Consumer Utility Board (CUB), as well as other District community groups. OPC also provides legislative analysis for, assistance to, and testimony before, the District Council on utility matters.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table DJ0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table DJ0-1

(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Special Purpose Revenue Funds	5,169	6,087	6,911	7,648	737	10.7
Total for General Fund	5,169	6,087	6,911	7,648	737	10.7
Gross Funds	5,169	6,087	6,911	7,648	737	10.7

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table DJ0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table DJ0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Special Purpose Revenue Funds	32.8	35.9	40.4	40.4	0.0	0.0
Total for General Fund	32.8	35.9	40.4	40.4	0.0	0.0
Total Proposed FTEs	32.8	35.9	40.4	40.4	0.0	0.0

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table DJ0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table DJ0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	3,090	3,417	4,004	4,214	210	5.2
12 - Regular Pay - Other	1	0	0	0	0	N/A
13 - Additional Gross Pay	2	0	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	548	591	689	725	36	5.2
15 - Overtime Pay	1	0	0	0	0	N/A
Subtotal Personal Services (PS)	3,641	4,008	4,693	4,939	246	5.2
20 - Supplies and Materials	33	30	40	40	0	0.0
30 - Energy, Communication and Building Rentals	1	0	1	1	0	5.2
31 - Telephone, Telegraph, Telegram, Etc.	24	36	32	37	5	15.5
32 - Rentals - Land and Structures	308	717	1,038	1,206	169	16.3
35 - Occupancy Fixed Costs	0	0	23	0	-23	-100.0
40 - Other Services and Charges	535	631	456	546	90	19.8
41 - Contractual Services - Other	530	506	472	722	250	53.0
70 - Equipment and Equipment Rental	97	158	157	157	0	0.0
Subtotal Nonpersonal Services (NPS)	1,527	2,079	2,218	2,709	491	22.1
Gross Funds	5,169	6,087	6,911	7,648	737	10.7

*Percent change is based on whole dollars.

Program Description

The Office of the People's Counsel operates through the following 3 programs:

Office of People's Counsel – provides consumer advocacy for utility consumers in the District so that they can receive quality utility service and equitable treatment at rates that are just, reasonable, and nondiscriminatory.

This program contains the following 2 activities:

- **Consumer Advocacy and Representation** – provides legal and technical analysis and consumer advocacy services for District consumers to ensure safe, reliable services at rates that are just, reasonable, and consistent with new statutory mandates; and advocates for the conservation of natural resources of the District, consideration of the economy, and the preservation of environmental quality; and
- **Public Information Dissemination** – provides consumer education and outreach and technical assistance to District consumers so that they can understand their rights as ratepayers and make informed decisions about their utility services.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Agency Financial Operations – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Office of the People’s Counsel has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table DJ0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table DJ0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1010) Personnel	87	88	137	49	0.9	1.0	1.6	0.6
(1020) Contracting and Procurement	190	199	237	39	1.9	2.0	2.4	0.4
(1030) Property Management	1,068	1,352	1,508	156	0.0	0.0	0.0	0.0
(1040) Information Technology	225	236	244	7	1.9	2.0	2.0	0.0
(1050) Financial Management	103	79	150	71	0.0	0.0	0.0	0.0
(1070) Fleet Management	14	13	13	0	0.0	0.0	0.0	0.0
(1085) Customer Service	53	49	72	23	0.9	1.0	1.2	0.2
Subtotal (1000) Agency Management	1,739	2,016	2,361	345	5.6	6.0	7.2	1.2
(100F) Agency Financial Operations								
(110F) Budget Operations	287	289	317	28	2.2	2.4	2.4	0.0
Subtotal (100F) Agency Financial Operations	287	289	317	28	2.2	2.4	2.4	0.0
(2000) Office of People’s Counsel								
(2010) Consumer Advocacy and Representation	2,594	2,977	3,071	94	15.1	17.4	15.0	-2.5
(2020) Public Information Dissemination	1,467	1,628	1,898	270	12.9	14.6	15.8	1.3
Subtotal (2000) Office of People’s Counsel	4,061	4,605	4,970	365	28.0	32.0	30.8	-1.2
Total Proposed Operating Budget	6,087	6,911	7,648	737	35.9	40.4	40.4	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency’s programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer’s website.

FY 2016 Proposed Budget Changes

The Office of the People's Counsel's (OPC) proposed FY 2016 gross budget is \$7,648,091, which represents a 10.7 percent increase over its FY 2015 approved gross budget of \$6,911,031. The budget is comprised entirely of Special Purpose Revenue funds.

Agency Budget Submission

Increase: The OPC's Special Purpose Revenue funds are derived from assessing utility companies in the District. In continuing the efforts to provide quality services, OPC's budget proposal includes an increase of \$246,083 in personal services to fund projected changes in salary steps and Fringe Benefit costs. This adjustment is comprised of \$118,772 in the Agency Management program, \$99,644 in the Office of the People's Counsel program, and \$27,667 in the Agency Financial Operations program. A net increase of \$150,722 in the Agency Management program aligns the budget with funding for various Fixed Cost items based on projections from the Department of General Services and the Office of the Chief Technology Officer. These items account for increases of \$168,806 to fund the agency's lease agreement, \$4,920 to support Telecom costs, \$41 for Energy, and a reduction of \$23,045 in Occupancy costs. Other adjustments are a net increase of \$90,255, which is comprised of \$75,255 in the Agency Management program, and \$15,000 in the Office of the People's Counsel program. These adjustments account for miscellaneous items that include operational costs for professional services, office support, staff training, and travel.

Mayor's Proposed Budget

No Change: OPC's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

District's Proposed Budget

Enhance: OPC's budget proposal includes a nonpersonal services enhancement of \$250,000, to fund targeted outreach and education initiatives on energy efficiency programs and practices for low-income and elderly residents of the District.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table DJ0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table DJ0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		6,911	40.4
Increase: To adjust personal services	Multiple Programs	246	0.0
Increase: To align Fixed Costs with proposed estimates	Agency Management	151	0.0
Increase: To align funding with nonpersonal services costs	Multiple Programs	90	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		7,398	40.4
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		7,398	40.4
Enhance: To fund energy efficiency education initiatives	Office of People's Counsel	250	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		7,648	40.4
Gross for DJ0 - Office of the People's Counsel		7,648	40.4

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Objective 1: Ensure effective advocacy on behalf of consumers and ratepayers of natural gas, electric, and telephone service in the District.

Objective 2: Provide consumer education outreach and technical assistance to District ratepayers and consumers on matters relating to utilities.

Objective 3: Enhance agency operational efficiency to improve customer service and reduce costs.

KEY PERFORMANCE INDICATORS

Office of the People's Counsel

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2016 Projection
Number of consumer education and outreach meetings/encounters attended	160	175	323	175	175	175
Percent of consumer complaints closed	94%	90%	84.2%	90%	90%	90%

Department of Insurance, Securities, and Banking

www.disb.dc.gov

Telephone: 202-727-8000

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$17,951,237	\$22,117,944	\$25,820,775	16.7
FTEs	105.6	136.6	149.6	9.5

The mission of the Department of Insurance, Securities and Banking (DISB) is two-fold: (1) protect consumers by providing equitable, thorough, efficient, and prompt regulatory supervision of the financial services companies, firms, and individuals operating in the District of Columbia, and (2) develop and improve market conditions to attract and retain financial services firms to the District of Columbia.

Summary of Services

DISB regulates the following financial services entities: (1) insurance companies, insurance producers, health maintenance organizations, captive insurance companies, and risk retention groups; (2) investment advisors, investment advisor representatives, broker-dealers, broker-dealer agents, securities offerings, issuers, and agents of issuers; and (3) District and state-chartered banks, mortgage lenders and brokers, mortgage loan originators, check cashers, money transmitters, consumer sales finance companies, money lenders, and consumer credit service organizations.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table SR0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table SR0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
<u>General Fund</u>						
Special Purpose Revenue Funds	15,443	16,980	22,118	25,610	3,493	15.8
Total for General Fund	15,443	16,980	22,118	25,610	3,493	15.8
<u>Federal Resources</u>						
Federal Grant Funds	809	723	0	0	0	N/A
Total for Federal Resources	809	723	0	0	0	N/A
<u>Private Funds</u>						
Private Grant Funds	234	156	0	0	0	N/A
Total for Private Funds	234	156	0	0	0	N/A
<u>Intra-District Funds</u>						
Intra-District Funds	81	93	0	210	210	N/A
Total for Intra-District Funds	81	93	0	210	210	N/A
Gross Funds	16,567	17,951	22,118	25,821	3,703	16.7

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table SR0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table SR0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
<u>General Fund</u>						
Special Purpose Revenue Funds	102.3	99.6	136.6	149.6	13.0	9.5
Total for General Fund	102.3	99.6	136.6	149.6	13.0	9.5
<u>Federal Resources</u>						
Federal Grant Funds	4.7	4.4	0.0	0.0	0.0	N/A
Total for Federal Resources	4.7	4.4	0.0	0.0	0.0	N/A
<u>Private Funds</u>						
Private Grant Funds	2.7	1.6	0.0	0.0	0.0	N/A
Total for Private Funds	2.7	1.6	0.0	0.0	0.0	N/A
Total Proposed FTEs	109.6	105.6	136.6	149.6	13.0	9.5

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table SR0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table SR0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	9,264	9,190	12,544	14,058	1,514	12.1
12 - Regular Pay - Other	717	780	267	643	376	141.0
13 - Additional Gross Pay	105	108	113	113	0	0.0
14 - Fringe Benefits - Current Personnel	1,867	1,934	2,536	2,911	374	14.8
15 - Overtime Pay	2	7	21	21	0	0.0
Subtotal Personal Services (PS)	11,955	12,019	15,481	17,746	2,265	14.6
20 - Supplies and Materials	45	53	69	59	-10	-14.0
31 - Telephone, Telegraph, Telegram, Etc.	104	120	111	94	-17	-15.4
32 - Rentals - Land and Structures	1,847	1,738	1,988	2,048	60	3.0
34 - Security Services	0	0	7	9	3	42.8
35 - Occupancy Fixed Costs	25	0	47	26	-21	-43.9
40 - Other Services and Charges	771	842	1,189	1,248	59	5.0
41 - Contractual Services - Other	261	1,312	1,221	1,785	563	46.1
50 - Subsidies and Transfers	1,211	1,525	1,400	2,000	600	42.9
70 - Equipment and Equipment Rental	348	340	604	804	201	33.2
Subtotal Nonpersonal Services (NPS)	4,613	5,932	6,637	8,075	1,438	21.7
Gross Funds	16,567	17,951	22,118	25,821	3,703	16.7

*Percent change is based on whole dollars.

Division Description

The Department of Insurance, Securities, and Banking operates through the following 9 divisions:

Insurance – monitors the financial solvency of insurance companies and Health Maintenance Organizations (HMOs) operating in the District of Columbia; issues licenses to insurance companies, insurance producers, and related entities; resolves consumer complaints; approves rates and policy forms of insurance products marketed in the District; and monitors underwriting, policy holder services, claims, marketing, producer licensing, and the complaint handling processes of licensed insurers to ensure a viable insurance market in the District.

This division contains the following 5 activities:

- **Insurance Products** – reviews all types of insurance policy forms and actuarial memoranda to determine whether they conform to District insurance laws and regulations; analyzes rating rules, rate manuals and rating schedules; conducts actuarial and statistical analysis of rate increase requests; and maintains a database for claims and investment experience;
- **Financial Surveillance** – provides solvency and compliance monitoring, rate approval, and technical assistance for the insurance industry, other regulators, and the public so that there is a viable insurance market in the District;

- **Health Maintenance Organization (HMO)** – provides solvency and compliance monitoring, rate approval, and technical assistance for the HMO industry, other regulators, and the public so that there is a viable managed care insurance market in the District;
- **DC Market Operations Insurance** – provides for administrative support and the required tools for the bureau to achieve operational and programmatic results; and
- **Health Insurance Review** – reviews health insurance rate filings submitted for products sold in the District to ensure compliance with District law and federal health care reform; conducts analysis on rate filing trends; and provides consumer information on health insurance rates.

Securities – oversees the regulatory activities of stock brokerage and investment firms in the District to proactively protect District residents against malpractice and fraud by securities professionals, and to ensure proper marketing and disclosure of securities products in compliance with the District Code.

This division contains the following 3 activities:

- **Corporate Finance** – reviews and analyzes securities offerings to investors to ensure full disclosure with the District’s securities laws;
- **Securities Licensing** – reviews and approves, subject to District laws, investment advisors, investment advisor representatives, broker-dealers, and broker-dealer agents doing business in the District; and
- **DC Market Operations Securities** – provides for administrative support and the required tools for the bureau to achieve operational and programmatic results.

Enforcement – directs programs designed to detect and take actions against individuals and companies engaged in fraudulent financial operations and services, and investigates compliance complaints.

This division contains the following 3 activities:

- **Enforcement** – ensures observance of District laws by providing remedies to individuals, insurance, securities and banking entities and other jurisdictions in order to prevent, detect, and prosecute insurance, securities and banking fraudulent activities;
- **Investigations** – responds to inquiries and complaints from consumers, and investigates and establishes the underlying facts to ensure adherence with the District’s financial services and relevant consumer protection laws; and
- **DC Market Compliance Enforcement** – provides technical and administrative support for the bureau to achieve operational and programmatic results.

Banking – regulates the activities of depository and non-depository financial institutions within the District to protect consumers from unfair practices by conducting timely financial examinations and providing a fair financial market that benefits District consumers and businesses.

This division contains the following 3 activities:

- **Licensing** – reviews and approves, subject to District laws, District chartered banks, mortgage lenders and brokers, loan originators, money transmitters, check cashers, money lenders, and consumer credit service organizations doing business in the District;
- **Market Services** – administers the foreclosure mediation, Certified Capital Company, and State Small Business Credit Initiative programs; and
- **DC Market Operations Banking** – provides for administrative support and the required tools for the bureau to achieve operational and programmatic results.

Risk Finance – reviews and approves licensing applications for the formation of captive insurance companies and maintains regulatory oversight of captive insurers and risk retention groups that operate or plan to do business in the District.

This division contains the following 4 activities:

- **Compliance** – provides solvency and compliance monitoring and technical assistance for the captive insurance industry and other regulators to maintain a viable alternative insurance market in the District;
- **Financial Analysis** – analyzes financial and actuarial reports to ensure captive insurance companies and risk retention groups maintain capital and surplus required under District law;
- **Regulatory Review and Licensing** – reviews and approves, subject to District laws, licensing applications of captive insurance companies and risk retention groups, and provides technical assistance to other regulators; and
- **DC Market Operations Risk Finance** – provides for administrative support and the required tools for the bureau to achieve operational and programmatic results.

Market Examinations – conducts on-site examinations of all domiciled insurance companies; inspects District-based investment advisers and broker-dealers, District-chartered banks, and non-depository financial services institutions doing business in the District; monitors solvency of financial firms doing business in the District of Columbia; and develops comprehensive analysis of financial services market to identify current and emerging systematic issues and coordinate regulatory actions.

This division contains the following 4 activities:

- **Insurance Exams** – provides solvency and compliance monitoring of insurance companies to ensure compliance with District laws;
- **Securities Exams** – performs examinations of financial condition and regulatory compliance of securities firms and their representatives;
- **Banking Exams** – provides chartering, examination and enforcement services pertaining to District chartered banks and District licensed non-depository institutions; and
- **Risk Finance Exams** – provides solvency and compliance monitoring, and technical assistance for captive insurance industry and other regulators.

Compliance Analysis – provides research and analysis of industry sectors to establish best practices, and coordinates information from the Market Examinations Bureau with other bureaus to identify and define key market factors that drive changes in each industry sector.

This division contains the following 3 activities:

- **Consumer Services** – reviews consumer complaints regarding financial institutions and firms operating in the District to determine compliance with District laws and regulations, and conducts analysis and investigates matters regarding consumer issues;
- **Market Research Analysis** – provides research and analysis of industry sectors to establish “best practices” standards and guidelines for design, delivery, and results monitoring of financial products and services; and
- **DC Market Compliance Analysis** – provides technical and administrative support for the bureau to achieve operational and programmatic results.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

Agency Financial Operations – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This division is standard for all agencies using performance-based budgeting.

Division Structure Change

The Department of Insurance, Securities, and Banking has no division structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Division and Activity

Table SR0-4 contains the proposed FY 2016 budget by division and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table SR0-4

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1010) Personnel	160	174	185	10	1.7	2.0	2.0	0.0
(1017) Labor Partnership	54	76	79	3	0.9	1.0	1.0	0.0
(1040) Office of Information Technology and Support	5,254	5,733	4,620	-1,113	9.1	12.5	11.0	-1.5
(1055) Risk Management	19	0	0	0	0.9	0.0	0.0	0.0
(1060) Office of Legal Services	0	0	1,776	1,776	0.0	0.0	13.0	13.0
(1080) Public Affairs	681	737	701	-36	4.3	5.0	4.0	-1.0
(1085) Customer Services	0	0	0	0	2.2	0.0	0.0	0.0
(1090) Performance Management	303	395	320	-74	2.6	3.0	2.0	-1.0
Subtotal (1000) Agency Management	6,471	7,114	7,680	566	21.7	23.5	33.0	9.5
(100F) Agency Financial Operations								
(110F) Budget Operation	135	232	170	-61	0.9	2.0	1.0	-1.0
(120F) Accounting Operations	455	453	602	149	4.3	5.0	6.0	1.0
(130F) ACFO	134	191	205	14	0.9	1.0	1.0	0.0
Subtotal (100F) Agency Financial Operations	724	876	977	101	6.1	8.0	8.0	0.0
(2000) Insurance								
(2010) Insurance Products	1,060	1,147	1,282	135	7.6	9.3	9.3	0.0
(2015) Financial Surveillance	328	627	734	107	1.6	4.6	5.6	1.0
(2050) Health Maintenance Organization (HMO)	448	540	601	61	4.4	4.4	4.1	-0.2
(2070) Actuarial Analysis	-3	0	0	0	0.0	0.0	0.0	0.0
(2080) DC Market Operations Insurance	97	146	264	117	0.2	0.2	0.2	0.0
(2090) Health Insurance Review	649	439	610	171	3.8	4.0	6.0	2.0
Subtotal (2000) Insurance	2,579	2,899	3,490	591	17.6	22.6	25.4	2.8

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Table SR0-4 (Continued)

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(3000) Securities								
(3010) Corporate Finance	603	826	809	-17	4.8	6.5	6.5	0.0
(3030) Securities Licensing	526	538	559	22	3.9	4.5	4.5	0.0
(3080) DC Market Operations Securities	119	188	234	46	0.2	0.2	0.2	0.0
Subtotal (3000) Securities	1,248	1,551	1,602	51	8.9	11.2	11.2	0.0
(4000) Enforcement								
(4050) Enforcement	238	321	344	22	2.2	2.5	2.5	0.0
(4060) Investigations	564	767	633	-134	4.8	6.5	5.5	-1.0
(4080) DC Market Compliance Enforcement	17	61	33	-28	0.3	0.2	0.0	-0.2
Subtotal (4000) Enforcement	819	1,149	1,010	-140	7.3	9.2	8.0	-1.2
(5000) Banking								
(5010) Depository	931	0	0	0	0.0	0.0	0.0	0.0
(5015) SSBCI	73	0	0	0	0.6	0.0	0.0	0.0
(5055) Examination	-9	0	0	0	0.0	0.0	0.0	0.0
(5060) Licensing	528	693	741	47	4.8	6.5	6.5	0.0
(5070) Market Services	458	2,010	3,913	1,903	4.7	9.5	9.0	-0.5
(5080) DC Market Operations Banking	79	287	450	163	0.2	0.2	0.2	0.0
Subtotal (5000) Banking	2,060	2,991	5,103	2,113	10.2	16.2	15.8	-0.5
(6000) Risk Finance								
(6010) Compliance	270	333	510	178	2.2	2.5	4.5	2.0
(6020) Financial Analysis	135	0	95	95	2.2	0.0	0.5	0.5
(6030) Regulatory Review and Licensing	22	182	98	-84	0.0	1.5	1.0	-0.5
(6080) DC Market Operations Risk Finance	40	40	208	168	0.2	0.0	0.2	0.2
Subtotal (6000) Risk Finance	467	555	912	357	4.6	4.0	6.2	2.2
(7000) Securities and Banking								
(7020) Securities and Banking Examination	-5	0	0	0	0.0	0.0	0.0	0.0
Subtotal (7000) Securities and Banking	-5	0	0	0	0.0	0.0	0.0	0.0
(8000) Market Examinations								
(8010) Insurance Exams	353	470	389	-81	2.8	4.0	3.2	-0.8
(8020) Securities Exams	379	732	505	-227	2.8	6.0	4.2	-1.8
(8030) Banking Exams	936	1,272	1,564	292	10.6	12.0	13.2	1.2
(8040) Risk Finance Exams	533	645	775	130	2.8	5.0	6.2	1.2
(8080) DC Market Compliance Exams	69	102	0	-102	0.3	0.5	0.0	-0.5
Subtotal (8000) Market Examinations	2,270	3,221	3,234	13	19.4	27.5	27.0	-0.5

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Table SR0-4 (Continued)

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(9000) Compliance Analysis								
(9010) Consumer Services	913	815	933	118	7.4	7.5	8.0	0.5
(9020) Market Research Analysis	299	729	670	-59	2.2	6.5	6.0	-0.5
(9080) DC Market Compliance Analysis	106	218	210	-8	0.3	0.3	1.0	0.7
Subtotal (9000) Compliance Analysis	1,318	1,761	1,813	51	9.8	14.3	15.0	0.7
Total Proposed Operating Budget	17,951	22,118	25,821	3,703	105.6	136.6	149.6	13.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's divisions, please see **Schedule 30-PBB Division Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Department of Insurance, Securities, and Banking's (DISB) proposed FY 2016 gross budget is \$25,820,775, which represents a 16.7 percent increase over its FY 2015 approved gross budget of \$22,117,944. The budget is comprised of \$25,610,465 in Special Purpose Revenue funds and \$210,310 in Intra-District funds.

Agency Budget Submission

Increase: The FY 2016 Special Purpose Revenue (SPR) funds budget proposal includes an increase of \$2,264,837 in personal services to support an additional 13.0 FTEs that were transferred in from the Office of the Attorney General (OAG), as well as projected salary steps and Fringe Benefit costs. Additionally, there is an increase of \$665,575 in nonpersonal services to support new information technology hardware and software acquisitions as well as contracts for mobile application development for the agency, the Banking Bureau's Smart Automated Teller Machine project, the Bank on DC, and the State Small Business Credit Initiative (SSBCI) Loan Tracking System in Contractual Services.

The Intra-District funds budget proposal includes an increase of \$210,310 in the Agency Management and Insurance divisions, which represents the following adjustments to Memoranda of Understanding (MOUs): a \$44,310 MOU with the Department of Employment Services for Youth Training and Placement within DISB, an \$81,000 MOU with the Department of Health Care Finance, and an \$85,000 MOU with the District of Columbia Health Benefit Exchange for the assessment of health carriers.

Decrease: In Special Purpose Revenue funds, the proposed budget reflects a decrease of \$37,891 in Telecommunications and Fixed Costs in the Agency Management division, which is consistent with estimates provided by the Office of the Chief Technology Officer and the Department of General Services, respectively. Additionally, there is a decrease of \$1,400,000 in Subsidies and Transfers in the Agency Management division to represent the transition of 13.0 FTEs previously funded through an Intra-District with the OAG.

Mayor's Proposed Budget

Enhance: The Department of Insurance, Securities, and Banking's budget proposal reflects an increase of Special Purpose Revenue funds in the amount of \$2,000,000 to support increased revenue estimates for the SSBCI program.

District's Proposed Budget

No Change: The Department of Insurance, Securities, and Banking's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table SR0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table SR0-5
(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		22,118	136.6
Increase: To adjust personal services	Multiple Programs	2,265	13.0
Increase: To align funding with nonpersonal services costs	Multiple Programs	666	0.0
Decrease: To align Fixed Costs with proposed estimates	Agency Manangement	-38	0.0
Decrease: To offset projected increases in personal services	Agency Manangement	-1,400	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		23,610	149.6
Enhance: To support increased revenue estimates	Banking	2,000	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		25,610	149.6
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		25,610	149.6
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		0	0.0
Increase: To support program initiative(s)	Multiple Programs	210	0.0
INTRA-DISTRICT FUNDS: FY 2016 Agency Budget Submission		210	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		210	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		210	0.0
Gross for SR0 - Department of Insurance, Securities, and Banking		25,821	149.6

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency performance plan has the following objectives for FY 2016:

Office of the Commissioner (Agency Management)

Objective 1: Provide oversight and support for agency's operating bureaus and divisions to enhance consumer financial and education in the District.

Objective 2: Develop subject matter expertise that can be utilized to educate and inform policy makers and market participants leading to a reputation as a desirable regulatory jurisdiction.

Objective 3: Implement the access to capital initiatives to assist District-based businesses with their efforts to obtain equity investments, loans, lines of credit, working capital, collateral support and other financing arrangements.

Objective 4: Oversee the implementation of agencywide priorities.

KEY PERFORMANCE INDICATORS

Office of the Commissioner (Agency Management)

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of consumers receiving financial literacy training and consumer protection information	2,317	1,000	7,153	2,000	2,000	2,000
Percent of Insurance administrative hearings completed and proposed final orders issued within 60 days ¹	Not Available	Not Available	Not Available	85%	85%	85%
Percent of first tranche of SSBCI funds made available to District businesses	Not Available	Not Available	Not Available	100%	Not Available	Not Available
Percent of second tranche of SSBCI funds made available to District businesses	Not Available	Not Available	Not Available	80%	20%	0%

Banking Bureau

Objective 1: Improve consumer confidence through programs and activities that increase transparency in the financial markets and provide for protection of consumers of non-depository financial products.

Objective 2: Encourage the expansion of banking and non-depository services available to District of Columbia residents and businesses.

KEY PERFORMANCE INDICATORS

Banking Bureau

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of foreclosure mediations scheduled and steps completed within the time required by the Saving DC Homes from Foreclosure Act of 2010 and its implementing rules	100%	95%	100%	95%	95%	95%
Percent of SSBCI Loan Enrollment Forms that received a determination of approval or rejection within 5 business days ²	Not Available	Not Available	Not Available	95%	95%	95%
Percent of completed Mortgage Lender and Broker Licenses and Requests approved or declined within 60 days ³	Not Available	Not Available	Not Available	80%	80%	85%
Percent of Mortgage Lenders and Brokers examined ⁴	Not Available	14%	14%	33%	33.3%	33.3%

Insurance Bureau

Objective 1: Increase the affordability and availability of health insurance coverage by carefully reviewing health insurance rate filings (Age-Friendly DC Goal: Domain # 8).

Objective 2: Increase the amount of consumer insurance information available on the DISB web site.

Objective 3: Strengthen the regulation of title insurance in the District of Columbia.

KEY PERFORMANCE INDICATORS

Insurance Bureau

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of rate filings approved, accepted or rejected within 30 days of receipt	97%	95%	88%	95%	95%	95%
Percent of form filings approved accepted or rejected within 30 days of receipt	97%	95%	100%	95%	95%	95%

Risk Finance Bureau

Objective 1: Ensure the solvency of captive insurers domiciled in the District.

KEY PERFORMANCE INDICATORS

Risk Finance Bureau

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of Captive Insurance Company applications processed within 30 days of receipt	100%	100%	100%	100%	100%	100%
Percent of financial analyses completed on Captive Insurance Companies ⁵	100%	100%	100%	100%	100%	100%

Securities Bureau

Objective 1: Improve “consumer protection” by administering effectively the legally applicable standards for market entry in to the District’s securities market and the market for investments in the District.

KEY PERFORMANCE INDICATORS

Securities Bureau

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of securities notice filings processed within 30 days	69%	85%	98%	85%	85%	85%
Percent of Broker-dealer and investment adviser firm licenses processed within 30 days of receipt	99%	95%	99%	95%	95%	95%

Compliance Analysis Division

Objective 1: Enhance consumer protection.

KEY PERFORMANCE INDICATORS

Compliance Analysis Division – Consumer Services

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of written Banking complaints resolved within 45 days of receipt	100%	100%	98%	100%	100%	100%
Percent of written Insurance complaints resolved within 45 days of receipt	99%	95%	98%	95%	95%	95%
Number of Consumer Alerts posted to DISB website ⁶	Not Available	Not Available	Not Available	Not Available	6	6
Number of proposed changes in regulation or legislation drafted and submitted for consideration ⁷	Not Available	Not Available	Not Available	Not Available	4	4

Enforcement and Consumer Protection Division

Objective 1: Improve the DISB insurance, securities and banking antifraud program (Age-Friendly DC Goal: Domain # 10).

Objective 2: Protect the residents of the District of Columbia from financial fraud (Age-Friendly DC Goal: Domain # 10).

KEY PERFORMANCE INDICATORS

Enforcement and Consumer Protection Division

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of open investigative cases reviewed within 90 days for correctness and compliance with investigative procedures	100%	90%	100%	95%	95%	95%
Percent of insurance producer enforcement investigations completed within 90 days	85%	85%	94%	90%	90%	90%
Percent of background checks completed within seven working days upon receipt ⁸	Not Available	Not Available	Not Available	85%	85%	85%

Market Examination Division

Objective 1: Enhance consumer protection.

KEY PERFORMANCE INDICATORS

Market Examination Division

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of District-based investment firms examined for compliance within 12 months	100%	85%	75%	85%	85%	85%
Percent of domestic insurance companies financial examinations completed	100%	85%	90%	85%	85%	85%
Percent of non-depository financial institutions examined	100%	85%	83%	85%	33%	33%

Performance Plan Endnotes:

¹This measure changed to efficiency measure for FY 2015.

²This is a new measure for FY 2015.

³Ibid.

⁴Ibid.

⁵Corrected term “examinations” to “analyses.”

⁶This is a new measure for FY 2015.

⁷Ibid.

⁸Ibid.

Office of Cable Television

www.oct.dc.gov

Telephone: 202-671-0066

Description	FY 2014	FY 2015	FY 2016	% Change
	Actual	Approved	Proposed	from FY 2015
Operating Budget	\$5,694,473	\$9,444,066	\$0	-100.0
FTEs	34.5	37.5	0.0	-100.0

The Office of Cable Television (OCT) will be absorbed. Its mission, funding, and Full-Time Equivalents (FTEs) will be transferred to the Office of Film, Television, and Entertainment (OFTE). The total funding amount and FTEs transferred are \$10,101,225 and 42.5, respectively. The proposed programs and projects for FY 2016 are shown in OFTE.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table CT0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table CT0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
<u>General Fund</u>						
Special Purpose Revenue Funds	5,883	5,684	9,444	0	-9,444	-100.0
Total for General Fund	5,883	5,684	9,444	0	-9,444	-100.0
<u>Intra-District Funds</u>						
Intra-District Funds	35	10	0	0	0	N/A
Total for Intra-District Funds	35	10	0	0	0	N/A
Gross Funds	5,918	5,694	9,444	0	-9,444	-100.0

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table CT0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table CT0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
<u>General Fund</u>						
Special Purpose Revenue Funds	34.1	34.5	37.5	0.0	-37.5	-100.0
Total for General Fund	34.1	34.5	37.5	0.0	-37.5	-100.0
Total Proposed FTEs	34.1	34.5	37.5	0.0	-37.5	-100.0

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table CT0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table CT0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	2,256	2,448	2,691	0	-2,691	-100.0
12 - Regular Pay - Other	238	198	351	0	-351	-100.0
13 - Additional Gross Pay	8	5	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	527	563	730	0	-730	-100.0
15 - Overtime Pay	55	44	66	0	-66	-100.0
Subtotal Personal Services (PS)	3,085	3,258	3,837	0	-3,837	-100.0
20 - Supplies and Materials	14	35	35	0	-35	-100.0
30 - Energy, Communication, and Building Rentals	4	59	99	0	-99	-100.0
31 - Telephone, Telegraph, Telegram, Etc.	77	87	110	0	-110	-100.0
33 - Janitorial Services	0	0	45	0	-45	-100.0
34 - Security Services	0	0	50	0	-50	-100.0
35 - Occupancy Fixed Costs	0	0	83	0	-83	-100.0
40 - Other Services and Charges	1,049	898	1,879	0	-1,879	-100.0
41 - Contractual Services - Other	180	161	300	0	-300	-100.0
50 - Subsidies and Transfers	1,218	940	1,500	0	-1,500	-100.0
70 - Equipment and Equipment Rental	290	256	1,505	0	-1,505	-100.0
Subtotal Nonpersonal Services (NPS)	2,833	2,436	5,607	0	-5,607	-100.0
Gross Funds	5,918	5,694	9,444	0	-9,444	-100

*Percent change is based on whole dollars.

Division Description

Please see the Office of Film, Television, and Entertainment agency chapter for a description of programs related to the prior functions of the Office of Cable Television.

Division Structure Change

The proposed division structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at www.cfo.dc.gov on the Annual Operating Budget and Capital Plan page.

FY 2016 Proposed Operating Budget and FTEs, by Division and Activity

Table CT0-4 contains the proposed FY 2016 budget by division and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table CT0-4

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1015) Training and Employee Development	35	40	0	-40	0.0	0.0	0.0	0.0
(1020) Contracting and Procurement	73	78	0	-78	0.9	1.0	0.0	-1.0
(1030) Property Management	177	632	0	-632	0.0	0.0	0.0	0.0
(1040) Information Technology	71	225	0	-225	0.9	1.0	0.0	-1.0
(1050) Financial Management	125	150	0	-150	0.0	0.0	0.0	0.0
(1070) Fleet Management	32	56	0	-56	0.0	0.0	0.0	0.0
(1085) Customer Service	589	676	0	-676	5.2	5.5	0.0	-5.5
(1090) Performance Management	256	285	0	-285	1.8	2.0	0.0	-2.0
Subtotal (1000) Agency Management	1,358	2,141	0	-2,141	8.7	9.5	0.0	-9.5
(2000) Programming								
(2100) OCT Originated Programming	2,942	4,760	0	-4,760	17.0	18.0	0.0	-18.0
(2200) Fee for Service Programming	1,113	1,972	0	-1,972	8.7	10.0	0.0	-10.0
Subtotal (2000) Programming	4,054	6,733	0	-6,733	25.8	28.0	0.0	-28.0
(3000) Regulatory								
(3100) Franchise Regulation	166	370	0	-370	0.0	0.0	0.0	0.0
(3200) Customer Service	117	200	0	-200	0.0	0.0	0.0	0.0
Subtotal (3000) Regulatory	283	570	0	-570	0.0	0.0	0.0	0.0
Total Proposed Operating Budget	5,694	9,444	0	-9,444	34.5	37.5	0.0	-37.5

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's divisions, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of Cable Television (OCT) will transfer-out its entire budget of \$10,101,225 to the Office of Film, Television, and Entertainment. All functions and responsibilities that currently exist in OCT will now reside within this agency. As part of FY 2016 formulation of OCT's budget, the sections below reflect the budget changes made prior to the agency's absorption.

Agency Budget Submission

Increase: As a result of the agency's move to the Brentwood Broadcast Center located at 1899 9th Street, NE, the Office of Cable Television proposes an increase of \$787,321 to its Fixed Costs budget. An increase of \$457,077 in the personal services budget supports an additional 3.0 Full-Time Equivalents (FTEs) in the Regulatory division and 1.5 FTEs in the Agency Management division. The additional FTEs will aid OCT in providing cable company oversight to District cable subscribers while facilitating contract procurement and improved customer service. The Programming division's personal services budget increased by \$49,767 to support 0.5 FTE.

Decrease: In order to offset projected increases in the Programming division's personal services budget, OCT decreased its nonpersonal services by \$50,000. The adjustment is comprised of a \$500,000 increase in Subsidies and Transfers offset by a \$550,000 reduction in Equipment and Equipment Rental. The agency's budget also proposes a reduction in professional services fees and contracts totaling \$587,005, which consists of decreases of \$330,148 and \$256,857 in the Regulatory and Agency Management divisions, respectively.

Mayor's Proposed Budget

Transfer-Out: The Office of Cable Television (OCT) will transfer-out its entire budget of \$10,101,225 to the Office of Film, Television, and Entertainment.

District's Proposed Budget

No Change: The Office of Cable Television's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table CT0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table CT0-5
(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		9,444	37.5
Increase: To align Fixed Costs with proposed estimates	Agency Management Program	787	0.0
Increase: To support additional FTEs	Multiple Programs	457	4.5
Increase: To adjust personal services	Programming	50	0.5
Decrease: To offset projected increases in personal services	Programming	-50	0.0
Decrease: To align funding with nonpersonal services costs	Multiple Programs	-587	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		10,101	42.5
Transfer-Out: OCT transferred to OFTE	Multiple Programs	-10,101	-42.5
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		0	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		0	0.0
Gross for CT0 - Office of Cable Television		0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Housing Authority Subsidy

www.dchousing.org

Telephone: 202-535-1000

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from
				FY 2015
Operating Budget	\$34,933,591	\$45,963,276	\$59,425,283	29.3

The mission of the Housing Authority Subsidy is to provide additional funding to the District of Columbia Housing Authority (DCHA) to subsidize its operations and to fund ongoing rental assistance for low-income households.

Summary of Services

The Housing Authority Subsidy provides rental assistance support for District of Columbia households, supports the Local Rent Supplement Program (LRSP), and supports DCHA's Public Safety program.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table HY0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table HY0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	14,213	34,934	45,963	59,425	13,462	29.3
Total for General Fund	14,213	34,934	45,963	59,425	13,462	29.3
Intra-District Funds						
Intra-District Funds	19,969	0	0	0	0	N/A
Total for Intra-District Funds	19,969	0	0	0	0	N/A
Gross Funds	34,182	34,934	45,963	59,425	13,462	29.3

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table HY0-2 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table HY0-2
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
50 - Subsidies and Transfers	34,182	34,934	45,963	59,425	13,462	29.3
Subtotal Nonpersonal Services (NPS)	34,182	34,934	45,963	59,425	13,462	29.3
Gross Funds	34,182	34,934	45,963	59,425	13,462	29.3

*Percent change is based on whole dollars.

Program Description

The Housing Authority Subsidy operates through the following 3 programs:

Rental Assistance Support – provides continued rental assistance to low-income District of Columbia households that are currently housed;

Local Rent Supplement Program – provides rental assistance for extremely low-income families and individuals through a housing program similar to the Federal Housing Choice Voucher program. The housing subsidy is provided through tenant-based assistance, project-based, and sponsor-based. Funding under this program also allows DCHA to provide LRSP housing providers with needed capital funds to bring LRSP units on-line; and

Public Safety – provides funding that supports DCHA's Public Safety force, which complements local law enforcement efforts by focusing on crime prevention and law enforcement in and around DCHA's public housing communities.

Program Structure Change

The proposed program structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at www.cfo.dc.gov on the Annual Operating Budget and Capital Plan page.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table HY0-3 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table HY0-3

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Housing Authority Subsidy								
(1100) Housing Authority Subsidy	34,934	45,963	0	-45,963	0.0	0.0	0.0	0.0
Subtotal (1000) Housing Authority Subsidy	34,934	45,963	0	-45,963	0.0	0.0	0.0	0.0
(2000) Rental Assistance Support	0	0	7,140	7,140	0.0	0.0	0.0	0.0
Subtotal (2000) Rental Assistance Support	0	0	7,140	7,140	0.0	0.0	0.0	0.0
(3000) Local Rent Supplement	0	0	48,285	48,285	0.0	0.0	0.0	0.0
Subtotal (3000) Local Rent Supplement	0	0	48,285	48,285	0.0	0.0	0.0	0.0
(4000) Public Safety	0	0	4,000	4,000	0.0	0.0	0.0	0.0
Subtotal (4000) Public Safety	0	0	4,000	4,000	0.0	0.0	0.0	0.0
Total Proposed Operating Budget	34,934	45,963	59,425	13,462	0.0	0.0	0.0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Housing Authority Subsidy's (DCHA) proposed FY 2016 gross budget is \$59,425,283, which represents a 29.3 percent increase over its FY 2015 approved gross budget of \$45,963,276. The budget is comprised entirely of Local funds.

Agency Budget Submission

No Change: The Housing Authority Subsidy budget proposal reflects no change from the CSFL to the agency budget submission.

Mayor's Proposed Budget

Enhance: The proposed budget includes an increase of \$6,114,428, of which \$3,714,428 will support Tenant-Based Local Rent Supplement Program (LRSP) vouchers for extremely low-income families and individuals, and \$2,400,000 will support up to 200 Project and Sponsor-Based households in the LSRP.

District's Proposed Budget

Enhance: In order to align the budget with operational goals, DCHA has reallocated its resources amongst three new programs described in the Program Description section of this chapter. These were previously services falling under one program entitled, Housing Authority Subsidy. The budget proposes an allocation of \$48,285,283 to the new Local Rent Supplement Program (LRSP). Of that amount, a total of \$40,937,704 aligns the budget so that it is transparent; \$5,000,000 to expand LRSP tenant-based vouchers to reduce the number of households on the DCHA waiting list; and \$2,347,579 to support additional resources for LRSP tenant-based vouchers for targeted affordable housing. Additionally, the realignment supports a total of \$7,140,000 to the Rental Assistance Support program; and \$4,000,000 to continue to provide support for DCHA's Public Safety program.

Reduce: The agency's program realignment eliminates the existing budget of \$52,077,704 in the Housing Authority Subsidy program and reallocates the resources as already described in the immediate preceding section of this chapter.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table HY0-4 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table HY0-4
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		45,963	0.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		45,963	0.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		45,963	0.0
Enhance: To increase the number of LRSP vouchers	Housing Authority Subsidy	6,114	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		52,078	0.0
Enhance: To align budget for transparency (\$40.9 m), expand LRSP to reduce tenant-based households on DCHA waiting list (\$5.0m), and fund LRSP tenant-based for targeted affordable housing (\$2.3m)	Local Rent Supplement	48,285	0.0
Enhance: To expand LRSP and fund targeted affordable housing	Rental Assistance Support	7,140	0.0
Enhance: To support DCHA's Public Safety Office	Public Safety	4,000	0.0
Reduce: To align resources with operational goals	Housing Authority Subsidy	-52,078	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		59,425	0.0
Gross for HY0 - Housing Authority Subsidy		59,425	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Housing Production Trust Fund Subsidy

www.dhcd.dc.gov

Telephone: 202-442-7200

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$38,966,000	\$0	\$50,179,389	N/A

The subsidy account previously reflected the total Dedicated Taxes (General Fund) transfer to the Housing Production Trust Fund (HPTF) to fulfill its operational obligations during a budgetary year. It now reflects any Local funds transfer to the HPTF.

The HPTF, which is administered by the District of Columbia's Department of Housing and Community Development (DHCD), is a legally separate entity for which the elected officials of the District of Columbia are financially accountable. Details of the HPTF's operating budget are provided in the Enterprise and Other Funds section of the budget document.

In FY 2007, a subsidy account for this entity was created to show the annual transfer of dedicated deed recordation and deed transfer taxes from the District's General Fund to the HPTF. In total, 15 percent of these tax revenues are dedicated to the HPTF. This 15 percent share was budgeted in two agencies. First, the amount required for debt service on borrowing for New Communities projects was budgeted in the Repayment of Revenue Bonds agency, in the Financing and Other appropriation title. Second, the remaining amount of the 15 percent share was budgeted in the HPTF Subsidy agency, to be transferred to the HPTF. Beginning in FY 2013, these funds were deposited directly into the HPTF; thus, there is no transfer of Dedicated Taxes through the General Fund. There was a transfer of Local funds to the HPTF through this agency in FY 2013 and FY 2014, and a Local funds transfer is also budgeted in FY 2016.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table HP0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table HP0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	66,931	38,966	0	50,179	50,179	N/A
Total for General Fund	66,931	38,966	0	50,179	50,179	N/A
Gross Funds	66,931	38,966	0	50,179	50,179	N/A

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table HP0-2 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table HP0-2
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
50 - Subsidies and Transfers	66,931	38,966	0	50,179	50,179	N/A
Subtotal Nonpersonal Services (NPS)	66,931	38,966	0	50,179	50,179	N/A
Gross Funds	66,931	38,966	0	50,179	50,179	N/A

*Percent change is based on whole dollars.

Program Description

The Housing Production Trust Fund Subsidy operates through the following program:

Housing Production Trust Fund (Subsidy) – provides funds to fulfill operational obligation for the Housing Production Trust Fund.

Program Structure Change

The Housing Production Trust Fund Subsidy has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table HP0-3 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table HP0-3

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Housing Production Trust Fund (Subsidy)								
(1100) Housing Production Trust Fund (Subsidy)	30,227	0	50,179	50,179	0.0	0.0	0.0	0.0
(1102) Housing Production Trust Fund (Subsidy)	8,739	0	0	0	0.0	0.0	0.0	0.0
Subtotal (1000) Housing Production Trust Fund (Subsidy)	38,966	0	50,179	50,179	0.0	0.0	0.0	0.0
Total Proposed Operating Budget	38,966	0	50,179	50,179	0.0	0.0	0.0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Housing Production Trust Fund Subsidy's proposed FY 2016 gross budget is \$50,179,389, which represents an increase of \$50,179,389 over its FY 2015 approved gross budget. The budget is comprised entirely of Local funds.

Agency Budget Submission

The Housing Production Trust Fund Subsidy's budget proposal in Local funds reflects no change from the FY 2015 approved budget to the agency budget submission.

Mayor's Proposed Budget

Enhance: The Local funds budget includes an increase of \$50,179,389 in Subsidies and Transfers in the Housing Production Trust Fund (Subsidy) program to reflect an adjustment to nonpersonal services costs. These funds provide financial assistance to non-profit and for-profit developers that support the rehabilitation and acquisition of affordable housing for rental or homeownership in the District of Columbia.

District's Proposed Budget

No Change: The Housing Production Trust Fund Subsidy's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table HP0-4 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table HP0-4
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		0	0.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		0	0.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		0	0.0
Enhance: Funding to enhance affordable housing initiatives	Housing Production Trust Fund (Subsidy)	50,179	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		50,179	0.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		50,179	0.0
Gross for HP0 - Housing Production Trust Fund Subsidy		50,179	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: The total going to the HPTF in the FY 2016 budget is \$107.8 million. There is \$57.7 million of dedicated revenue for affordable housing, and to this the Mayor added \$50.1 million of Local funds to further stimulate the production of affordable housing. By law, \$7.8 m of the total is used to pay debt service on borrowing for New Communities projects (see the Debt Service chapter in "Financing and Other"). The remaining \$100 million goes directly into the Housing Production Trust Fund, as shown here.

Business Improvement Districts Transfer

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$22,343,403	\$25,000,000	\$28,000,000	12.0

The Business Improvement Districts Transfer agency records the transfer of revenues to Business Improvement Districts (BIDs).

The Chief Financial Officer collects assessments from businesses in BID areas through property taxes and then refunds the proceeds to each BID. Decisions on the assessment rate, who is assessed, and how the proceeds are spent are made by the BID, not the District of Columbia.

There are currently ten BIDs in the District:

- Anacostia BID;
- Adams Morgan Partnership BID;
- Capitol Hill BID;
- Capitol Riverfront BID;
- Downtown DC BID;
- Georgetown BID;
- Golden Triangle BID;
- Mount Vernon Triangle Community Improvement District BID
- NoMa BID; and
- Southwest BID

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table ID0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table ID0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Special Purpose Revenue Funds	23,290	22,343	25,000	28,000	3,000	12.0
Total for General Fund	23,290	22,343	25,000	28,000	3,000	12.0
Gross Funds	23,290	22,343	25,000	28,000	3,000	12.0

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table ID0-2 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table ID0-2
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
50 - Subsidies and Transfers	23,290	22,343	25,000	28,000	3,000	12.0
Subtotal Nonpersonal Services (NPS)	23,290	22,343	25,000	28,000	3,000	12.0
Gross Funds	23,290	22,343	25,000	28,000	3,000	12.0

*Percent change is based on whole dollars.

Program Description

The Business Improvement Districts Transfer agency operates through the following program:

Business Improvement Districts Tax-Transfer – records the transfer of revenue to the various Business Improvement Districts.

Program Structure Change

The Business Improvement Districts Transfer agency has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table ID0-3 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table ID0-3

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Business Improvement Districts Tax - Transfer								
(1100) Business Improvement Districts Tax - Transfer	22,343	25,000	28,000	3,000	0.0	0.0	0.0	0.0
Subtotal (1000) Business Improvement Districts Tax - Transfer	22,343	25,000	28,000	3,000	0.0	0.0	0.0	0.0
Total Proposed Operating Budget								
	22,343	25,000	28,000	3,000	0.0	0.0	0.0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Business Improvement Districts Transfer's (BIDs) proposed FY 2016 gross budget is \$28,000,000, which represents a 12.0 percent increase over its FY 2015 approved gross budget of \$25,000,000. The budget is comprised entirely of Special Purpose Revenue funds.

Agency Budget Submission

Increase: The budget proposal for BIDs reflects an increase of \$3,000,000 due to the addition of the Southwest BID in FY 2015. The Chief Financial Officer collects assessments from business entities in BID areas through property taxes and then refunds the proceeds to each BID.

Mayor's Proposed Budget

No Change: The Business Improvement Districts Transfer's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

District's Proposed Budget

No Change: The Business Improvement Districts Transfer's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table ID0-4 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table ID0-4
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		25,000	0.0
Increase: To align budget with projected revenues	Business Improvement	3,000	0.0
	District Tax - Transfer		
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		28,000	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		28,000	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		28,000	0.0
Gross for ID0 - Business Improvement Districts Transfer		28,000	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

C

Public Safety and Justice

1. Metropolitan Police Department (FA0).....	C-1
2. Fire and Emergency Medical Services Department (FB0)	C-19
3. Police Officers' and Fire Fighters' Retirement System (FD0)	C-37
4. Department of Corrections (FL0)	C-41
5. District of Columbia National Guard (FK0).....	C-51
6. Homeland Security and Emergency Management Agency (BN0)	C-59
7. Commission on Judicial Disabilities and Tenure (DQ0)	C-73
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9. Office of Police Complaints (FH0).....	C-85
10. District of Columbia Sentencing and Criminal Code Revision Commission (FZ0).....	C-93
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16. Department of Forensic Sciences (FR0)	C-147
17. Corrections Information Council (FI0)	C-159
18. Office of Victim Services and Justice Grants (FO0).....	C-163
19. Office of the Deputy Mayor for Public Safety and Justice (FQ0).....	C-173

How to Read the Agency Chapters

The agency chapters describe available resources for an agency, how the agency will spend them, and the achieved and anticipated outcomes as a result of these expenditures. For a detailed explanation of the fiscal tables and narrative sections, please see the “How to Read the Budget and Financial Plan” chapter in *Volume 1: Executive Summary*.

Each chapter contains the following, if applicable:

The first page of each agency chapter displays the agency name and budget code, website address, and telephone number. The page also shows a table that contains the agency’s gross funds, or total operating, budget. The table shows the Fiscal Year (FY) 2014 actual expenditures and Full-Time Equivalents (FTEs); the FY 2015 Approved budget and FTEs; the FY 2016 Proposed budget and FTEs; and the percent change from the previous year for the budget and FTEs. Lastly, this page typically contains the agency mission statement and a summary of its services.

Subsequent pages reflect agency fiscal and programmatic levels and changes. The information varies by agency but typically contains the following financial tables and narrative sections:

- ***Proposed Funding by Source table*** displays the agency FY 2013 and 2014 actuals, the FY 2015 Approved, and the FY 2016 Proposed dollars by fund type.
 - ***Proposed Full-Time Equivalents table*** shows the agency FY 2013 and 2014 actuals, the FY 2015 Approved, and the FY 2016 Proposed FTEs by fund type.
 - ***Proposed Expenditure by Comptroller Source Group (CSG) table*** identifies the gross fund changes by CSG, which is a type of budgetary classification that identifies category spending within personal services (personnel costs, such as salaries and fringe benefits) and nonpersonal services (operational costs, such as contracts, supplies, and subsidy payments).
 - ***Proposed Operating Budget and FTEs, by Division/Program and Activity table*** shows the gross fund changes by dollars and FTEs. The Division/Program descriptions section that precedes this table explains the purpose of the divisions/programs and activities funded in the FY 2016 Proposed budget.
 - ***FY 2015 Approved Budget to FY 2016 Proposed Budget reconciliation table*** shows the FY 2016 Proposed budget and FTE changes, by division or program, from the FY 2015 Approved budget. This table also includes a brief description of the change. A detailed narrative of the changes is found in the FY 2016 Proposed Budget Changes section that precedes this table.
 - ***Agency Performance Plan Objectives*** and the accompanying Agency Performance Measures table show the agency-level plan that contains the agency’s mission, summary of services, objectives, initiatives, and performance measures for a set period of time. For some agencies, the initiatives and performance measures are grouped by division/program.
-

Metropolitan Police Department

www.mpd.dc.gov

Telephone: 202-727-4218

Executive Office of the Chief of Police

911 Calls for Police Service

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$529,102,168	\$513,637,845	\$535,668,588	4.3
FTEs	4,804.5	4,568.0	4,620.0	1.1

The mission of the Metropolitan Police Department (MPD) is to safeguard the District of Columbia and protect its residents and visitors by providing the highest quality police service with integrity, compassion, and a commitment to innovation that integrates people, technology, and progressive business systems.

Summary of Services

MPD provides crime prevention and response services through patrols, investigations, and homeland security services. The Patrol Services Bureau delivers community policing to the District's neighborhoods through 56 police service areas in seven police districts. The Investigative Services Bureau investigates crimes and provides forensic services for those cases. The Homeland Security Bureau coordinates domestic security and intelligence operations as well as traffic safety and law enforcement support for special events. The Internal Affairs Bureau investigates the use of force, equal employment opportunity violations, and other misconduct and complaints against MPD employees. The Strategic Services and Corporate Support Bureaus support the work of the entire department through strategic direction, legislative coordination, policy issuance, recruitment, hiring and training personnel, evidence control, records processing, fleet management, procurement, and other administrative support services.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table FA0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FA0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
<u>General Fund</u>						
Local Funds	462,043	490,703	477,500	499,973	22,473	4.7
Special Purpose Revenue Funds	3,211	5,073	7,370	7,934	564	7.7
Total for General Fund	465,253	495,776	484,870	507,907	23,037	4.8
<u>Federal Resources</u>						
Federal Grant Funds	2,968	4,695	4,010	3,066	-944	-23.5
Total for Federal Resources	2,968	4,695	4,010	3,066	-944	-23.5
<u>Private Funds</u>						
Private Donations	159	108	0	0	0	N/A
Total for Private Funds	159	108	0	0	0	N/A
<u>Intra-District Funds</u>						
Intra-District Funds	27,074	28,523	24,758	24,695	-63	-0.3
Total for Intra-District Funds	27,074	28,523	24,758	24,695	-63	-0.3
Gross Funds	495,454	529,102	513,638	535,669	22,031	4.3

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table FA0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table FA0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
<u>General Fund</u>						
Local Funds	4,601.9	4,751.5	4,546.8	4,598.0	51.3	1.1
Special Purpose Revenue Funds	0.2	3.8	2.0	0.0	-2.0	-100.0
Total for General Fund	4,602.1	4,755.3	4,548.8	4,598.0	49.3	1.1
<u>Federal Resources</u>						
Federal Grant Funds	16.9	21.8	15.2	13.0	-2.2	-14.8
Total for Federal Resources	16.9	21.8	15.2	13.0	-2.2	-14.8
<u>Intra-District Funds</u>						
Intra-District Funds	22.9	27.3	4.0	9.0	5.0	125.0
Total for Intra-District Funds	22.9	27.3	4.0	9.0	5.0	125.0
Total Proposed FTEs	4,641.9	4,804.5	4,568.0	4,620.0	52.0	1.1

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table FA0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FA0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	312,372	333,535	322,917	342,123	19,206	5.9
12 - Regular Pay - Other	4,044	3,773	3,990	3,981	-9	-0.2
13 - Additional Gross Pay	29,965	31,526	25,242	28,749	3,506	13.9
14 - Fringe Benefits - Current Personnel	50,344	52,952	55,794	55,248	-546	-1.0
15 - Overtime Pay	28,305	32,173	28,870	25,448	-3,422	-11.9
Subtotal Personal Services (PS)	425,030	453,960	436,814	455,548	18,734	4.3
20 - Supplies and Materials	4,401	3,629	4,073	4,692	619	15.2
30 - Energy, Communication, and Building Rentals	40	245	50	3	-47	-94.0
31 - Telephone, Telegraph, Telegram, Etc.	204	129	200	150	-50	-25.0
32 - Rentals - Land and Structures	0	750	0	0	0	N/A
35 - Occupancy Fixed Costs	0	100	0	0	0	N/A
40 - Other Services and Charges	16,294	10,073	10,191	18,636	8,445	82.9
41 - Contractual Services - Other	47,078	53,506	57,896	50,713	-7,183	-12.4
50 - Subsidies and Transfers	161	1,847	301	258	-43	-14.3
70 - Equipment and Equipment Rental	1,930	4,864	4,113	5,669	1,556	37.8
91 - Expense Not Budgeted Others	316	0	0	0	0	N/A
Subtotal Nonpersonal Services (NPS)	70,424	75,143	76,824	80,121	3,297	4.3
Gross Funds	495,454	529,102	513,638	535,669	22,031	4.3

*Percent change is based on whole dollars.

Division Description

The Metropolitan Police Department operates through the following 9 divisions:

Patrol Services Bureau – coordinates crime prevention and reduction efforts in the seven police districts. In addition to providing professional and effective patrol services throughout the District, this division responds to all calls for police service and coordinates police services to residents, visitors, and commuters.

Executive Office of the Chief of Police (EOCP) – provides management, oversight, and direction for the agency.

This division contains the following 3 activities:

- **Administrative Office, EOCP** - provides command, operational, and administrative support for the office;
- **Executive Protection Unit** – responsible for the security of the Mayor; and
- **Office of Research and Analytical Services** – provides research and analytical services to support innovative policing operations and public safety practices.

Investigative Services Bureau – works with the community to solve crimes, helps bring offenders to justice, supports the recovery of victims, and protects witnesses. As part of this responsibility, this division, in conjunction with the Department of Forensic Sciences, operates the District’s Consolidated Forensic Laboratory to enhance the District’s capabilities for crime scene investigations and evidence analysis. The Bureau also supports school safety in partnership with the District of Columbia Public Schools and the District of Columbia Public Charter Schools and works to reduce juvenile victimization and delinquent behavior through a variety of programs.

This division contains the following 4 activities:

- **Criminal Investigations** – investigates and solves crimes so that offenders are brought to justice, and provides assistance to victims;
- **Narcotics and Special Investigations** – provides proactive criminal enforcement services so that citizens can live in neighborhoods free from drug dealing, drug-related crime, and prostitution;
- **Crime Scene Investigations** – processes crime scenes and coordinates evidence collection; and
- **Youth Investigations** – investigates abuse of minors, sexual abuse, internet-related crimes against minors, and human trafficking; processes all juvenile arrestees; coordinates proactive outreach to community members and youth; directs the School Resource Officer program; and manages the security contract for D.C. Public Schools.

Strategic Services Bureau – integrates training, research, program and policy development, and strategic analysis and planning to support MPD and the District by identifying and implementing innovative policing and business practices.

This division contains the following 4 activities:

- **Strategic Change** – coordinates strategic planning, government relations, legislative affairs, and performance management;
- **Policy and Standards** – develops policies and procedures for the department;
- **Metropolitan Police Academy** – provides training to MPD recruits and MPD-sworn personnel to create a capable, knowledgeable, and professional staff; and
- **Recruiting** – conducts outreach to recruit a diverse and highly qualified workforce, and conducts comprehensive examination and background screening on all prospective applicants.

Corporate Support Bureau – oversees the major administrative, technical, and business functions of the department that are critical to keeping the complex and large agency running effectively and efficiently, including fleet management, equipment and supply, and evidence and property control.

This division contains the following 4 activities:

- **General Support Services Division** – provides support for equipment and supply, evidence and property control, reproduction, and fleet services;
- **Administrative Office, CSB** – provides command, operational, and administrative support for the bureau;
- **Police Business Services** – provides services to the public and the criminal justice community by maintaining police records, regulating security officers, and registering firearms; and
- **Human Resource Management** – hires, retains, and makes appropriate duty status determinations for sworn personnel.

Assistant Chief for Internal Affairs Bureau – acts as the guardian of MPD’s reputation and ensures MPD’s accountability through comprehensive investigations of alleged misconduct and uses of force.

This division contains the following 5 activities:

- **Administrative Office, IAB** – provides command, operational, and administrative support for the bureau;
- **Internal Affairs** – conducts general investigations into allegations of police misconduct and use of force by MPD-sworn personnel and serves as the liaison to the Office of Police Complaints;
- **Investigative** – ensures compliance with equal employment opportunity laws and regulations;
- **Court Liaison** – coordinates officer appearances related to criminal and traffic cases; and
- **Diversity and ADA Compliance** – ensures that MPD complies with diversity and ADA requirements and regulations.

Homeland Security Bureau – integrates intelligence and operational functions to ensure that the District is well protected and that the government prevents and is prepared to respond to threats and critical incidents. The division also works directly to support patrol operations to reduce crime and fear of crime with specialized patrol and tactical resources, and works constantly to improve information-sharing, process relevant information, and provide actionable intelligence to relevant personnel.

This division contains the following 4 activities:

- **Special Operations Division** – provides specialized patrol, tactical, rescue, and security services to the public, businesses, and government in the District;
- **Intelligence Division** – works with local and federal partners to assist with intelligence gathering and dissemination relating to crimes that have been committed, or would possibly be committed, within the District of Columbia;
- **Tactical Information Division** – supports District functions in keeping both the command staff and the community aware, by sending out crime alerts that give timely information about offenses occurring within neighborhoods, and liaises with the Washington Regional Threat Analysis Center and the Capitol Police; and
- **Patrol Support Division** – augments patrol functions by providing additional uniformed personnel to perform patrol functions in various areas and at times areas with higher crime rates, and helps to keep non-patrol members abreast of current tactics and trends related to street patrol.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

Agency Financial Operations – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This division is standard for all agencies using performance-based budgeting.

Division Structure Change

The proposed division structure changes are provided in the Agency Realignment appendix to the proposed

FY 2016 Proposed Operating Budget and FTEs, by Division and Activity

Table FA0-4 contains the proposed FY 2016 budget by division and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table FA0-4

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Regional Field Operations								
(1100) ROC Central	3	0	0	0	0.0	0.0	0.0	0.0
(1300) ROC East	0	0	0	0	0.0	0.0	0.0	0.0
Subtotal (1000) Regional Field Operations	3	0	0	0	0.0	0.0	0.0	0.0
(1001) Patrol Services Bureau								
(1500) Patrol Districts	299,142	264,960	289,552	24,592	3,034.1	2,920.0	3,045.0	125.0
(1600) Patrol Support Division	4,529	4,696	0	-4,696	47.5	41.0	0.0	-41.0
(1700) Community Services and Youth Outreach	16,216	16,794	0	-16,794	8.4	8.0	0.0	-8.0
(1900) Central Cell Block	1,406	2,120	0	-2,120	20.1	21.0	0.0	-21.0
Subtotal (1001) Patrol Services Bureau	321,293	288,570	289,552	982	3,110.0	2,990.0	3,045.0	55.0
(100C) Executive Office of the Chief of Police								
(110C) Administrative Office, EOCOP	0	0	2,853	2,853	0.0	0.0	24.0	24.0
(120C) Executive Protection Unit	0	0	720	720	0.0	0.0	6.0	6.0
(130C) Office of Research and Analytical Services	0	0	1,830	1,830	0.0	0.0	21.0	21.0
Subtotal (100C) Executive Office of the Chief of Police	0	0	5,402	5,402	0.0	0.0	51.0	51.0

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Table FA0-4 (Continued)

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(100F) Agency Financial Operations								
(110F) Budget Operations	1,401	1,539	1,642	102	13.7	13.0	13.0	0.0
(120F) Accounting Operations	2,049	2,180	2,240	60	23.2	22.0	22.0	0.0
Subtotal (100F) Agency Financial Operations	3,451	3,720	3,882	163	36.9	35.0	35.0	0.0
(2000) Investigative Field Operations								
(2500) Investigative Operations Support	0	0	0	0	0.0	0.0	0.0	0.0
Subtotal (2000) Investigative Field Operations	0	0	0	0	0.0	0.0	0.0	0.0
(2001) Investigative Services Bureau								
(2301) Firearms and Tool Mark Examination	178	335	0	-335	4.2	2.0	0.0	-2.0
(2600) Criminal Investigations	39,165	37,981	37,923	-58	362.1	328.0	296.0	-32.0
(2700) Narcotics and Special Investigations	6,485	7,424	8,410	987	74.9	56.0	53.0	-3.0
(2800) Crime Scene Investigations	3,236	4,363	3,455	-907	35.9	28.0	16.0	-12.0
(2900) Youth Investigations	6,581	6,059	24,551	18,493	57.0	65.0	84.0	19.0
Subtotal (2001) Investigative Services Bureau	55,645	56,161	74,339	18,178	534.2	479.0	449.0	-30.0
(3000) Special Field Operations								
(3565) HS/Enhancing Current HS Security Capabilites	481	0	0	0	0.0	0.0	0.0	0.0
Subtotal (3000) Special Field Operations	481	0	0	0	0.0	0.0	0.0	0.0
(4001) Strategic Services Bureau								
(4300) Strategic Change	1,272	1,374	1,291	-83	10.6	12.0	11.0	-1.0
(4400) Research and Analytical Services	2,691	2,714	0	-2,714	36.9	31.0	0.0	-31.0
(4500) Policy and Standards	1,099	1,188	1,305	117	10.6	10.0	11.0	1.0
(4700) Metropolitan Police Academy	0	0	26,002	26,002	0.0	0.0	341.0	341.0
(4800) Recruiting	0	0	872	872	0.0	0.0	6.0	6.0
Subtotal (4001) Strategic Services Bureau	5,062	5,276	29,470	24,194	58.0	53.0	369.0	316.0
(5001) Corporate Support Bureau								
(5100) General Support Services	8,677	9,556	5,648	-3,909	59.1	60.0	13.0	-47.0
(5101) Administrative Office, CSB	0	0	1,517	1,517	0.0	0.0	9.0	9.0
(5400) Police Business Services	4,161	4,497	8,464	3,967	62.4	47.0	95.0	48.0
(5500) Human Resource Management	0	0	16,865	16,865	0.0	0.0	26.0	26.0
Subtotal (5001) Corporate Support Bureau	12,838	14,054	32,494	18,440	121.6	107.0	143.0	36.0
(6001) Professional Development Bureau								
(6300) Office of Human Resource Management	17,189	18,024	0	-18,024	58.1	74.0	0.0	-74.0
(6600) Police Academy	19,903	23,425	0	-23,425	391.5	332.0	0.0	-332.0
Subtotal (6001) Professional Development Bureau	37,092	41,449	0	-41,449	449.6	406.0	0.0	-406.0

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Table FA0-4 (Continued)

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(7001) Assistant Chief for Internal Affairs Bureau								
(7101) Administrative Office, IAB	0	0	100	100	0.0	0.0	0.0	0.0
(7300) Internal Affairs	5,806	5,577	6,052	475	49.6	47.0	47.0	0.0
(7400) Force Investigations Branch	205	238	0	-238	1.1	1.0	0.0	-1.0
(7500) Investigative	886	858	925	67	5.3	8.0	8.0	0.0
(7600) Compliance Monitoring Team	987	1,135	0	-1,135	13.7	11.0	0.0	-11.0
(7700) Court Liaison	958	895	2,062	1,167	13.7	11.0	25.0	14.0
(7800) Diversity and ADA Compliance Division	0	0	1,106	1,106	0.0	0.0	10.0	10.0
Subtotal (7001) Assistant Chief for Internal Affairs Bureau	8,843	8,703	10,245	1,542	83.4	78.0	90.0	12.0
(9001) Homeland Security Bureau								
(9200) Special Operations	49,346	60,944	43,342	-17,602	240.8	252.0	234.0	-18.0
(9300) Intelligence	6,672	6,808	172	-6,636	63.3	66.0	1.0	-65.0
(9400) Tactical Information	0	0	7,787	7,787	0.0	0.0	76.0	76.0
(9500) Patrol Support	0	0	4,116	4,116	0.0	0.0	32.0	32.0
Subtotal (9001) Homeland Security Bureau	56,018	67,752	55,418	-12,334	304.1	318.0	343.0	25.0
(AMPI) Agency Management								
(1010) Personnel	729	627	813	187	3.2	5.0	8.0	3.0
(1015) Training and Employee Development	187	245	175	-70	0.0	0.0	0.0	0.0
(1017) Labor Management (L-M) Partnership	473	363	492	129	3.2	3.0	5.0	2.0
(1020) Contracting and Procurement	141	800	800	0	0.0	0.0	0.0	0.0
(1030) Property Management	361	433	517	84	2.1	2.0	3.0	1.0
(1040) Information Technology	12,918	9,280	19,029	9,749	42.2	37.0	38.0	1.0
(1050) Financial Services	0	0	58	58	0.0	0.0	1.0	1.0
(1055) Risk Management	1,787	1,773	2,158	384	11.6	11.0	14.0	3.0
(1060) Legal Services	543	701	1,557	855	2.1	2.0	11.0	9.0
(1070) Fleet Management	7,819	8,802	8,364	-438	7.4	9.0	9.0	0.0
(1080) Communications	565	815	546	-270	8.4	8.0	5.0	-3.0
(1085) Customer Service	2,543	3,720	0	-3,720	25.3	24.0	0.0	-24.0
(1087) Language Access	46	104	60	-44	0.0	0.0	0.0	0.0
(1090) Performance Management	265	292	298	6	1.1	1.0	1.0	0.0
Subtotal (AMPI) Agency Management	28,377	27,955	34,866	6,911	106.6	102.0	95.0	-7.0
Total Proposed Operating Budget	529,102	513,638	535,669	22,031	4,804.5	4,568.0	4,620.0	52.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's divisions, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Metropolitan Police Department's (MPD) proposed FY 2016 gross budget is \$535,668,588, which represents a 4.3 percent increase over its FY 2015 approved gross budget of \$513,637,845. The budget is comprised of \$499,973,083 in Local funds, \$3,066,213 in Federal Grant funds, \$7,933,979 in Special Purpose Revenue funds, and \$24,695,313 in Intra-District funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple divisions, and it estimates how much it would cost an agency to continue its current divisions and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

MPD's FY 2016 CSFL budget is \$511,618,283, which represents a \$34,118,319, or 7.1 percent, increase over the FY 2015 approved Local funds budget of \$477,499,964.

CSFL Assumptions

The FY 2016 CSFL calculated for MPD included adjustment entries that are not described in detail on table 5. These adjustments include a net increase of \$30,654,108 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$1,066,200 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

MPD's CSFL funding for the restoration of one-time salary lapse reflects an adjustment for an increase of \$600,000. Additionally, adjustments were made for increases of \$1,289,450 for recurring budget items to account for contract maintenance and escalation for the Shotspotter equipment, and \$508,561 for Other Adjustments to account for the transfer of attorneys from the Office of the Attorney General.

Agency Budget Submission

As one of the leading first responder agencies in the District of Columbia, MPD routinely reviews its available resources in order to ensure that they are optimally positioned in service delivery to citizens, businesses, and numerous national and international visitors. In FY 2016, MPD created a new division, named the Executive Office of the Chief of Police, which entailed the elimination of the Professional Services division and realignment of resources in several activities across multiple divisions.

Increase: In order to align the budget in Local funds with operation goals, funding for the Strategic Services Bureau budget was increased by \$23,598,452 and 310.0 FTEs. This adjustment is associated with the elimination of the Professional Development division and three activities in the Patrol Services division. This action will enable MPD to integrate training, research and policy development and innovative policing and business practices within the division. Similarly, the budget in Local funds for the Corporate Support Bureau division was increased by \$13,827,848 and 37.0 FTEs due to the creation of two new activities that enables MPD to be more focused on major administrative functions that keep the agency running effectively and efficiently. Furthermore, the Executive Office of the Chief of Police (EOCP) was created as a separate division supported by an increase of \$5,402,305 and 51.0 FTEs. The newly created EOCP has three activities. This action will enable MPD to provide effective management and oversight to the agency. To align the funding with nonpersonal services costs, the budget was increased by \$3,210,788 to support the procurement of effective and state-of-the-arts crime prevention and detection equipment and other vital services. As MPD further aligns resources with operational goals, additional funding proposed to support two new activities in the Homeland Security division accounts for an increase of \$3,164,523 and 25.0 FTEs. This realignment

enables the division to focus more on intelligence collection and analysis, thereby positioning the District adequately in responding to threats and critical incidents before they occur. Lastly, in MPD's budget submission for Local funds, an increase of \$2,394,459 supports and annualizes costs of existing programs and ongoing initiatives.

In order to align the budget with projected revenues, MPD's proposal includes an increase of \$722,211 in Special Purpose Revenue (SPR) funds. In Intra-District funds, the budget proposal reflects an increase of \$156,067 and 5.0 FTEs in personal services, based on a Memorandum of Understanding (MOU) with the Department of Employment Services to provide training to police cadets.

Decrease: In Local funds, MPD proposes to reduce the budget by \$3,452,325 via adjustments of the contractual services budget. These adjustments are based on the conversion of contract employees that support the Automated Traffic Enforcement initiative to permanent positions in FY 2016. Additionally, MPD's adjustment of personal services in keeping with the realignment of resources in FY 2016 accounts for a decrease of \$7,552,994 and 14.6 FTEs, and these resources were redirected across various programs. A reduction of \$40,593,057 and 406.0 FTEs in the budget for Local funds is due to the elimination of the Professional Development Bureau division in FY 2016. All of the resources for this division were also redirected across various other divisions and activities.

The budget in Federal Grant funds was decreased by \$943,816 and 2.2 FTEs to align the budget with projected revenues. This adjustment is based on a projected decrease in funding from the Data Improvement and Motor Carrier Safety grant. The budget proposed in SPR funds includes a reduction of \$158,232 and 2.0 FTEs based on projected revenues from the asset forfeiture program. A decrease of \$218,606 in Intra-District funds aligns the budget with projected revenues in FY 2016. This adjustment is due to a reduction in various MOUs for finger printing services and background checks.

Technical Adjustment: MPD's FY 2016 proposed budget in Local funds is adjusted for an increase of \$5,223,289, which is comprised of \$5,201,668 to support retroactive pay adjustment for union employees and \$21,621 that supports performance-related pay adjustments for attorneys transferred to MPD from the Office of the Attorney General.

Mayor's Proposed Budget

Enhance: The proposed Local funds budget reflects an increase of \$5,063,702 to provide 2,800 sworn patrol officers with Body Worn Cameras for more accountability and transparency and for documentation purposes. The proposed budget also includes an increase of \$2,927,312 for the civilianization of 48 positions in MPD to move sworn officers from administrative responsibilities to enforcement activities. An additional adjustment of \$2,500,000 is included to initiate the Police Officers Retention Pilot program, with a goal of retaining approximately 150 to 165 officers to reach workforce goals.

Reduce: To meet operational goals, strategic reductions are proposed in the FY 2016 budget. Because of officer retirements and the time that it takes to fill positions with qualified applicants, there will be FY 2016 salary lapse savings of \$10,690,765. The agency is funded to hire 4,000 officers in FY 2015, but will have an estimated headcount of 3,807 in 2016 because more officers are leaving than the agency has the capacity to hire.

Several other reductions result in total savings of \$13,900,000. The Automated Traffic Enforcement (ATE) Unit will save \$6,000,000 because units that require the presence of an officer will be replaced with new technology that does not require an officer to be present. Additionally, the contract to process ATE tickets is aligned with the current estimate of the number of ATE tickets, a reduction of \$5,800,000. The proposed budget also includes a cost reduction of \$1,850,000 in the IT labor contract and IT hardware updates. Finally, a reduction of \$250,000 in the Police and Fire Clinic contract aligns funding to anticipated costs.

Transfer-Out: The FY 2016 proposed budget includes a transfer-out of \$109,213 and 1.0 FTE to the Office of Contracting and Procurement to support the Procurement Practices Reform Act of 2010.

District's Proposed Budget

Enhance: The Local funds budget was increased by a one-time allocation of \$750,000 to support procurement of 400 body worn cameras for District police officers.

Reduce: The budget in Local funds was reduced by \$275,843 due to cost savings realized from the elimination of 4 vacant positions. Additionally, a reduction of \$3,133,682 in Local funds adjusted funding for the body worn camera initiative to 1,200 cameras. Taking into account the funding for 400 cameras mentioned above, a total number of 1,600 body worn cameras is funded under this initiative in FY 2016.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table FA0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table FA0-5
(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		477,500	4,546.8
Other CSFL Adjustments	Multiple Programs	34,118	5.8
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		511,618	4,552.6
Increase: To align resources with operational goals	Strategic Services Bureau	23,598	310.0
Increase: To align resources with operational goals	Corporate Support Bureau	13,828	37.0
Increase: To align resources with operational goals	Executive Office of the Chief of Police	5,402	51.0
Increase: To align funding with nonpersonal services costs	Multiple Programs	3,211	0.0
Increase: To align resources with operational goals	Homeland Security Bureau	3,165	25.0
Increase: To support and annualize costs of existing program	Multiple Programs	2,394	0.0
Decrease: To adjust the Contractual Services budget	Multiple Programs	-3,452	0.0
Decrease: To adjust personal services	Multiple Programs	-7,553	-14.6
Decrease: To streamline operation efficiency	Professional Development Bureau	-40,593	-406.0
Technical Adjustment: To support pay adjustment for union employees	Multiple Programs	5,223	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		516,842	4,555.0
Enhance: To support the Body Worn Camera initiative	Agency Management	5,064	0.0
Enhance: To support civilization efforts	Multiple Programs	2,927	48.0
Enhance: To support the Police Officer Retention Pilot program	Multiple Programs	2,500	0.0
Reduce: To adjust personal services	Multiple Programs	-10,691	0.0
Reduce: To streamline operation efficiency	Multiple Programs	-13,900	0.0
Transfer-Out: MPD transferred to OCP	Multiple Programs	-109	-1.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		502,633	4,602.0
Enhance: To support the Body Worn Camera initiative	Multiple Programs	750	0.0
Reduce: Eliminate vacant positions	Multiple Programs	-276	-4.0
Reduce: Adjust funding for the Body Worn Camera initiative	Multiple Programs	-3,134	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		499,973	4,598.0

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Table FA0-5 (Continued)
(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
FEDERAL GRANT FUNDS: FY 2015 Approved Budget and FTE		4,010	15.2
Decrease: To align budget with projected revenues	Multiple Programs	-944	-2.2
FEDERAL GRANT FUNDS: FY 2016 Agency Budget Submission		3,066	13.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 Mayor's Proposed Budget		3,066	13.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 District's Proposed Budget		3,066	13.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		7,370	2.0
Increase: To align budget with projected revenues	Multiple Programs	722	0.0
Decrease: To adjust personal services	Multiple Programs	-158	-2.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		7,934	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		7,934	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		7,934	0.0
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		24,758	4.0
Increase: To adjust personal services	Multiple Programs	156	5.0
Decrease: To align budget with projected revenues	Multiple Programs	-219	0.0
INTRA-DISTRICT FUNDS: FY 2016 Agency Budget Submission		24,695	9.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		24,695	9.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		24,695	9.0
Gross for FA0 - Metropolitan Police Department		535,669	4,620.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Agency Management

Objective 1: Safeguard the District of Columbia and protect its residents and visitors.

Objective 2: Provide the highest quality police service with integrity, compassion, and a commitment to innovation.

Objective 3: Improve police service to the public through the integration of the Department's people, technology, and business systems.

KEY PERFORMANCE INDICATORS

Agency Management¹

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent change in the number of Homicides ²	18.2%	-10%	1.0%	-10%	-10%	10%
Percent change in D.C. Code Index violent crime	-3.5%	-5%	-9.2%	-5%	-5%	-5%
Percent change in D.C. Code Index property crime	0.2%	-5%	8.4%	-5%	-5%	-5%
Rate of sustained citizen allegations of police misconduct per 1,000 sworn members ³	15.3%	15.0%	14.6%	-2%	-2%	-2%

Investigative Services Bureau

Objective 1: Safeguard the District of Columbia and protect its residents and visitors.

Objective 2: Provide the highest quality police service with integrity, compassion, and a commitment to innovation.

Objective 3: Improve police service to the public through the integration of the Department's people, technology, and business systems.

KEY PERFORMANCE INDICATORS

Investigative Services Bureau

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Clearance rate for homicides ⁴	79.8%	75%	70.5%	75%	75%	75%
Clearance rate for forcible rape ⁵	58.3%	70%	56.2%	70%	70%	70%
Clearance rate for robbery ⁶	29.4%	+5% or > ⁷	20.1%	+5% or > ⁸	+5% or > ⁹	+5% or > ¹⁰
Clearance rate for aggravated assault ¹¹	58.7%	+5% or > ¹²	46.7%	+5% or > ¹³	+5% or > ¹⁴	+5% or > ¹⁵
Clearance rate for burglary ¹⁶	9.4%	+5% or > ¹⁷	11.8%	+5% or > ¹⁸	+5% or > ¹⁹	+5% or > ²⁰
Clearance rate for larceny-theft ²¹	9.4%	+5% or > ²²	7.7%	+5% or > ²³	+5% or > ²⁴	+5% or > ²⁵
Clearance rate for motor vehicle theft ²⁶	2.6%	+5% or > ²⁷	1.8%	+5% or > ²⁸	+5% or > ²⁹	+5% or > ³⁰
Percent of motor vehicle thefts resolved ³¹	18.7%	+5% or > ³²	Not Available ³³	+5% or > ³⁴	Not Available	Not Available

Corporate Support Bureau

Objective 1: Safeguard the District of Columbia and protect its residents and visitors.

Objective 2: Provide the highest quality police service with integrity, compassion, and a commitment to innovation.

Objective 3: Improve police service to the public through the integration of the Department's people, technology, and business systems.

KEY PERFORMANCE INDICATORS

Corporate Support Bureau

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Average daily fleet availability	96.2%	95%	96.2%	95%	95%	95%

Internal Affairs Bureau

Objective 1: Safeguard the District of Columbia and protect its residents and visitors.

Objective 2: Provide the highest quality police service with integrity, compassion, and a commitment to innovation.

Objective 3: Improve police service to the public through the integration of the Department's people, technology, and business systems.

KEY PERFORMANCE INDICATORS

Internal Affairs Bureau

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Average court overtime hours per arrest ³⁵	3.1	3.0	2.7	-2%	-2%	-2%

Performance Plan Endnotes:

¹Shared by All Divisions - All bureaus in the Metropolitan Police Department are responsible for supporting the agency's three core objectives and four key performance indicators in order to best serve the District of Columbia.

²Calendar year data.

³Measure is no longer being tracked in FY 2016.

⁴All clearance rates are reported on a calendar year basis consistent with national FBI reporting.

⁵Measure is no longer being tracked in FY 2016.

⁶Ibid.

⁷Exceed by five percent the benchmark average clearance rate or previous year's actual, whichever is higher. The current year targets are set each October or November when the FBI releases the previous year's data.

⁸Ibid.

⁹Ibid.

¹⁰Ibid.

¹¹Measure is no longer being tracked in FY 2016.

¹²Exceed by five percent the benchmark average clearance rate or previous year's actual, whichever is higher. The current year targets are set each October or November when the FBI releases the previous year's data.

¹³Ibid.

¹⁴Ibid.

¹⁵Ibid.

¹⁶Measure is no longer being tracked in FY 2016.

¹⁷Exceed by five percent the benchmark average clearance rate or previous year's actual, whichever is higher. The current year targets are set each October or November when the FBI releases the previous year's data.

¹⁸Ibid.

¹⁹Ibid.

²⁰Ibid.

²¹Measure is no longer being tracked in FY 2016.

²²Exceed by five percent the benchmark average clearance rate or previous year's actual, whichever is higher. The current year targets are set each October or November when the FBI releases the previous year's data.

²³Ibid.

²⁴Ibid.

²⁵Ibid.

²⁶Measure is no longer being tracked in FY 2016.

²⁷Exceed by five percent the benchmark average clearance rate or previous year's actual, whichever is higher. The current year targets are set each October or November when the FBI releases the previous year's data.

²⁸Ibid.

²⁹Ibid.

³⁰Ibid.

³¹Measure is no longer being tracked in FY 2016.

³²Exceed by five percent the benchmark average clearance rate or previous year's actual, whichever is higher. The current year targets are set each October or November when the FBI releases the previous year's data.

³³Measure is no longer being tracked in FY 2016.

³⁴Exceed by five percent the benchmark average clearance rate or previous year's actual, whichever is higher. The current year targets are set each October or November when the FBI releases the previous year's data.

³⁵Note: Projections are reductions from previous year.

Fire and Emergency Medical Services Department

www.fems.dc.gov

Telephone: 202-673-3320

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$221,832,849	\$204,720,653	\$231,797,522	13.2
FTEs	2,215.9	2,097.0	2,068.0	-1.4

The mission of the Fire and Emergency Medical Services Department (FEMS) is to promote safety and health through excellent pre-hospital medical care, fire suppression, hazardous materials response, technical rescue, homeland security preparedness, and fire prevention and education in the District of Columbia.

Summary of Services

FEMS provides emergency medical services (EMS), fire suppression, homeland security and special operations response for the District of Columbia, including planned events and activities unique to the nation's capital. The department is responsible for fire and life safety code enforcement, along with community-based education and prevention programs. FEMS is the lead first-response agency for managing consequences resulting from natural disasters or other catastrophic events impacting the national capital region.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table FB0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FB0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Fund	198,391	215,284	201,563	230,278	28,715	14.2
Special Purpose Revenue Funds	1,520	1,520	1,520	1,520	0	0.0
Total for General Fund	199,911	216,804	203,083	231,798	28,715	14.1
Federal Resources						
Federal Grant Fund	389	1,380	1,638	0	-1,638	-100.0
Total for Federal Resources	389	1,380	1,638	0	-1,638	-100.0
Intra-District Funds						
Intra-District Funds	3,686	3,648	0	0	0	N/A
Total for Intra-District Funds	3,686	3,648	0	0	0	N/A
Gross Funds	203,986	221,833	204,721	231,798	27,077	13.2

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table FB0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table FB0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Fund	2,028.1	2,193.7	2,067.0	2,068.0	1.0	0.0
Total for General Fund	2,028.1	2,193.7	2,067.0	2,068.0	1.0	0.0
Federal Resources						
Federal Grant Fund	0.0	22.2	30.0	0.0	-30.0	-100.0
Total for Federal Resources	0.0	22.2	30.0	0.0	-30.0	-100.0
Total Proposed FTEs	2,028.1	2,215.9	2,097.0	2,068.0	-29.0	-1.4

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table FB0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FB0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	137,618	149,903	136,603	149,048	12,445	9.1
12 - Regular Pay - Other	672	1,377	1,841	1,459	-382	-20.8
13 - Additional Gross Pay	7,281	7,918	14,224	15,224	1,000	7.0
14 - Fringe Benefits - Current Personnel	23,527	24,239	26,352	26,189	-163	-0.6
15 - Overtime Pay	9,335	12,755	3,095	14,972	11,877	383.8
Subtotal Personal Services (PS)	178,434	196,192	182,114	206,891	24,777	13.6
20 - Supplies and Materials	5,057	5,368	4,697	4,125	-573	-12.2
31 - Telephone, Telegraph, Telegram, Etc	103	1	0	0	0	N/A
40 - Other Services and Charges	4,876	5,217	2,919	4,776	1,857	63.6
41 - Contractual Services - Other	7,206	6,726	6,740	8,013	1,273	18.9
50 - Subsidies and Transfers	6,705	7,029	7,029	7,029	0	0.0
70 - Equipment and Equipment Rental	1,605	1,292	1,221	963	-258	-21.2
91 - Expense Not Budgeted Others	0	8	0	0	0	N/A
Subtotal Nonpersonal Services (NPS)	25,552	25,641	22,607	24,906	2,300	10.2
Gross Funds	203,986	221,833	204,721	231,798	27,077	13.2

*Percent change is based on whole dollars.

Program Description

The Fire and Emergency Medical Services Department (FEMS) operates through the following 8 programs:

Fire Prevention and Education – provides investigation, public safety outreach, and inspection services to residents, property owners, and businesses so that they can have the information needed to prevent emergency incidents.

This program contains the following 4 activities:

- **Inspections** – executes facility inspections, building plan approvals, code enforcement, fire code advice, information, and referral services to residents, business owners and developers, and event planners in order to maintain required inspection coverage, ensure code compliance, and reduce occurrence of fires;
- **Investigations** – provides investigation and intervention services to property owners, occupants, and other victims in order to determine the origin and causes of fires that occur in the District of Columbia; performs public outreach and education efforts to prevent reoccurrence; and supports monetary recovery of property losses. This activity also supports the investigation of all fires determined to be caused by arson and facilitates the arrest of those responsible for the cause of those fires;
- **Public Outreach** – makes fire-safety and health education and information available to residents, property owners, and businesses so that they can prevent fire and emergency medical incidents; and
- **Technical Inspections** – performs facility inspections, building plan approvals, code enforcement, fire code advice, and information and referral services for residents, business owners, developers, and event planners in order to maintain required inspection coverage, ensure code compliance, and reduce fires. These include mandatory inspections that require a higher degree of knowledge by the inspector and may require the inspector to obtain additional certifications.

Field Operations – provides emergency medical service, fire suppression, rescue, and special operations services to citizens, visitors, and employees in order to minimize loss of life and property.

This program contains the following 4 activities:

- **Fire Rescue Operations** – provides fire suppression, fire rescue, property salvage and overhaul, and vehicle accident rescue and extrication;
- **Special Operations** – provides specialized rescue, evacuation, and pre-emergency planning services for those in danger during hazardous material incidents, Metro and rail emergencies, mass casualty incidents, and technical rescue incidents;
- **Emergency Medical Services Operations** – provides emergency medical services including pre-hospital basic/advanced life support care, emergency transport services, and public service assistance on non-emergency incidents; and
- **Homeland Security** – provides pre-emergency planning services for those in danger during possible terrorist incidents, including those involving weapons of mass destruction, and for response to natural disasters so that the District residents and visitors can be safely protected, rescued, and treated.

Employee Preparedness – provides employee wellness and specialized training services to employees so that they can meet prescribed standards and are prepared to safely perform the mission of the agency.

This program contains the following 2 activities:

- **Employee Wellness** – extends health and counseling services to FEMS employees so that they can be prepared to safely perform the mission of the agency; and
- **Specialized Training** – facilitates driver training, EMS certification, field operations training, recruit training, and other training services to FEMS employees so that they can meet prescribed standards.

Operations Support – provides emergency vehicle and facility maintenance and specialized network management services to employees so that they can perform their assigned duties in a safe, effective, and efficient manner.

This program contains the following 2 activities:

- **Field Infrastructure** – provides maintenance, repair, replacement of firehouses, and major capital improvements to firehouses and other facilities to keep them in operational condition and to provide emergency service providers with a functional base so that they can perform their assigned duties in an environment that is safe, code-compliant, and within accepted standards; and
- **Inventory Management** – maintains adequate levels of equipment and supply resources to employees so that they can perform their assigned duties in a safe, cost-effective, and efficient manner.

Policy and Planning – establishes strategic directions and coordinates District-consequential management for incidents. This program also identifies and addresses problems by developing initiatives to reduce mortality rates, property loss, and hazardous conditions. This program develops and implements regulations governing public safety, inter-agency response, inter-governmental coordination, and mitigation efforts. This program is also responsible for compliance with policy and Equal Employment Opportunity regulations.

This program contains the following 4 activities:

- **Office of Standards** – maintains the department’s policies and procedures, as well as national standards, for operational staff;
- **Office of Compliance** – enforces policies and procedures, as well as national standards, for operational staff;
- **Office of Equity and Diversity** – offers a mechanism for staff to insure that they are treated fairly without prejudice; and
- **Emergency Communications** – provides technological support so that communication is seamless and emergency dispatch is efficient.

State Safety Oversight – provides program standards and supporting procedures for the State Oversight and Security Agency, and reviews and approves all rail transit agency System Safety Plans.

Administrative Support (Agency Management) – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Agency Financial Operations – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Fire and Emergency Medical Services Department has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table FB0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table FB0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Administrative Support								
(1010) Personnel	1,697	887	938	51	5.3	5.0	6.0	1.0
(1015) Training and Employee Development	543	219	224	5	0.0	0.0	0.0	0.0
(1020) Contracting and Procurement	0	0	1,223	1,223	0.0	0.0	0.0	0.0
(1030) Property Management	6,463	7,029	7,029	0	0.0	0.0	0.0	0.0
(1040) Information Technology	1,689	1,452	1,367	-84	8.5	8.0	8.0	0.0
(1055) Risk Management	2,847	2,129	2,163	34	6.4	6.0	6.0	0.0
(1060) Legal Services	195	0	962	962	0.0	0.0	3.0	3.0
(1080) Communications	521	563	569	6	6.4	5.0	5.0	0.0
(1090) Performance Management	3,923	4,353	4,596	243	31.8	33.0	36.0	3.0
(1100) Legal Services	0	267	0	-267	0.0	0.0	0.0	0.0
Subtotal (1000) Administrative Support	17,878	16,899	19,071	2,172	58.3	57.0	64.0	7.0
(100F) Agency Financial Operations								
(110F) Agency Fiscal Officer Operations	408	411	449	38	4.2	4.0	4.0	0.0
(120F) Accounting Operations	239	222	237	15	3.2	3.0	3.0	0.0
(130F) Agency Financial Operations	683	739	786	47	5.3	5.0	5.0	0.0
Subtotal (100F) Agency Financial Operations	1,330	1,371	1,472	101	12.7	12.0	12.0	0.0
(2000) Fire Prevention and Education								
(2100) Inspections	2,729	3,005	3,198	193	35.0	32.0	32.0	0.0
(2200) Investigations	1,890	1,916	2,057	141	22.2	21.0	22.0	1.0
(2300) Public Outreach	292	621	618	-3	3.2	3.0	3.0	0.0
(2400) Technical Inspections	784	796	840	44	8.5	8.0	8.0	0.0
Subtotal (2000) Fire Prevention and Education	5,695	6,338	6,713	375	68.9	64.0	65.0	1.0
(3000) Field Operations								
(3200) Fire/Rescue Operations	159,651	144,591	165,278	20,687	1,768.7	1,679.0	1,625.0	-54.0
(3300) Special Operations	13,209	12,082	12,073	-9	131.4	123.0	113.0	-10.0
(3400) Emergency Medical Services Operations	3,652	3,717	4,212	495	0.0	0.0	0.0	0.0
(3500) Homeland Security	0	1	1	0	0.0	0.0	0.0	0.0
No Activity Assigned	0	0	0	0	0.0	0.0	0.0	0.0
Subtotal (3000) Field Operations	176,513	160,392	181,565	21,173	1,900.1	1,802.0	1,738.0	-64.0

(Continued on next page)

Table FB0-4 (Continued)

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(4000) Employee Preparedness								
(4100) Employee Wellness	4,210	4,113	4,978	864	1.1	1.0	1.0	0.0
(4200) Specialized Training	5,224	5,238	7,037	1,798	92.2	78.0	98.0	20.0
Subtotal (4000) Employee Preparedness	9,434	9,352	12,014	2,663	93.2	79.0	99.0	20.0
(5000) Operations Support								
(5100) Field Infrastructure	5,300	4,948	5,157	209	44.5	45.0	50.0	5.0
(5200) Inventory Management	2,634	2,187	1,984	-203	9.5	8.0	7.0	-1.0
Subtotal (5000) Operations Support	7,934	7,136	7,141	6	54.0	53.0	57.0	4.0
(6000) Policy and Planning								
(6010) Office of Standards	605	629	671	42	6.4	6.0	6.0	0.0
(6020) Office of Compliance	248	390	412	22	3.2	4.0	4.0	0.0
(6030) Office of Equity and Diversity	133	132	178	46	1.1	1.0	2.0	1.0
(6040) Emergency Communications	1,904	1,780	1,923	143	17.0	17.0	17.0	0.0
Subtotal (6000) Policy and Planning	2,889	2,931	3,184	253	27.6	28.0	29.0	1.0
(7000) State Safety Oversight Program								
(7010) Rail Safety	160	0	0	0	1.1	0.0	0.0	0.0
(7100) State Safety Oversight Program	0	302	637	335	0.0	2.0	4.0	2.0
Subtotal (7000) State Safety Oversight Program	160	302	637	335	1.1	2.0	4.0	2.0
Total Proposed Operating Budget	221,833	204,721	231,798	27,077	2,215.9	2,097.0	2,068.0	-29.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Fire and Emergency Medical Services Department's (FEMS) proposed FY 2016 gross budget is \$231,797,522, which represents a 13.2 percent increase over its FY 2015 approved gross budget of \$204,720,653. The budget is comprised of \$230,277,522 in Local funds and \$1,520,000 in Special Purpose Revenue funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

FEMS' FY 2016 CSFL budget is \$220,133,854, which represents an \$18,570,930, or 9.2 percent, increase over the FY 2015 approved Local funds budget of \$201,562,924.

CSFL Assumptions

The FY 2016 CSFL calculated for FEMS included adjustment entries that are not described in detail on table 5. These adjustments include an increase of \$14,206,681 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$304,568 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

FEMS' CSFL funding for recurring budget items reflects an adjustment for an increase of \$3,060,000 to account for longevity pay and contract escalations. Additionally, an adjustment was made for an increase of \$1,000,000 for the restoration of one-time salary lapse based on projected salary lapse savings in the FY 2015 approved budget. Adjustments were made for a decrease of \$209,414 and an increase of \$209,095 and 1.0 FTE for Other Adjustments to account for proper funding of compensation and classification reforms within the Workforce Investments fund for Compensation Groups 1 and 2, and the transfer of attorneys from the Office of the Attorney General, respectively.

Agency Budget Submission

The Fire and Emergency Medical Services Department (FEMS) reclassified 30 positions from the Employee Preparedness program to the Field Operations program. The reclassification is consistent with the agency's practice to assign all new trainees and Emergency Medical Technicians in the Training Academy to the Employee Preparedness program. Once the cadets complete their training and become Firefighter/Emergency Medical Paramedics, they are reassigned to one of the various houses/units and at that time they are transferred to the Field Operations program.

Increase: In Local funds, the proposed budget reflects an increase of \$204,971 and 3.0 Full-Time Equivalents (FTEs). Two of these positions are to provide staffing for the Rail Safety program, and the remaining position is to be funded with the agency's existing budget. The increase consists of \$650,958 and 13.0 FTEs in Regular Pay - Continuing Full Time, partially offset by a decrease of \$445,987 and 10.0 FTEs in Regular Pay - Other. Additionally, the agency proposes an increase of \$178,883 in nonpersonal services, mainly in the Administrative Support program, to fund the Purchase Card program to enhance easy tracking and accounting of the agency's purchase card activities. The increase in nonpersonal services consists of \$1,106,061 in Other Services and Charges and \$350,000 in Contractual Services - Other, partially offset by decreases of \$668,826 in Supplies and Materials, \$350,000 in Subsidies and Transfers, and \$258,352 in Equipment and Equipment Rental.

Decrease: In Local funds, the proposed budget reflects a net decrease of \$383,854 in personal services mainly in the Field Operations program. This decrease consists of \$1,383,854 in Fringe Benefits - Current Personnel, partially offset by an increase of \$1,000,000 in Additional Gross Pay.

In Federal Grant funds, the proposed budget reflects a reduction of \$1,637,729 and 30.0 FTEs. FEMS received a 2-year federal grant in fiscal year 2013. The grant, “Staffing for Adequate Fire and Emergency Response” (SAFER), was given to support the hiring of 30 Firefighter/Emergency Medical Technicians, including payment of their salaries and benefits for 24 months; the grant will expire during fiscal year 2015.

Technical Adjustment: In Local funds, the FEMS proposed budget includes an increase of \$12,376,974 to support an Overtime rate adjustment for the District of Columbia Fire and Emergency Medical Services Department and the International Association of Firefighters Local 36 that resulted in a ruling favorable to the union. The arbitration award was then approved by the District Council on July 31, 2014. The award requires the District to pay Overtime to members whose duties include fire suppression at the rate of time-and-a-half for all weekly hours over 42, averaged over a four-week period.

Mayor’s Proposed Budget

Enhance: In Local funds, the proposed budget supports an increase of \$214,380 and 2.0 FTEs in the Field Operations program. The increase will allow the agency to hire additional nurses to support continuous quality improvements.

Transfer-Out: In Local funds, the proposed budget reflects a transfer-out of \$102,214 and 1.0 FTE to the Office of Contracting and Procurement (OCP) to comply with the Procurement Practice Reform Act of 2010, which requires all OCP personnel to be presented in the agency’s budget.

District’s Proposed Budget

Reduce: In Local Funds, the personal services budget was reduced by \$2,345,471 and 4.0 FTEs across multiple divisions to support the District’s cost-savings initiative. This adjustment includes \$1,500,000 in salary lapse savings, \$500,000 in Overtime, and \$345,471 associated with 4.0 vacant positions.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table FB0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table FB0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		201,563	2,067.0
Other CSFL Adjustments	Multiple Programs	18,571	1.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		220,134	2,068.0
Technical Adjustment: To support negotiated Union pay adjustments	Field Operations	12,377	0.0
Increase: To support additional FTEs	Multiple Programs	205	3.0
Increase: To align funding with nonpersonal services costs	Multiple Programs	179	0.0
Decrease: To adjust personal services	Multiple Programs	-384	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		232,511	2,071.0
Enhance: Additional nurses for quality improvement	Field Operations	214	2.0
Transfer-Out: To OCP to support the Procurement Practices and Reform Act of 2010	Operations Support	-102	-1.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		232,623	2,072.0
Reduce: To streamline operation efficiency	Multiple Programs	-2,345	-4.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		230,278	2,068.0
FEDERAL GRANT FUNDS: FY 2015 Approved Budget and FTE		1,638	30.0
Eliminate: Due to SAFER grant expiration	Multiple Programs	-1,638	-30.0
FEDERAL GRANT FUNDS: FY 2016 Agency Budget Submission		0	0.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 Mayor's Proposed Budget		0	0.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 District's Proposed Budget		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		1,520	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		1,520	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		1,520	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		1,520	0.0
Gross for FB0 - Fire and Emergency Medical Services Department		231,798	2,068.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Operations Bureau¹

Objective 1: Help sick and injured patients by providing pre-hospital emergency medical care and ambulance transport.

Objective 2: Safeguard lives and property by controlling and extinguishing fires.

Objective 3: Safeguard lives and property by preparing for and responding to natural disasters or other catastrophic events.

KEY PERFORMANCE INDICATORS

Operations Bureau

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of critical medical calls with first EMT arriving within six minutes 30 seconds dispatch to scene ²	87.9%	90%	93.7%	90%	90%	90%
Average response time of first arriving EMT to critical medical calls (in minutes)	4.4	< 5	3.9	< 5	< 5	< 5
Percent of critical medical calls with first paramedic arriving within eight minutes, dispatch to scene ³	81.5%	90%	88%	90%	90%	90%
Average response time of first arriving paramedic to critical medical calls (in minutes) ⁴	5.9	< 6	5.2	< 6	< 6	< 6
Percent of critical medical calls with first transport unit arriving within 12 minutes, dispatch to scene	89.9%	90%	92.8%	90%	90%	90%
Average response time of first arriving transport unit to critical medical calls (in minutes)	7.05	< 9	6.4	< 9	< 9	< 9
Percent of hospital drop times 30 minutes or less	23.5%	50%	16.8%	50%	50%	50%
Average hospital drop time (in minutes)	42.5	< 30	46.1	< 30	< 30	< 30
Percent of structure fire calls with first fire truck arriving within six minutes, 30 seconds dispatch to scene ⁵	97.5%	90%	98.6%	90%	90%	90%
Average response time of first arriving fire truck to structure fire calls (in minutes)	2.6	< 4	2.5	< 4	< 4	< 4

Emergency Medical Services Bureau

Objective 1: Help sick and injured patients by providing pre-hospital and out-of-hospital healthcare services.

Objective 2: Continuously improve the quality of out-of-hospital medical care provided by department personnel.

KEY PERFORMANCE INDICATORS

Emergency Medical Services Bureau

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent decrease in 911 usage by Street Calls patients in a cohort ⁶	24.1%	50%	13.9% ⁷	50%	50%	50%
Percent of patients in cardiac arrest that arrive at a hospital with a pulse after resuscitative care was initiated ^{8,9}	Not Available	25%	19.9%	25%	25%	25%
Percent of patients with signs or symptoms of stroke that are transported to designated stroke center hospitals ¹⁰	Not Available	Not Available	Not Available	90%	90%	90%
Percent of patients surveyed indicating they were “satisfied” or “very satisfied” with Fire and EMS services during an EMS call ¹¹	91.8%	90%	92.7%	90%	90%	90%

Services Bureau¹²

Objective 1: Train and develop the department's workforce.

Objective 2: Administer human resources for the department's workforce.

Objective 3: Monitor and improve employee safety and wellness.

Objective 4: Manage buildings and other properties owned by the department.

Objective 5: Manage emergency apparatus and other vehicles owned by the department.

Objective 6: Support decision-making, communication and resource management by using information technology.

KEY PERFORMANCE INDICATORS

Services Bureau

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of department vehicles involved in accidents during emergency incident responses ¹³	85	< 100	136	< 100	< 100	< 100
Number of department personnel injured during emergency incident operations ¹⁴	307	< 175	297	< 175	< 175	< 175
Number of fire stations completing planned major repairs or complete renovation	0	1	2	1	1	1
Percent of ambulance fleet unavailable for daily operation ¹⁵	Not Available	Not Available	Not Available	20%	20%	20%
Percent of fire engine fleet unavailable for daily operation ¹⁶	Not Available	Not Available	Not Available	30%	25%	20%
Percent of fire ladder truck fleet unavailable for daily operation ¹⁷	Not Available	Not Available	Not Available	33%	28%	23%

Fire Prevention and Investigations Division¹⁸

Objective 1: Reduce threats to lives and property by preventing fires before they happen.

Objective 2: Investigate to determine the cause and origin of fires.

KEY PERFORMANCE INDICATORS

Fire Prevention and Investigations Division

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of residential structure fires per 1,000 residential structures ^{19,20}	4.8	< 4	4.85	< 4	< 4	< 4
Number of residential structure fires per 1,000 population ^{21,22}	1.2	< 1	1.21	< 1	< 1	< 1
Percent of residential structure fires contained to the room of origin ^{23,24,25}	80.7%	> 80%	82.4%	> 80%	> 80%	> 80%
Percent of residential structure fires contained to the structure of origin ^{26,27,28}	15.6%	< 20%	14.6%	< 20%	< 20%	< 20%
Total combined commercial and industrial structure fire incidents per 1,000 commercial and industrial structures ^{29,30}	3.8	< 15	5.0	< 15	< 15	< 15
End-of-fiscal year percent change in number of structural fires ³¹	12.1%	-5%	+5.4%	-5%	-5%	-5%
End-of-fiscal year number of civilian fire fatalities ³²	8	≤ 5	9	≤ 5	≤ 5	≤ 5
End-of-fiscal year number of civilian fire injuries ³³	71	≤ 50	82	≤ 50	≤ 50	≤ 50
End-of-fiscal year percent of arson fires cleared by arrest or exceptional means ^{34,35}	10.6%	> 25%	12.2%	> 25%	> 25%	> 25%
Total arson fires per 10,000 population ^{36,37}	4.3	< 2	3.29	< 2	< 2	< 2

Office of Communications

Objective 1: Communicate information to the public and media.

Objective 2: Reduce threats to lives and property through public education and intervention programs.

KEY PERFORMANCE INDICATORS

Office of Communications

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of neighborhood level fire safety presentations completed	763	500	623	500	500	500
Number of at-school fire safety presentations completed	198	50	153	50	50	50
Number of neighborhood-level health screenings completed	144	> 50	176	> 50	> 50	> 50
Number of smoke alarm installations	942	> 1,000	902	> 1,000	> 1,000	> 1,000
Number of car seat installations	1,059	1,500	1,257	1,500	1,500	1,500
Number of CPR program participants	1,634	> 1,000	1,037	> 1,000	> 1,000	> 1,000
Number of District-wide automatic external defibrillator (AED) registrations ³⁸	Not Available	> 100	580	> 600	> 700	> 800

Office of the Fire and Emergency Medical Services Chief

Objective 1: Work closely with the Executive Office of the Mayor, Deputy Mayor of Public Safety, and City Administrator to meet the needs of District residents while efficiently administering department services.

Objective 2: Continue to improve labor/management partnerships.

Objective 3: Use strategic level planning tools to improve services and better prepare for the future.

KEY PERFORMANCE INDICATORS

Office of the Fire and Emergency Medical Services Chief

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Average time in days to close Mayoral customer service work flows	6	7	1	7	7	7
Number of community group meetings scheduled and attended by executive managers	112	> 100	137	> 100	> 100	> 100
Number of labor/management planning activity meetings scheduled and attended by executive managers	21	12	24	12	12	12

Performance Plan Endnotes:

¹The EMS Bureau is responsible for continuous quality improvement (CQI) of patient care delivered by the Operations Bureau.

²National Fire Protection Association (NFPA) measure. “Response time” sums the measures of call “turnout time” (NFPA 1710, section 3.3.53.8) and “travel time” (NFPA 1710, section 3.3.53.7) as defined by NFPA 1710, section 4.1.2.1.

³Ibid.

⁴International City/County Management Association (ICMA) comparative measure (October, 2008).

⁵NFPA measure. “Response time” sums the measures of call “turnout time” (NFPA 1710, section 3.3.53.8) and “travel time” (NFPA 1710, section 3.3.53.7) as defined by NFPA 1710, section 4.1.2.1.

⁶A “cohort” is a group of patients tracked over the period of one year by the Street Calls Program.

⁷The group of patients tracked in the FY 2014 “cohort” is not the same group of patients tracked in the FY 2013 “cohort.” The numbers of patients in the original cohort declined after individuals were removed from the program. The FY 2014 “cohort” tracks a new group of patients with the most number of ambulance transports and ambulance crew contacts as identified by the Street Calls Program at the end of FY 2013. As such, the FY 2014 YTD and FY 2013 measures are not comparable.

⁸Cardiac arrest patients (with suspected cardiac etiologies) who sustained return of spontaneous circulation (ROSC) in out-of-hospital settings and maintained a heartbeat until arriving at a hospital after prolonged resuscitative care was initiated. This measure is tabulated from electronic patient care report (ePCR) data. This measure was changed beginning in FY 2015.

⁹International City/County Management Association (ICMA) comparative measure (October, 2008).

¹⁰Patients with signs or symptoms of stroke (correctly identified by Cincinnati Pre-hospital Stroke Scale and blood glucose measurements) arriving at designated stroke center hospitals. This measure is tabulated from ePCR data. This is a new measure beginning in FY 2015.

¹¹ICMA comparative measure (October, 2008).

¹²The Services Bureau is responsible for the management of essential functions that support department operations and cross multiple budget programs and activities on Table FB0-4.

¹³Accidents include vehicle “collisions” (an emergency vehicle striking another vehicle) or “incidents” (an emergency vehicle striking a stationary object) that occurred while an emergency vehicle was responding to a call or transporting a patient. This measure is tabulated from vehicle accident investigation form data completed by safety officers.

¹⁴Employee injuries that occurred during a fire or EMS call. This measure is tabulated from employee injury investigation form data completed by safety officers.

¹⁵Unusable vehicle hours, divided by total vehicle hours, for all vehicles within a classification. This measure is tabulated from FASTER Fleet Management System data. Unusable vehicle hours are the number of hours a vehicle was reported to be unavailable for use after arriving at the Apparatus Division or other location for maintenance or repair. Total vehicle hours are all hours within the reporting time period, multiplied by the number of vehicles within a classification. The number of vehicles and total vehicle hours for a classification may change on a quarterly basis as vehicles are removed or added to the vehicle fleet inventory. This is a new measure beginning in FY 2015.

¹⁶Ibid.

¹⁷Ibid.

¹⁸The Fire Prevention and Investigations Division is responsible for activities associated with Table FB0-4, “Fire Prevention and Education” (2000).

¹⁹This measure is tabulated from National Fire Incident Reporting System (NFIRS) data, required by the United States Fire Administration (USFA). All measures in this table with ICMA references combine NFIRS “property use” codes according to ICMA “service descriptors.” Each measure is tabulated from an ICMA report available in the Department’s fire records management system (FRMS) indicating that “extinguishment” took place during a “structure fire,” combined with other FRMS reports indicating that “extinguishment” occurred during a reported fire incident. Measures comparing counts of structures use 2011 “property type” information obtained from the District’s data warehouse. Measures comparing population counts use 2012 and 2013 information obtained from the United States Census Bureau.

²⁰ICMA comparative measure (October, 2008).

²¹This measure is tabulated from NFIRS data, required by USFA. All measures in this table with ICMA references combine NFIRS “property use” codes according to ICMA “service descriptors.” Each measure is tabulated from an ICMA report available in the Department’s FRMS indicating that “extinguishment” took place during a “structure fire,” combined with other FRMS reports indicating that “extinguishment” occurred during a reported fire incident. Measures comparing counts of structures use 2011 “property type” information obtained from the District’s data warehouse. Measures comparing population counts use 2012 and 2013 information obtained from the United States Census Bureau.

²²ICMA comparative measure (October, 2008).

²³“Room of origin” reflects the first level of fire containment. “Structure of origin,” reflects the second level of containment. Combining both measures equates to the effectiveness of controlling fire extension to other structures. For example, during FY 2014 (year to date), 97 percent of residential structure fires have been contained to the room or structure of origin.

²⁴This measure is tabulated from NFIRS data, required by USFA. All measures in this table with ICMA references combine NFIRS “property use” codes according to ICMA “service descriptors.” Each measure is tabulated from an ICMA report available in the department’s FRMS indicating that “extinguishment” took place during a “structure fire,” combined with other FRMS reports indicating that “extinguishment” occurred during a reported fire incident. Measures comparing counts of structures use 2011 “property type” information obtained from the District’s data warehouse. Measures comparing population counts use 2012 and 2013 information obtained from the United States Census Bureau.

²⁵ICMA comparative measure (October, 2008).

²⁶“Room of origin” reflects the first level of fire containment. “Structure of origin,” reflects the second level of containment. Combining both measures equates to the effectiveness of controlling fire extension to other structures. For example, during FY 2014 (year to date), 97 percent of residential structure fires have been contained to the room or structure of origin.

²⁷This measure is tabulated from NFIRS data, required by USFA. All measures in this table with ICMA references combine NFIRS “property use” codes according to ICMA “service descriptors.” Each measure is tabulated from an ICMA report available in the department’s FRMS indicating that “extinguishment” took place during a “structure fire,” combined with other FRMS reports indicating that “extinguishment” occurred during a reported fire incident. Measures comparing counts of structures use 2011 “property type” information obtained from the District’s data warehouse. Measures comparing population counts use 2012 and 2013 information obtained from the United States Census Bureau.

²⁸ICMA comparative measure (October, 2008).

²⁹This measure is tabulated from NFIRS data, required by USFA. All measures in this table with ICMA references combine NFIRS “property use” codes according to ICMA “service descriptors.” Each measure is tabulated from an ICMA report available in the department’s FRMS indicating that “extinguishment” took place during a “structure fire,” combined with other FRMS reports indicating that “extinguishment” occurred during a reported fire incident. Measures comparing counts of structures use 2011 “property type” information obtained from the District’s data warehouse. Measures comparing population counts use 2012 and 2013 information obtained from the United States Census Bureau.

³⁰ICMA comparative measure (October, 2008).

³¹This measure is tabulated from NFIRS data, required by USFA. All measures in this table with ICMA references combine NFIRS “property use” codes according to ICMA “service descriptors.” Each measure is tabulated from an ICMA report available in the department’s FRMS indicating that “extinguishment” took place during a “structure fire,” combined with other FRMS reports indicating that “extinguishment” occurred during a reported fire incident. Measures comparing counts of structures use 2011 “property type” information obtained from the District’s data warehouse. Measures comparing population counts use 2012 and 2013 information obtained from the United States Census Bureau.

³²USFA measure.

³³Ibid.

³⁴This measure is tabulated from Fire Investigator Uniform Crime Reporting (UCR) data. According to the 2004 FBI UCR Handbook, “arson” is a property crime defined as “any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.” “Arson” includes “structural,” “mobile” and “other” property classifications.

³⁵This measure is tabulated from Fire Investigator UCR data. According to the 2004 FBI UCR Handbook, an “arson” offense is cleared by arrest “when at least one person is (1) arrested, (2) charged with the commission of the offense, and (3) turned over to the court for prosecution (whether following arrest, court summons, or police notice).” An “arson” offense cleared by exceptional means (1) the “identity of the offender” can be “definitely established” during the investigation, (2) enough information exists to “support an arrest, charge, and turning over to the court for prosecution,” (3) “the exact location of the offender (is) known so the subject (can) be taken into custody now,” and (4) “some reason, outside law enforcement control,” exists “that precludes arresting, charging, and prosecuting the offender.” Arson fire cases may not be cleared in the same fiscal year they occur. For example, an arson fire that occurred in FY 2013 might not be cleared by an arrest until FY 2014. As such, arson fire clearance rates for previous fiscal years may be updated by new Performance Management Plans published during subsequent fiscal years. Population counts use 2012 and 2013 information obtained from the United States Census Bureau.

³⁶This measure is tabulated from Fire Investigator Uniform Crime Reporting (UCR) data. According to the 2004 FBI UCR Handbook, “arson” is a property crime defined as “any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.” “Arson” includes “structural,” “mobile” and “other” property classifications.

³⁷ICMA comparative measure (October, 2008).

³⁸Beginning in FY 2014, this measure tracks all AED devices currently registered during the reporting period. One AED registration may include more than one device. The count reflects new and re-registered devices after a 4-year registration period expired. The FY 2013 value, as reported by the department’s FY 2013 Performance Accountability Report (PAR), could not be recalculated to reflect the change in measurement definition. As such, only the FY 2014 YTD value is shown. The projected values were also revised to reflect the change in measurement definition.

Police Officers' and Fire Fighters' Retirement System

www.dcrb.dc.gov

Telephone: 202-343-3200

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$109,199,482	\$111,330,000	\$136,115,000	22.3

The mission of the Police Officers' and Fire Fighters' Retirement System is to provide the District's required contribution as the employer to these two pension funds, which are administered by the District of Columbia Retirement Board (DCRB).

Summary of Services

Under provisions of the Police Officers, Fire Fighters, and Teachers Retirement Benefit Replacement Plan Act of 1998 ("the Act"), the federal government assumed the District's unfunded pension liability for the retirement plans for teachers, police officers, fire fighters, and judges. Pursuant to the Act, the federal government will pay the retirement and death benefits, and a defined share of disability benefits, for employees for service accrued prior to July 1, 1997. The costs for benefits earned after June 30, 1997 are the responsibility of the Government of the District of Columbia. This budget reflects the required annual District contribution to fund these earned benefits. Pursuant to District Code section 1-907.02(a) (2006 Repl.), the District is required to budget the pension contribution at an amount equal to, or greater than, the amount certified by the DCRB on the basis of a prescribed actuarial study and formula calculation that is set forth in section 1-907.03. On January 7, 2015, DCRB transmitted the certified contribution for inclusion in the District's FY 2016 proposed budget, as reflected in this chapter.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table FD0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FD0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	96,314	109,199	111,330	136,115	24,785	22.3
Total for General Fund	96,314	109,199	111,330	136,115	24,785	22.3
Gross Funds	96,314	109,199	111,330	136,115	24,785	22.3

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table FD0-2 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FD0-2
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
50 - Subsidies and Transfers	96,314	109,199	111,330	136,115	24,785	22.3
Subtotal Nonpersonal Services (NPS)	96,314	109,199	111,330	136,115	24,785	22.3
Gross Funds	96,314	109,199	111,330	136,115	24,785	22.3

*Percent change is based on whole dollars.

Program Description

The Police Officers' and Fire Fighters' Retirement System operates through the following program:

Police/Fire Fighters' Retirement System – D.C. Code section 1-907.02(a) requires the District to appropriate funds that are equal to, or greater than, the actuarially determined amount certified by the DCRB on the basis of a prescribed actuarial study and formula calculation that is set forth in section 1-907.03.

Program Structure Change

The Police Officers' and Fire Fighters' Retirement System has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table FD0-3 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides FY 2014 actual data.

Table FD0-3

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Police / Fire Fighters' Retirement System								
(1100) Police / Fire Fighters' Retirement System	109,199	111,330	136,115	24,785	0.0	0.0	0.0	0.0
Subtotal (1000) Police/Fire Fighters' Retirement System	109,199	111,330	136,115	24,785	0.0	0.0	0.0	0.0
Total Proposed Operating Budget	109,199	111,330	136,115	24,785	0.0	0.0	0.0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Police Officers' and Fire Fighters' Retirement System's proposed FY 2016 gross budget is \$136,115,000, which represents a 22.3 percent increase over its FY 2015 approved gross budget of \$111,330,000. The budget is comprised entirely of Local funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 4 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

The Police Officers' and Fire Fighters' Retirement System's FY 2016 CSFL budget is \$116,896,500, which represents a \$5,566,500, or 5.0 percent, increase over the FY 2015 approved Local funds budget of \$111,330,000.

Agency Budget Submission

Increase: The pension contribution increased by \$19,218,500, based on an actuarial report certified by the District of Columbia Retirement Board and transmitted to the Mayor in a letter dated January 7, 2015.

The projected FY 2016 retirement contribution for Police Officers is \$76,494,000 which represents a 10.3 percent increase over the FY 2015 contribution of \$69,367,000. Additionally, the projected retirement contribution for Fire Fighters is \$59,621,000, which represents a 42.1 percent increase over the FY 2015 contribution of \$41,963,000.

Mayor's Proposed Budget

No Change: The Police Officers' and Fire Fighters' Retirement System's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

District's Proposed Budget

No Change: The Police Officers' and Fire Fighters' Retirement System's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table FD0-4 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table FD0-4

(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		111,330	0.0
Other CSFL Adjustments	Police / Firefighters' Retirement System	5,566	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		116,896	0.0
Increase: Actuarial increase to Retirement System	Police / Firefighters' Retirement System	19,218	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		136,115	0.0
No Change		0	0.0
LOCAL FUND: FY 2016 Mayor's Proposed Budget		136,115	0.0
No Change		0	0.0
LOCAL FUND: FY 2016 District's Proposed Budget		136,115	0.0
Gross for FD0 - Police Officers' and Fire Fighters' Retirement System		136,115	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Department of Corrections

www.doc.dc.gov

Telephone: 202-673-7316

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$135,559,296	\$151,579,311	\$150,918,875	-0.4
FTEs	893.8	936.0	932.0	-0.4

The mission of the Department of Corrections (DOC) is to provide a safe, secure, orderly and humane environment for the confinement of pretrial detainees and sentenced inmates, while affording those in custody meaningful rehabilitative opportunities for successful community reintegration.

Summary of Services

The DOC operates the Central Detention Facility (CDF) and houses inmates in the Correctional Treatment Facility (CTF) through a contract with the Corrections Corporation of America; both facilities are accredited by the American Correctional Association. The department contracts private halfway houses: These are often used as alternatives to incarceration.

Like other municipal jails, 75 to 85 percent of inmates in DOC's custody have one or more outstanding legal matters that require detention, and median lengths of stay for released inmates are 31 days or less. Ninety-three percent of DOC's inmates are male. DOC also houses female inmates and a small number of juveniles charged as adults at the CTF.

Each facility offers inmates a number of programs and services that support successful community re-entry. These include: Residential Substance Abuse Treatment (RSAT), Re-entry Preparation, Institutional Work Details and Community Work Squads, Special Education through the District of Columbia Public Schools, and Adult Education and GED Preparation provided by DOC. American Correctional Association and National Commission on Correctional Health Care accredited comprehensive health and mental health services are provided through Unity Health Care (contractual) and the D.C. Department of Behavioral Health. In addition, inmates are provided personal adjustment and support services, such as food services, laundry, visitation, law library, and grievance resolution. DOC facilities operate 24 hours a day, 365 days a year.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table FL0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FL0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Fund	110,996	114,521	123,149	122,176	-974	-0.8
Special Purpose Revenue Funds	19,616	20,792	28,260	28,557	297	1.1
Total for General Fund	130,612	135,313	151,410	150,733	-677	-0.4
Intra-District Funds						
Intra-District Funds	517	247	169	186	17	9.8
Total for Intra-District Funds	517	247	169	186	17	9.8
Gross Funds	131,129	135,559	151,579	150,919	-660	-0.4

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table FL0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table FL0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Fund	847.1	886.4	915.2	906.2	-9.0	-1.0
Special Purpose Revenue Funds	14.3	7.5	20.0	25.0	5.0	25.0
Total for General Fund	861.4	893.8	935.2	931.2	-4.0	-0.4
Intra-District Funds						
Intra-District Funds	2.4	0.0	0.8	0.8	0.0	0.0
Total for Intra-District Funds	2.4	0.0	0.8	0.8	0.0	0.0
Total Proposed FTEs	863.8	893.8	936.0	932.0	-4.0	-0.4

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table FL0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FL0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	46,114	49,971	55,067	56,291	1,225	2.2
12 - Regular Pay - Other	1,626	295	526	1,219	692	131.5
13 - Additional Gross Pay	4,178	4,528	3,801	4,300	499	13.1
14 - Fringe Benefits - Current Personnel	13,145	13,476	16,082	15,999	-84	-0.5
15 - Overtime Pay	2,146	3,862	2,500	2,700	200	8.0
Subtotal Personal Services (PS)	67,210	72,132	77,977	80,508	2,531	3.2
20 - Supplies and Materials	5,603	5,817	6,487	6,852	365	5.6
31 - Telephone, Telegraph, Telegram, Etc	20	0	60	0	-60	-100.0
32 - Rentals - Land and Structures	2,792	2,792	2,792	2,792	0	0.0
40 - Other Services and Charges	3,232	2,713	4,381	3,846	-535	-12.2
41 - Contractual Services - Other	48,638	50,691	57,012	54,986	-2,027	-3.6
50 - Subsidies and Transfers	190	174	180	233	53	29.4
70 - Equipment and Equipment Rental	3,442	1,241	2,690	1,701	-989	-36.8
Subtotal Nonpersonal Services (NPS)	63,918	63,427	73,603	70,411	-3,192	-4.3
Gross Funds	131,129	135,559	151,579	150,919	-660	-0.4

*Percent change is based on whole dollars.

Division Description

The Department of Corrections operates through the following 5 divisions:

Inmate Services – provides services necessary to ensure humane, hygienic, and constitutionally mandated care of inmates.

This division contains the following 3 activities:

- **Inmate Personal Services** – provides for inmates’ personal needs and ensures that each service is provided in a timely, accurate, and economical manner;
- **Inmate Adjustment and Development Support** – provides inmates with opportunities for personal development and facilitates adjustment to institutional custody; and
- **Inmate Health Services** – provides constitutionally mandated levels of health care to inmates in DOC custody.

Inmate Custody – provides facilities and technology to detain pretrial defendants and sentenced misdemeanants safely and securely, and in accordance with constitutional requirements.

This division contains the following 3 activities:

- **Institutional Security and Control** – provides effective management of arrestee and inmate populations and ensures safe and secure DOC-administered detention environments, inmate transportation, and off-site security such as medical outposts;
- **Security Enhancement** – provides operational technologies that improve institutional security; and
- **Community Corrections** – provides community support and involvement for sentenced misdemeanants and pretrial inmates awaiting adjudication of charges.

Office of Returning Citizens Affairs – an independent agency, budgeted together with the Department of Corrections, serves as a liaison between the Mayor, the returning citizen community, and District government agencies; and briefs the Mayor and District government agencies on the needs and interests of returning citizens of the District of Columbia. This program also provides constituent services and information to the returning citizen community through programmatic activities and outreach materials.

Agency Management – provides the administrative support required to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

Agency Financial Operations – provides comprehensive financial management services to, and on behalf of, District agencies so the financial integrity of the District of Columbia can be maintained. This division is standard for all agencies using performance-based budgeting.

Division Structure Change

The Department of Corrections has no division structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Division and Activity

Table FL0-4 contains the proposed FY 2016 budget by division and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table FL0-4

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(100F) Agency Financial Operations								
(110F) Budget Operations	235	266	305	39	1.9	2.0	2.0	0.0
(120F) Accounting Operations	437	391	433	42	5.8	3.0	3.0	0.0
(130F) ACFO	179	307	322	15	1.0	4.0	4.0	
Subtotal (100F) Agency Financial Operations	850	964	1,060	96	8.7	9.0	9.0	0.0
(1100) Agency Management Programs								
(1110) Executive Direction and Support	3,134	3,861	3,694	-168	21.3	29.0	31.0	2.0
(1120) Human Resources Management	1,523	2,378	2,415	37	15.5	17.0	20.0	3.0
(1130) Management Control	1,300	2,009	2,084	75	13.6	21.0	17.0	-4.0
(1140) Information Technology	3,244	0	0	0	11.6	0.0	0.0	0.0
(1145) Technology Support	0	4,177	3,968	-209	0.0	15.0	15.0	0.0
(1150) Agency Operations Support	2,041	2,428	1,929	-499	8.7	9.0	7.0	-2.0
(1160) Facility Services	0	4,705	5,321	616	0.0	38.0	35.0	-3.0
Subtotal (1100) Agency Management Programs	11,242	19,559	19,412	-147	70.7	129.0	125.0	-4.0
(2100) Office of Community Affairs								
(2101) Office of Returning Citizens	334	0	0	0	2.9	0.0	0.0	0.0
Subtotal (2100) Office Of Community Affairs	334	0	0	0	2.9	0.0	0.0	0.0
(2500) Inmate Services								
(2510) Inmate Personal Services	7,808	9,025	8,682	-343	23.6	28.0	21.0	-7.0
(2520) Inmate Adjustment/Developmental Support	2,350	8,056	7,664	-392	27.1	88.0	77.0	-11.0
(2530) Inmate Health Services	31,650	29,166	30,006	840	49.4	54.0	32.0	-22.0
Subtotal (2500) Inmate Services	41,808	46,247	46,352	104	100.2	170.0	130.0	-40.0
(3600) Inmate Custody								
(3605) Institutional Security and Control	0	80,914	81,026	111	0.0	616.0	650.0	34.0
(3610) Internal Security and Control Services	41,796	0	0	0	527.5	0.0	0.0	0.0
(3615) Security Enhancement	0	788	397	-391	0.0	6.0	6.0	0.0
(3620) External Security and Control Services	23,881	0	0	0	26.9	0.0	0.0	0.0
(3630) Community Corrections	2,239	2,731	2,256	-475	2.9	2.0	8.0	6.0
(3635) CCB-Central Cell Block Security	2,887	0	0	0	36.8	0.0	0.0	0.0
Subtotal (3600) Inmate Custody	70,803	84,433	83,678	-755	594.1	624.0	664.0	40.0

(Continued on next page)

Table FL0-4

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(4800) Institutional Support Services								
(4810) Inmate Status Documentation	5,519	0	0	0	78.5	0.0	0.0	0.0
(4820) Facility Services	5,002	0	0	0	38.8	0.0	0.0	0.0
Subtotal (4800) Institutional Support Services	10,521	0	0	0	117.2	0.0	0.0	0.0
(4900) Community Affairs								
(4901) Office of Returning Citizens	0	376	416	40	0.0	4.0	4.0	0.0
Subtotal (4900) Community Affairs	0	376	416	40	0.0	4.0	4.0	0.0
Total Proposed Operating Budget	135,559	151,579	150,919	-660	893.8	936.0	932.0	-4.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's divisions, please see **Schedule 30-PBB Program Summary** by Activity in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Department of Corrections' (DOC) proposed FY 2016 gross budget is \$150,918,875, which represents a 0.4 percent decrease from its FY 2015 approved gross budget of \$151,579,311. The budget is comprised of \$122,175,524 in Local funds, \$28,557,323 in Special Purpose Revenue funds, and \$186,029 in Intra-District funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple divisions, and it estimates how much it would cost an agency to continue its current divisions and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

DOC's FY 2016 CSFL budget is \$125,765,095, which represents a \$2,615,687, or 2.1 percent, increase over the FY 2015 approved Local funds budget of \$123,149,408.

CSFL Assumptions

The FY 2016 CSFL calculated for DOC included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$2,022,035 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$903,642 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

DOC's CSFL funding for the restoration of one-time salary lapse reflects an increase of \$500,000 in personal services costs that was based on salary lapses in the FY 2015 approved budget. Additionally, an adjustment was made for a decrease of \$809,990 for Other Adjustments to account for proper funding of compensation and classification reforms within the Workforce Investments fund for Compensation Groups 1 and 2.

Agency Budget Submission

The Department of Corrections (DOC) realigned its programs to attain a better framework for planning, programming and budgeting. Additionally, the agency has implemented a performance-based budgeting strategy to better reflect the agency's programmatic activities. As part of this initiative, DOC realigned personnel between the Inmate Services and Inmate Custody divisions.

Increase: In order to align the budget in Local funds with operational goals, DOC reallocated its resources from the Inmate Services division by increasing the budget, mainly in the Inmate Custody division in the amount of \$2,628,721. Most of the increase supports projected overtime cost based on actual historical spending and pharmaceuticals, medical, office, and security supplies.

In Special Purpose Revenue (SPR) funds, DOC proposed an increase of \$296,874 and 5.0 FTEs. The additional revenue was derived from Corrections Trustee Reimbursement in the amount of \$537,058, and Corrections Reimbursement in the amount of \$209,188. This was partially offset by projected decreases in Concession Income in the amount of \$300,000 and Welfare Account in the amount of \$149,372. SPR funds in DOC support the Agency Management, Inmate Services, and Inmate Custody divisions.

DOC's Intra-District funds budget is generated through the use of inmates to provide services to the District Department of Public Works, Department of General Services, and Department of Transportation. These services are provided through the Inmate Work Squad program. DOC's Intra-District arrangements support the Agency Management, Inmate Custody, and Inmate Services divisions. Based on projected changes to existing intra-District obligations, the FY 2016 budget submission proposes an increase of \$16,575 across multiple divisions.

Decrease: In Local funds, DOC realized savings of \$149,686 from a reduction of 2.0 FTEs in support of the agency's realignment. Additional resources were redirected mainly from the Inmate Services division in the amount of \$2,479,035. Most of the reduction is derived from contractual services savings due to projected lower inmate population.

Mayor's Proposed Budget

Reduce: In Local funds, the DOC proposed budget reflects a reduction of \$384,148 in nonpersonal services across multiple divisions, \$770,000 in overtime in the Inmate Custody division, and \$909,123 in contractual services to right-size the budget for Halfway Houses in the Inmate Custody division.

Transfer-Out: In Local funds, the proposed budget reflects a transfer out of \$239,044 and 3.0 FTEs to the Office of Contracting and Procurement to support the Procurement Practices Reform Act of 2010, which requires that all Contracting and Procurement personnel be presented in the agency's budget to enhance transparency.

District's Proposed Budget

Reduce: In Local funds, the proposed budget was reduced by \$1,287,256 and 4.0 FTEs to streamline operation efficiency. This adjustment includes \$530,000 in overtime costs, \$287,256 and 4.0 vacant FTE positions, \$250,000 in salary lapse savings, and \$220,000 to reflect pharmaceutical contract savings. These reductions support the District's costs-saving initiative.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table FL0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table FL0-5
(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		123,149	915.2
Other CSFL Adjustments	Multiple Programs	2,616	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		125,765	915.2
Increase: To adjust personal services	Multiple Programs	2,629	0.0
Decrease: To recognize savings from a reduction in FTEs	Multiple Programs	-150	-2.0
Decrease: To align funding with nonpersonal services costs	Multiple Programs	-2,479	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		125,765	913.2
Reduce: In nonpersonal services	Multiple Programs	-384	0.0
Reduce: In overtime	Inmate Custody	-770	0.0
Reduce: Funding for Halfway House	Inmate Custody	-909	0.0
Transfer-Out: To OCP for Procurement Practice and Reform Act of 2010	Multiple Programs	-239	-3.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		123,463	910.2
Reduce: To streamline operation efficiency	Multiple Programs	-1,287	-4.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		122,176	906.2
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		28,260	20.0
Increase: To support additional FTEs	Multiple Programs	297	5.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		28,557	25.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		28,557	25.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		28,557	25.0
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		169	0.8
Increase: To align budget with projected revenues	Multiple Programs	17	0.0
INTRA-DISTRICT FUNDS: FY 2016 Agency Budget Submission		186	0.8
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		186	0.8
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		186	0.8
Gross for FL0 - Department of Corrections		150,919	932.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Agency Management Services

Objective 1: Improve economy, efficiency and effectiveness of agency operations.

Objective 2: Upgrade workforce.

KEY PERFORMANCE INDICATORS

Agency Management Services

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Federal Revenue Reimbursement Rate (Dollars reimbursed divided by dollars billed)	99.8%	85%	94.3%	85%	85%	85%
Priority 1 Maintenance and Repair Completion Rate (Percent of priority 1 maintenance and repair requests completed within 8 hours)	70%	80%	86.7%	80%	80%	80%

Inmate Custody

Objective 1: Foster environment that promotes safety for inmates, staff, visitors and the community-at-large.

Objective 2: Provide timely and accurate inmate documents and risk assessments.

KEY PERFORMANCE INDICATORS

Inmate Custody

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Inmate on Inmate Assault Rate (Assaults per 10,000 inmate-days)	1.1	1.0	1.2	0.8	0.6	0.6
Inmate on Staff Assault Rate (Assaults per 10,000 inmate-days)	0.3	1.0	0.4	0.8	0.8	0.8
Percent of Disciplinary Reports Adjudicated as Charged	72.9%	85%	30.1%	80%	80%	80%
Percent of Inmate on Staff Assaults resulting in requests for criminal prosecution annually ¹	Not Available	Not Available	62.4%	65%	65%	65%
Percent of Contraband Seizures resulting in requests for criminal prosecution annually ²	Not Available	Not Available	53.3%	40%	42%	45%
Delayed Release Rate	0.0%	0.4%	0.0%	0.4%	0.4%	0.4%
Erroneous Release Rate	0.02%	0.02%	0.0%	0.06%	0.05%	0.05%
Inmates served by video-visitation program (CDF)	49.2%	50%	49.6%	50%	50%	50%

(Continued on next page)

Inmate Services

Objective 1: Improve inmate education, job skill levels, and facilitate successful community re-integration.

Objective 2: Maintain/improve inmate physical and mental health.

Objective 3: Support District sustainability initiatives.

KEY PERFORMANCE INDICATORS

Inmate Services

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Inmates served by re-entry program annually	182	200	191	200	200	200
Inmates served by educational programs or receiving educational counseling services	486	500	343	Not Available	Not Available	Not Available ³
Percent of Inmates who passed GED exams ⁴	53.6%	55%	70%	60%	60%	60%
Inmates served by DCPS ⁵	Not Available	17	15	17	16	15
Percent of inmates released to community with required medications	90.4%	90%	90.8%	90%	90%	90%
Inmate pharmaceuticals expenditure variance 10 percent	10%	14%	10%	10%	10%	10%
Inmates served by substance abuse treatment program annually	404	300	293	Not Available	Not Available	Not Available
Inmates served by RSAT annually ⁶	Not Available	200	293	210	210	210
Number of unresolved inmate grievances outstanding more than 30 days ⁷	238	200	266	200	200	200

Performance Plan Endnotes:

¹Since the time this metric was first reported, the number of incidents have decreased; however, the severity of incidents is such that most merit forwarding for prosecution. Successful prosecution tends to damp both incidence and severity of assaults; therefore, the projections in out-years have been downward adjusted from FY 2013 actuals.

²The Department of Corrections (DOC) is changing the metric to reflect the part of the process controlled by DOC, the referral for prosecution.

³This has been discontinued and is no longer tracked in Key Performance Indicator (KPI).

⁴Projections are slightly higher in out-years based on the assumption that DOC will be authorized for an additional GED instructor.

⁵The slight downward projection in the out-years reflects declining inmate population.

⁶This is an annual metric that reflects the distinct count of inmates (unique persons) who were served by the Residential Substance Abuse Treatment RSAT program.

⁷In response to inmate advocate requests, DOC now reports total unresolved grievances, both Inmate Grievance Process, and Informal Resolution Complaints outstanding more than 30 days.

District of Columbia National Guard

www.dcnationalguard.com

Telephone: 202-685-9978

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$8,802,702	\$12,704,408	\$13,316,645	4.8
FTEs	94.3	126.0	127.0	0.8

Joint Force Headquarters - District of Columbia (JFHQ-DC) maintains and provides trained and ready D.C. National Guard (DCNG) units, personnel, and equipment to achieve the federal war-fighting mission, to support the District of Columbia Emergency Response Plan, and to add value to the community through local programs. JFHQ-DC facilitates the integration of federal and state activities to provide expertise and situational awareness to the District of Columbia and the Department of Defense.

Summary of Services

Federal Mission: Support the readiness of D.C. National Guard (DCNG) units to perform federally assigned missions, both at home and abroad. District of Columbia personnel provides direct support to key functional areas including operations, training, and readiness, to ensure DCNG units can defend the nation and the capital. **District Mission - Emergency Preparedness/Emergency Response:** Prepare for and respond to requests for National Guard support from the Mayor, lead federal agencies within the National Capital Region, and Joint Force Headquarters - National Capital Region (JFHQ - NCR). **Community Mission:** Maximize the use of available Department of Defense family and youth programs to support the citizens of the District of Columbia.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table FK0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FK0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	2,641	3,898	5,066	5,026	-40	-0.8
Total for General Fund	2,641	3,898	5,066	5,026	-40	-0.8
Federal Resources						
Federal Payments	306	194	435	435	0	0.0
Federal Grant Funds	3,992	4,711	7,204	7,855	652	9.0
Total for Federal Resources	4,298	4,905	7,639	8,290	652	8.5
Gross Funds	6,939	8,803	12,704	13,317	612	4.8

*Percent change is based on whole dollars.

Notes: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table FK0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table FK0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	26.0	41.4	41.2	39.5	-1.8	-4.2
Total for General Fund	26.0	41.4	41.2	39.5	-1.8	-4.2
Federal Resources						
Federal Grant Funds	44.5	52.8	84.8	87.5	2.8	3.3
Total for Federal Resources	44.5	52.8	84.8	87.5	2.8	3.3
Total Proposed FTEs	70.5	94.3	126.0	127.0	1.0	0.8

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table FK0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FK0-3
(dollars in thousands)

	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
Comptroller Source Group						
11 - Regular Pay - Continuing Full Time	3,140	4,244	3,609	4,440	832	23.0
12 - Regular Pay - Other	163	338	2,719	2,213	-505	-18.6
13 - Additional Gross Pay	25	72	83	141	57	69.2
14 - Fringe Benefits - Current Personnel	647	991	1,322	1,251	-72	-5.4
15 - Overtime Pay	56	199	142	147	5	3.6
Subtotal Personal Services (PS)	4,030	5,844	7,875	8,192	317	4.0
20 - Supplies and Materials	338	221	328	330	2	0.6
30 - Energy, Communication and Building Rentals	372	476	506	563	56	11.1
31 - Telephone, Telegraph, Telegram, Etc.	11	19	16	24	8	50.0
40 - Other Services and Charges	518	1,523	2,637	2,927	291	11.0
41 - Contractual Services - Other	394	388	616	616	0	0.0
50 - Subsidies and Transfers	256	249	549	549	0	0.0
70 - Equipment and Equipment Rental	1,020	83	177	115	-62	-35.0
Subtotal Nonpersonal Services (NPS)	2,909	2,959	4,830	5,124	295	6.1
Gross Funds	6,939	8,803	12,704	13,317	612	4.8

*Percent change is based on whole dollars.

Program Description

The District of Columbia National Guard operates through the following 3 programs:

Youth Programs – sponsors a variety of programs for youth, including the National Guard Youth ChalleNGe program and a Youth Leaders’ Camp.

This program contains the following 2 activities:

- **ChalleNGe** – is a voluntary community-based program that leads, trains, and mentors at-risk youth; and
- **Youth Leaders’ Camp** – is a free, annual 14-day residential camp that provides youth an opportunity to learn and implement principles of leadership, citizenship, and sportsmanship.

Joint Force Headquarters, D.C. – maintains trained and equipped forces in a state of readiness, prepared to respond to Presidential orders to support federal and District government agencies. DCNG also provides continuous assistance to District public safety agencies. Non-deployable personnel are required to maintain continuity of operations under Title 49, Military, of the D.C. Official Code.

This program contains the following 10 activities:

- **Command Element** – provides leadership and direction to agency command staff in all matters pertaining to military support, training, Joint Air, and Joint Counter Drug Operations;
- **U.S. Property and Fiscal Office** – provides comprehensive and efficient financial management services, including contract administration, appropriate federal billings, and the transfer of federal funds;
- **Army Aviation Support Facility (AASF)** – supports the military aviation unit within the command;
- **J1 Personnel/Human Resource Office** – is the military personnel branch of the agency;
- **Department of Engineering** and **Department of Engineering - Air** – provides agency facilities planning, maintenance, and repair services;
- **J3/Operations** and **J3/Electronics Security Systems** – is the planning, operations, and training branch, which ensures that troops are combat ready; and
- **J6/IT** and **J6/IT – Distance Learning** – maintains secure technologies to produce and communicate information within and between the various military command elements.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The District of Columbia National Guard has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table FK0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table FK0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1010) Administrative Service	301	312	389	77	4.2	4.0	5.0	1.0
(1015) Training and Employee Development	94	483	483	0	0.0	0.0	0.0	0.0
(1020) Contracting and Procurement	258	373	271	-103	2.1	3.0	2.0	-1.0
(1030) Property Management	1,683	2,817	2,873	56	0.0	0.0	0.0	0.0
(1050) Financial Services	67	75	76	1	1.0	1.0	1.0	0.0
(1070) Risk Management	43	55	58	2	1.0	1.0	1.0	0.0
(110F) Agency Financial Operations	96	110	116	5	1.0	1.0	1.0	0.0
Subtotal (1000) Agency Management	2,542	4,226	4,266	40	9.4	10.0	10.0	0.0
(4000) Youth Programs								
(4010) ChalleNGe	3,479	4,581	4,804	223	43.9	61.0	58.0	-3.0
(4030) Youth Leaders' Camp	64	83	86	4	1.0	1.0	1.0	0.0
Subtotal (4000) Youth Programs	3,543	4,664	4,891	227	44.9	62.0	59.0	-3.0
(6000) Joint Force Headquarters, D.C.								
(6010) Command Element	61	69	72	3	1.0	1.0	1.0	0.0
(6011) State Judge Advocate General	0	0	0	0	1.0	0.0	0.0	0.0
(6012) U.S. Property and Fiscal Office	177	307	251	-56	5.2	5.0	4.0	-1.0
(6020) Army Aviation Support Facility	55	55	57	2	1.0	1.0	1.0	0.0
(6030) J1 Personnel/Human Resource Office	142	181	186	5	2.1	3.0	3.0	0.0
(6060) Department of Engineering	1,843	1,831	1,819	-11	24.6	24.0	25.0	1.0
(6061) Department of Engineering - Air	0	832	870	38	0.0	14.0	14.0	0.0
(6080) J3/Operations	214	273	371	98	2.1	3.0	4.0	1.0
(6081) J3/Electronic Security Systems	0	0	211	211	0.0	0.0	2.0	2.0
(6090) J6/IT	226	140	126	-14	2.8	2.0	2.0	0.0
(6091) J6/IT - Distance Learning	0	128	198	70	0.0	1.0	2.0	1.0
Subtotal (6000) Joint Force Headquarters, D.C.	2,718	3,814	4,160	346	39.9	54.0	58.0	4.0
Total Proposed Operating Budget	8,803	12,704	13,317	612	94.3	126.0	127.0	1.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The District of Columbia National Guard's (DCNG) proposed FY 2016 gross budget is \$13,316,645, which represents a 4.8 percent increase over its FY 2015 approved gross budget of \$12,704,408. The budget is comprised of \$5,026,262 in Local funds, \$435,000 in Federal Payments, and \$7,855,383 in Federal Grant funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

DCNG's FY 2016 CSFL budget is \$5,144,242, which represents a \$78,361, or 1.5 percent, increase over the FY 2015 approved Local funds budget of \$5,065,881.

CSFL Assumptions

The FY 2016 CSFL calculated for DCNG included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$70,146 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$8,215 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

Agency Budget Submission

Increase: DCNG's proposed Local funds budget includes an increase of \$303,538 in the Youth Programs nonpersonal services budget to support increasing medical and telecommunications costs of the ChalleNGe program.

DCNG's FY 2016 proposed Federal Grant funds budget includes a net increase of \$350,060 and 2.8 FTEs in personal services and \$301,796 in nonpersonal across multiple programs due to increased grant funding.

Decrease: DCNG's proposed Local funds budget includes a net decrease of \$37,315 and 0.8 FTE as a result of right-sizing the position costs within the ChalleNGe program. The proposed Local funds budget includes a reduction of \$266,223 in Youth Programs as a result of decreased funding requirements for the ChalleNGe program, which includes food service costs.

Mayor's Proposed Budget

Reduce: The District of Columbia National Guard's budget proposal reflects a decrease of \$52,411 in nonpersonal services within the Agency Management program and 1.0 FTE in the amount of \$65,569 in the Joint Force Headquarters, D.C. program.

District's Proposed Budget

No Change: The District of Columbia National Guard's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table FK0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table FK0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		5,066	41.2
Other CSFL Adjustments	Multiple Programs	78	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		5,144	41.2
Increase: To support and annualize costs of existing program	Youth Programs	304	0.0
Decrease: To adjust personal services	Multiple Programs	-37	-0.8
Decrease: To realize programmatic cost savings in nonpersonal services	Youth Programs	-266	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		5,144	40.5
Reduce: To streamline operation efficiency	Agency Management	-52	0.0
Reduce: To adjust personal services	Joint Force Headquarters, DC	-66	-1.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		5,026	39.5
No Change		0	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		5,026	39.5
FEDERAL PAYMENTS: FY 2015 Approved Budget and FTE		435	0.0
No Change		0	0.0
FEDERAL PAYMENTS: FY 2016 Agency Budget Submission		435	0.0
No Change		0	0.0
FEDERAL PAYMENTS: FY 2016 Mayor's Proposed Budget		435	0.0
No Change		0	0.0
FEDERAL PAYMENTS: FY 2016 District's Proposed Budget		435	0.0
FEDERAL GRANT FUNDS: FY 2015 Approved Budget and FTE		7,204	84.8
Increase: To adjust personal services	Multiple Programs	350	2.8
Increase: To align budget with projected grant awards	Multiple Programs	302	0.0
FEDERAL GRANT FUNDS: FY 2016 Agency Budget Submission		7,855	87.5
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 Mayor's Proposed Budget		7,855	87.5
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 District's Proposed Budget		7,855	87.5
Gross for FK0 - District of Columbia National Guard		13,317	127.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Objective 1: Rapidly and efficiently respond with un-mobilized units to contingency requests from the Executive Office of the Mayor by providing contingency response to protect life and property and to support continuous operations for the government of the District of Columbia.

Objective 2: Ensure timely support to the District Government during emergencies, civil disturbances, and natural disasters.

Objective 3: Increase the number of applicants, etc.

KEY PERFORMANCE INDICATORS

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
End strength	2,654	2,654	2,648	2,654	2,654	2,654
Number of Counter Drug Operation	34	50	52	50	50	50
Number of Civil Support Team exercise hours	8,068	5,600	12,898	5,600	5,600	5,600
Number of Preparedness exercises hours	23	20	22	20	20	20
Number of Distant Learning Trainings hours	0	0	Not Available	5,000	5,000	5,000
Number of Medical Evacuation Readiness exercises hours	0	0	Not Available	5,000	5,000	5,000
Number of completion/graduates from Youth Leaders' Camp	72	100	80	100	100	100
Number of completion/graduates from About Face Program	196	190	170	190	190	190
Number of participants from Youth ChalleNGe program (DCYCP)	116	200	156	200	200	200

Homeland Security and Emergency Management Agency

www.hsema.dc.gov

Telephone: 202-727-6161

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$80,567,227	\$109,552,607	\$132,743,592	21.2
FTEs	67.4	79.0	92.0	16.5

The mission of the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) is to lead the planning and coordination of homeland security and emergency management efforts to ensure that the District of Columbia is prepared to prevent, protect against, respond to, mitigate, and recover from all threats and hazards.

Summary of Services

HSEMA plans and prepares for emergencies; coordinates emergency response and recovery efforts; provides training and conducts exercises for emergency first responders, employees, and the public; provides emergency preparedness information to the public; and disseminates emergency information.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table BN0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table BN0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	1,973	2,067	2,085	4,552	2,466	118.3
Total for General Fund	1,973	2,067	2,085	4,552	2,466	118.3
Federal Resources						
Federal Grant Funds	123,504	78,500	107,467	128,192	20,725	19.3
Total for Federal Resources	123,504	78,500	107,467	128,192	20,725	19.3
Gross Funds	125,478	80,567	109,553	132,744	23,191	21.2

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table BN0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table BN0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	16.5	18.2	16.5	26.5	10.0	60.6
Total for General Fund	16.5	18.2	16.5	26.5	10.0	60.6
Federal Resources						
Federal Grant Funds	47.5	49.2	62.5	65.5	3.0	4.8
Total for Federal Resources	47.5	49.2	62.5	65.5	3.0	4.8
Total Proposed FTEs	64.0	67.4	79.0	92.0	13.0	16.5

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table BN0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table BN0-3
(dollars in thousands)

	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
Comptroller Source Group						
11 - Regular Pay - Continuing Full Time	3,869	4,696	4,930	6,842	1,912	38.8
12 - Regular Pay - Other	932	793	1,867	1,116	-751	-40.2
13 - Additional Gross Pay	124	179	190	193	3	1.8
14 - Fringe Benefits - Current Personnel	937	1,135	1,516	1,910	394	26.0
15 - Overtime Pay	123	205	175	182	8	4.3
Subtotal Personal Services (PS)	5,985	7,007	8,678	10,245	1,566	18.1
20 - Supplies and Materials	20	35	61	152	91	148.5
31 - Telephone, Telegraph, Telegram, Etc.	115	0	100	102	2	1.6
40 - Other Services and Charges	7,722	1,503	2,161	3,619	1,457	67.4
41 - Contractual Services - Other	2,944	2,055	4,008	2,888	-1,120	-27.9
50 - Subsidies and Transfers	108,592	69,761	93,990	114,690	20,701	22.0
70 - Equipment and Equipment Rental	99	205	554	1,048	494	89.2
Subtotal Nonpersonal Services (NPS)	119,493	73,560	100,874	122,499	21,625	21.4
Gross Funds	125,478	80,567	109,553	132,744	23,191	21.2

*Percent change is based on whole dollars.

Division Description

The Homeland Security and Emergency Management Agency operates through the following 5 divisions:

Plans and Preparedness – coordinates comprehensive planning, training and exercising, and disaster recovery, to promote resiliency in government agencies, our communities, and critical infrastructure. The division is responsible for the creation, implementation, and revision of plans dictating the operational alignment and tempo of steady-state, threat-initiated, and incident-state scenarios.

This division contains the following 7 activities:

- **Planning** – utilizes a “whole community” approach to engage key stakeholders in developing plans and processes that support a robust emergency management system;
- **Regional Planning** – the District is an integral part of the National Capital Region (NCR). Due to the geographic proximity and economic link to the NCR, all preparedness actions across all mission areas affect, impact, and include all jurisdictions in the NCR. Therefore, District planners are involved with the planning efforts to ensure appropriate coordination and integration of District preparedness processes;
- **District Planning SharePoint Portal** – the District Preparedness System (DPS) SharePoint Information is a portal where all formal DPS documents/plans/graphics will be saved and retrieved. Additionally, the site is where stakeholders, including HSEMA program management personnel, District, regional, and federal personnel, and non-government stakeholders, have the ability to collaborate through a secure portal;
- **District Planning** – utilizes a “whole community” approach to engage key stakeholders in developing plans and processes that support a robust emergency management system. The Planning division coordinates the development, socialization, and institutionalization of District-wide preparedness plans that include, but are not limited to, Emergency Operation Plans (EOP), standard operating procedures/guidelines (SOP/SOG), and any supplemental contingency plans, annexes, or appendices;
- **Hazardous Materials Reporting** - this tool ensures the District maintains a systematic approach for fulfilling SARA Title III, Emergency Planning and Community Right-to-Know (EPCRA) reporting, oversight and emergency response needs;
- **Training** – offers emergency management training courses, hazard and capabilities-based exercises, and plan validations that test and bolster individual and institutional readiness, in accordance with local, District, and national standards, including the National Incident Management System and Incident Command System to first responders, citizens, businesses and regional partners; and
- **NIMS Compliance Officer** – manages the District’s Incident Command System Training Program to ensure emergency personnel possess incident management capabilities for addressing planned and no-notice events associated with natural or man-made hazards.

Operations – serves as the central hub of information within HSEMA, processing and analyzing information from a myriad of sources and disseminating it to create situational awareness; and provides well-coordinated critical and essential services during and immediately after emergencies and disasters within the District of Columbia and surrounding jurisdictions. The goals of these services are to protect health and property, to expedite the return to a state of normality, and to guard against the effects of future disasters.

Finance/Administration and Homeland Security Grants – serves as the State Administrative Agent (SAA) for the Federal Homeland Security Grant programs that are awarded to the District of Columbia, and for grant programs awarded to the National Capital Region (NCR), which encompasses neighboring counties in Maryland and Virginia.

This division contains the following 3 activities:

- **Homeland Security/State** – identifies and mitigates threats, risks, and vulnerabilities within the District of Columbia;
- **Homeland Security/Regional** – serves as the SAA for the Department of Homeland Security grants awarded to the District and the NCR; and
- **All Hazards Administration** – provide fiscal management of the daily all hazard incidents to achieve operational objectives.

Fusion Center - The Washington Regional Threat Analysis Center (WRTAC) is an “all-threats, all-hazards” fusion center serving the District of Columbia and the National Capital Region (NCR). Its mission is “to facilitate the full integration of available data in the region to detect, prevent, and respond to terrorist and other criminal activity, as well as to facilitate information sharing during any catastrophic event within the city of DC and the NCR.”

This division contains the following 2 activities:

- **Operational and Administrative Support** – involves the provision of supervisory and administrative support to all fusion center operations; and
- **Intelligence Analysis** – involves the core fusion center work performed by staff who perform intelligence analysis roles, including the gathering, analysis, sharing, and production of intelligence.

Agency Management – provides administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

Division Structure Change

The proposed division structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at www.cfo.dc.gov on the Annual Operating Budget and Capital Plan page.

FY 2016 Proposed Operating Budget and FTEs, by Division and Activity

Table BN0-4 contains the proposed FY 2016 budget by division and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table BN0-4

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1030) Property Management	0	27	31	5	0.0	0.0	0.0	0.0
(1040) Information Technology	78	81	416	335	0.0	0.0	0.0	0.0
(1302) HSEMA Attorney-Advisor (Continuation)	0	0	163	163	0.0	0.0	1.0	1.0
(1305) IT Support for HSEMA Operations (DC 5%)	0	0	580	580	0.0	0.0	0.0	0.0
(1306) Community Outreach and Media Prepare	0	0	263	263	0.0	0.0	0.0	0.0
(1308) Access and Functional Needs Emergency Plan	0	0	145	145	0.0	0.0	1.0	1.0
(1309) Policy and Emerg Preparedness Council	0	0	98	98	0.0	0.0	1.0	1.0
(1320) All Hazards Emergency Support Services	2,672	2,230	2,858	628	10.9	11.0	16.0	5.0
(1337) GIS Support (DC 5%)	0	0	20	20	0.0	0.0	0.0	0.0
(1362) CCTV/EOC/JAHOE Systems Maintenance	0	0	400	400	0.0	0.0	0.0	0.0
(1363) Statewide Interoperability Coordinator	0	0	131	131	0.0	0.0	1.0	1.0
Subtotal (1000) Agency Management	2,750	2,338	5,106	2,768	10.9	11.0	20.0	9.0
(2000) Plans and Preparedness								
(2100) Planning	819	1,200	1,546	346	9.7	12.0	10.0	-2.0
(2103) Regional Planning - DC	0	0	271	271	0.0	0.0	0.0	0.0
(2104) District Planning SharePoint Portal	0	0	40	40	0.0	0.0	0.0	0.0
(2113) District Planning (Continuation)	0	0	105	105	0.0	0.0	0.0	0.0
(2136) Hazardous Materials Reporting (DC 5%)	0	0	22	22	0.0	0.0	0.0	0.0
(2400) Training	180	523	582	59	7.6	5.0	5.0	0.0
(2414) NIMS Compliance Officer - DC	0	0	156	156	0.0	0.0	1.0	1.0
Subtotal (2000) Plans and Preparedness	998	1,723	2,722	999	17.3	17.0	16.0	-1.0
(3000) Operations								
(3100) Incident Command and Disaster	1,734	2,646	2,667	22	18.2	18.0	18.0	0.0
(3200) Special Events	0	0	0	0	1.9	0.0	0.0	0.0
Subtotal (3000) Operations	1,734	2,646	2,667	22	20.1	18.0	18.0	0.0

(Continued on next page)

Table BN0-4 (Continued)

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(4000) Finance/Administration and Homeland Security Grants								
(4012) Emergency Management Planner	30	0	0	0	0.0	0.0	0.0	0.0
(4100) Homeland Security/State	70,327	98,130	112,487	14,356	13.1	14.0	12.0	-2.0
(4103) Homeland Security/State	138	0	0	0	0.0	0.0	0.0	0.0
(4105) Homeland Security/UASI	850	320	0	-320	0.0	0.0	0.0	0.0
(4106) HS/Citizen Preparedness and Public Education	56	168	0	-168	0.0	0.0	0.0	0.0
(4107) HS/Vertical Communities	8	0	0	0	0.0	0.0	0.0	0.0
(4112) HS/Enhancement of VIPS Program	0	307	0	-307	0.0	0.0	0.0	0.0
(4114) Homeland Security/Exercise Plan	54	112	0	-112	0.0	1.0	0.0	-1.0
(4122) HS/Strategic Analysis and Info Sharing	196	0	0	0	0.9	0.0	0.0	0.0
(4123) HS/CCTV Expansion	41	0	0	0	0.0	0.0	0.0	0.0
(4132) Washington Regional Threat and Analysis Ctr. Sus.	236	242	0	-242	0.0	2.0	0.0	-2.0
(4133) HS/Situational Awareness Dashboard	26	918	0	-918	0.0	0.0	0.0	0.0
(4136) HS/Hazardous Materials Rep. System	56	100	0	-100	0.0	0.0	0.0	0.0
(4142) HS/Mobile Command Vehicle Comm.	332	0	0	0	0.0	0.0	0.0	0.0
(4143) Emergency Preparedness Outreach	4	0	0	0	0.0	0.0	0.0	0.0
(4162) CCTV System Maintenance	405	801	0	-801	0.0	0.0	0.0	0.0
(4163) Statewide Interoperability Coordinator	59	0	0	0	0.0	0.0	0.0	0.0
(4182) Intelligence Analysts (DC)	772	920	0	-920	0.0	9.0	0.0	-9.0
(4200) Homeland Security/Regional	1,121	0	6,000	6,000	5.1	0.0	0.0	0.0
(4300) Homeland Security/Regional	117	0	0	0	0.0	0.0	0.0	0.0
(4FA0) All Hazards Administration	160	829	1,841	1,012	0.0	7.0	7.0	0.0
Subtotal (4000) Finance/Administration and Homeland Security Grants	74,989	102,846	120,328	17,482	19.2	33.0	19.0	-14.0
(5000) Fusion Center								
(5100) Training	95	0	0	0	0.0	0.0	0.0	0.0
(5132) Operational and Administrative Support	0	0	265	265	0.0	0.0	2.0	2.0
(5182) Intelligence Analysis - DC (Continuous)	0	0	1,655	1,655	0.0	0.0	17.0	17.0
Subtotal (5000) Fusion Center	95	0	1,920	1,920	0.0	0.0	19.0	19.0
Total Proposed Operating Budget	80,567	109,553	132,744	23,191	67.4	79.0	92.0	13.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's divisions, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Homeland Security and Emergency Management Agency's (HSEMA) proposed FY 2016 gross budget is \$132,743,592, which represents a 21.2 percent increase over its FY 2015 approved gross budget of \$109,552,607. The budget is comprised of \$4,551,525 in Local funds and \$128,192,067 in Federal Grant funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple divisions, and it estimates how much it would cost an agency to continue its current divisions and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

HSEMA's FY 2016 CSFL budget is \$4,551,525, which represents a \$2,466,275, or 118.3 percent, increase over the FY 2015 approved Local funds budget of \$2,085,250.

CSFL Assumptions

The FY 2016 CSFL calculated for HSEMA included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$54,540 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$736 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

HSEMA's CSFL funding for other adjustments reflects an adjustment for an increase of \$2,411,000 to account for additional grant match funding requirements for the Emergency Management Program Grants.

Agency Budget Submission

Increase: HSEMA's budget proposal for Local funds includes an increase of \$2,413,229 in personal and nonpersonal services and 10.0 FTEs across multiple programs due to the realignment of Local funds to meet match requirements for the Emergency Management Program Grants and support program initiatives. In Federal Grant funds, the agency proposes an increase of \$25,761,638 and 23.0 FTEs, mainly in the Homeland Security Grants division, due to anticipated increases in federal funding for FY 2016 awards.

Decrease: HSEMA's proposed Local funds nonpersonal services budget contains a reduction of \$2,413,229, mainly in the Agency Management division, to offset the realignment of Local funds to meet match requirements of the Emergency Management Program Grants and support program initiatives. In Federal Grant funds, HSEMA's proposed budget includes a reduction of \$5,036,928 in personal and nonpersonal services across multiple programs, which includes a reclassification of 20.0 FTEs. These FTEs were previously 100 percent grant funded, but will now be funded through a 50/50 percent Federal/Local match.

Mayor's Proposed Budget

No Change: HSEMA's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

District's Proposed Budget

No Change: HSEMA's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table BN0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table BN0-5
(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		2,085	16.5
Other CSFL Adjustments	Multiple Programs	2,466	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		4,552	16.5
Increase: To align budget with projected grant awards	Multiple Programs	2,413	10.0
Decrease: To support program initiative(s)	Multiple Programs	-2,413	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		4,552	26.5
No Change		0	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		4,552	26.5
No Change		0	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		4,552	26.5
FEDERAL GRANT FUNDS: FY 2015 Approved Budget and FTE		107,467	62.5
Increase: To align budget with projected grant awards	Multiple Programs	25,762	23.0
Decrease: To align resources with operational goals	Multiple Programs	-5,037	-20.0
FEDERAL GRANT FUNDS: FY 2016 Agency Budget Submission		128,192	65.5
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 Mayor's Proposed Budget		128,192	65.5
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 District's Proposed Budget		128,192	65.5
Gross for BN0 - Homeland Security and Emergency Management Agency		132,744	92.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Planning and Preparedness Division

Objective 1: Establish, promulgate, and institutionalize a standardized preparedness planning system that delineates the structure, plans, process, and personnel needed to effectively execute the District's preparedness planning activities.

Objective 2: Identify the District's greatest risks, prioritize our preparedness efforts according to those risks, and enhance capabilities that address the risks through the engagement of District, regional, federal, and private sector partners when appropriate.

Objective 3: Ensure compliance with Homeland Security Exercise and Evaluation Program (HSEEP) requirements and the National Incident Management System (NIMS).¹

KEY PERFORMANCE INDICATORS

Planning and Preparedness Division

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of critical infrastructure program outreach meetings, seminars, workshops to Critical Infrastructure Key Resource (CIKR) partners	39	20	28	25	25	25
Number of reviewed and/or updated HSEMA plans annually	40	25	44	25	25	25
Number of outreach initiatives to District government agencies regarding COOP plan review, exercise, and training	71	80	81	80	80	80
Percent of HSEMA corrective action items in After Action Reports successfully addressed in compliance with HSEEP ²	100%	100%	43%	100%	100%	100%
Number of exercises completed in compliance with FEMA Emergency Management Performance Grants (EMPG) program guidelines	8	3	11	3	3	3
Percent of After Action Reports (AAR) completed after every exercise ³	100%	100%	100%	100%	100%	100%
Percent of all training classes and exercises compliant with National Incident Management System (NIMS) standards and guidelines	100%	90%	93%	90%	90%	90%
Percent of all training classes and exercises that incorporate requirements for the District's special needs population	100%	100%	100%	100%	100%	100%

Operations Division

Objective 1: Ensure a common operating picture during emergencies to facilitate informed decision-making and response.

Objective 2: Coordinate and integrate all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

KEY PERFORMANCE INDICATORS

Operations Division

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of Emergency Liaison Officer contact information validated and/or updated quarterly ⁴	114	100	205	100	100	100
Number of District special events supported each quarter	46	4	55	4	4	4
Number of unannounced tests of the Emergency Alert System completed annually	366	365	1,001	365	365	365
Number of HSEMA Operations Center System Checklist Tests ⁵	1,098	1,095	1,298	1,095	1,095	1,095
Number of system tests of the HSEMA Operations Center COOP Site ⁶	119	100	180	100	100	100
Percent of WAWAS participants who comply with daily roll call system tests	0%	90%	92%	90%	90%	90%
Percent of WRTAC analytic products on the WRTAC production plan that are completed answering a Key Stakeholder Standing Information Need (SIN), special request or a DHS Homeland Security SIN	Not Available	90%	98%	90%	90%	90%

Finance/Administration and Homeland Security Grants Division

Objective 1: Improve the District's and the Region's administration of grant funding and management of grant funded projects for preparedness, response, and recovery capabilities.

KEY PERFORMANCE INDICATORS

Finance/Administration and Homeland Security Grants Division

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of grant dollars spent within the timeframe of the grants	96.7%	100%	99.8%	100%	100%	100%
Number of audit exceptions reported in the annual DC Single Audit ⁷	3	1	1	1	1	1
Percent of sub grants issued within 45 days of award receipt	94%	90%	85%	90%	90%	90%
Number of scheduled monitoring reports as defined in agency monitoring plan completed for each grant award ⁸	20	25	24	25	25	25

Agency Management/Office of the Director

Objective 1: Ensure that HSEMA provides its divisions with sufficient resources while ensuring that all fiscal requirements are fulfilled.

Objective 2: Increase awareness to the public and District agencies on community preparedness, resiliency, and emergency management.

Objective 3: Ensure that the District of Columbia's overall homeland security objectives are addressed as part of the National Capital Region Urban Area Security Initiative homeland security grant awards decision-making process.

Objective 2: Oversee the implementation of agencywide priorities.

KEY PERFORMANCE INDICATORS

Agency Management/Office of the Director

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent increase of recipients of DC Alerts	7%	3%	1%	3%	3%	3%
Percent of documents reviewed by Executive Secretariat for compliance of Agency policy within 48 business hours	Baseline	95%	98%	95%	95%	95%
Number of emergency preparedness media or public information messaging plans completed	Baseline	12	17	12	12	12
Number of community outreach events attended by HSEMA	274	150	228	150	150	150

Performance Plan Endnotes:

¹HSEEP is a capabilities and performance-based exercise program, which provides a standardized policy, methodology, and terminology for exercise design, development, conduct, evaluation, and improvement planning. HSEEP Policy and Guidance is presented in detail in HSEEP Volumes I-III, U.S. Department of Homeland Security. Adherence to the policy and guidance presented in the HSEEP Volumes ensures that exercise programs conform to established best practices and helps provide unity and consistency of effort for exercises at all levels of government. https://hseep.dhs.gov/pages/1001_About.aspx.

²The Planning and Preparedness division will review and examine each HSEMA corrective action to ensure that corrective actions are valid and appropriate for implementation. Corrective actions may be implemented as part of a short term or long-term strategy, or tabled until resources are available.

³The AARs may be a short AAR, Summary with Evaluations, Quick look, or full AAR depending on depth and breadth of exercise.

⁴This key performance indicator responds to D.C. Auditor Report (March 3, 2009) recommendation that HSEMA should regularly track and update the lists of Emergency Liaison Officers (ELOs).

⁵Operations division performs tests on the following systems three times daily: HMARS, RITTIS Login, TTDY, EMNET, RICCS, RSAN, Alert D.C., Maryland Circuit, DCIO1 Radio Drop, WAWAS, NAWAS, DCFD Radio, MPD Radio, Conference Call System, Desk Telephone, WebEOC Login, HSEMA TAC1 800 Radio Group, Fax Machine, HSEMA Computer Monitors, Security Cameras/ Monitors, Copier Machine, Hotlines, Activu System, HSEMA Clocks.

⁶This key performance indicator responds to Mayor's Order 2012-61 (April 27, 2012), which mandates that each District of Columbia cabinet-level agency shall create or update their Continuity of Operations Plan (COOP), update the plan annually, exercise the COOP annually, evaluate, and if necessary, revise the COOP.

⁷DHS grants are audited annually in the District of Columbia's Single Audit of federal grant expenditures; it can be concluded that the fewer number of audit exceptions reported is an indicator of stronger management and oversight by HSEMA.

⁸Pursuant to 11.4 of the Grants Manual and Source Book all District agencies must complete monitoring reports. All District agencies should be in compliance with this standard. The standard is 100 percent. This measure was previously tracked as a percentage, but did not accurately reflect the progress of HSEMA and tracking has been changed to raw numbers starting in FY 2013. This action has been approved by the Office of the City Administrator.

Commission on Judicial Disabilities and Tenure

www.cjdt.dc.gov

Telephone: 202-727-1363

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$298,005	\$295,000	\$295,000	0.0
FTEs	2.0	2.0	2.0	0.0

The mission of the Commission on Judicial Disabilities and Tenure (CJDT) is to maintain public confidence in an independent, impartial, fair, and qualified judiciary, and to enforce the high standards of conduct judges must adhere to both on and off the bench.

Summary of Services

The services provided by the CJDT are as follows: reviewing complaints concerning the misconduct of judges; conducting performance evaluations of associate judges eligible for reappointment; conducting fitness and qualification reviews of retiring and senior judges; and processing the involuntary retirement of judges for health reasons.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table DQ0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table DQ0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
Federal Resources						
Federal Payments	286	298	295	295	0	0.0
Total for Federal Resources	286	298	295	295	0	0.0
Gross Funds	286	298	295	295	0	0.0

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table DQ0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table DQ0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
Federal Resources						
Federal Payments	2.0	2.0	2.0	2.0	0.0	0.0
Total for Federal Resources	2.0	2.0	2.0	2.0	0.0	0.0
Total Proposed FTEs	2.0	2.0	2.0	2.0	0.0	0.0

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table DQ0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table DQ0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	193	199	200	207	7	3.5
13 - Additional Gross Pay	5	4	0	1	1	N/A
14 - Fringe Benefits - Current Personnel	22	23	22	23	1	3.5
Subtotal Personal Services (PS)	219	226	222	231	9	3.9
20 - Supplies and Materials	2	2	4	2	-2	-37.5
31 - Telephone, Telegraph, Telegram, Etc.	8	7	9	9	-1	-5.8
40 - Other Services and Charges	22	24	28	23	-5	-16.4
41 - Contractual Services - Other	31	37	28	28	0	0.0
70 - Equipment and Equipment Rental	3	2	4	2	-2	-50.9
Subtotal Nonpersonal Services (NPS)	66	72	73	64	-9	-11.9
Gross Funds	286	298	295	295	0	0.0

*Percent change is based on whole dollars.

Program Description

The Commission on Judicial Disabilities and Tenure operates through the following program:

Judicial Disabilities and Tenure – provides administrative support to the Judicial Disabilities and Tenure Commission to ensure the Commission fulfills its mission, pursuant to section 11-1521 of the D.C. Official Code.

Program Structure Change

The Commission on Judicial Disabilities and Tenure has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table DQ0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table DQ0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(2000) Judicial Disabilities Tenure								
(2100) Commission Administration and Support	298	295	295	0	2.0	2.0	2.0	0.0
Subtotal (2000) Judicial Disabilities Tenure	298	295	295	0	2.0	2.0	2.0	0.0
Total Proposed Operating Budget	298	295	295	0	2.0	2.0	2.0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Commission on Judicial Disabilities and Tenure's (CJDT) proposed FY 2016 gross budget is \$295,000, which represents no change from its FY 2015 approved budget. The budget is comprised entirely of Federal Payments.

Agency Budget Submission

Increase: The budget for personal services increased by \$8,648 to provide funding for projected salary step increases and Fringe Benefits.

Decrease: The budget for nonpersonal services decreased by \$8,648 to offset the increases in personal services.

Mayor's Proposed Budget

No Change: The Commission on Judicial Disabilities and Tenure's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

District's Proposed Budget

No Change: The Commission on Judicial Disabilities and Tenure's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table DQ0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table DQ0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
FEDERAL PAYMENTS: FY 2015 Approved Budget and FTE		295	2.0
Increase: To adjust continuing full time personal services and Fringe Benefits with projected costs	Judicial Disabilities Tenure	9	0.0
Decrease: To offset projected increases in personal services	Judicial Disabilities Tenure	-9	0.0
FEDERAL PAYMENTS: FY 2016 Agency Budget Submission		295	2.0
No Change		0	0.0
FEDERAL PAYMENTS: FY 2016 Mayor's Proposed Budget		295	2.0
No Change		0	0.0
FEDERAL PAYMENTS: FY 2016 District's Proposed Budget		295	2.0
Gross for DQ0 - Commission on Judicial Disabilities and Tenure		295	2.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objective for FY 2016:

Objective 1: Maintain public confidence in an independent, impartial, fair, and qualified judiciary, and to enforce the high standards of conduct judges must adhere to both on and off the bench.

KEY PERFORMANCE INDICATORS

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of Judicial Misconduct Complaints Reviewed	60	54	63	60	60	60
Number of Judicial Misconduct Investigations Completed ¹	25	15	24	20	20	20
Number of Senior Judge Reviews Completed	13	12	13	13	18	9
Number of Judicial Reappointment Evaluations Completed ²	3	4	3	6	4	2

Performance Plan Endnotes:

¹The Commission's enabling statutes mandate that Commission investigations are limited to matters concerning the conduct or health of a judge. The Commission complies with the statutory requirements, and the projections reflected for complaints and investigations represent the average number the Commission anticipates receiving and conducting annually.

²The Commission's enabling statutes mandate the completion of judicial reappointment evaluations and senior judge reviews within strict time frames. The target numbers projected reflect the actual number of associate and senior judges of both Courts whose terms will expire during FY 2015 through FY 2017.

Judicial Nomination Commission

www.jnc.dc.gov

Telephone: 202-879-0478

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$239,169	\$270,000	\$270,000	0.0
FTEs	1.8	2.0	2.0	0.0

The mission of the District of Columbia Judicial Nomination Commission (JNC) is to screen, select, and recommend candidates to the President of the United States for his consideration in appointing judges to the District of Columbia Court of Appeals and Superior Court of the District of Columbia. The JNC also appoints the chief judges of both courts.

Summary of Services

The JNC advertises judicial vacancies; solicits applications; conducts background investigations; carefully reviews investigative materials; reads briefs and other application materials; interviews applicants; solicits and considers input from the bench, bar, and public regarding applicants' fitness to serve; and carefully evaluates each candidate's application and background. The JNC also appoints the chief judges of the District of Columbia Court of Appeals and Superior Court of the District of Columbia.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table DV0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table DV0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	0	58	0	0	0	N/A
Total for General Fund	0	58	0	0	0	N/A
Federal Resources						
Federal Payments	202	181	270	270	0	0.0
Total for Federal Resources	202	181	270	270	0	0.0
Gross Funds	202	239	270	270	0	0.0

*Percent change is based on whole dollars.

Notes: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table DV0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table DV0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
Federal Resources						
Federal Payments	2.0	1.8	2.0	2.0	0.0	0.0
Total for Federal Resources	2.0	1.8	2.0	2.0	0.0	0.0
Total Proposed FTEs	2.0	1.8	2.0	2.0	0.0	0.0

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table DV0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table DV0-3
(dollars in thousands)

	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
Comptroller Source Group						
11 - Regular Pay - Continuing Full Time	158	145	190	206	16	8.3
13 - Additional Gross Pay	0	1	0	13	13	N/A
14 - Fringe Benefits - Current Personnel	12	15	24	20	-4	-17.3
Subtotal Personal Services (PS)	170	162	214	239	25	11.6
20 - Supplies and Materials	8	6	11	6	-5	-41.8
31 - Telephone, Telegraph, Telegram, Etc.	6	6	7	7	0	-5.4
40 - Other Services and Charges	18	65	35	17	-18	-52.3
70 - Equipment and Equipment Rental	0	0	3	2	-2	-50.0
Subtotal Nonpersonal Services (NPS)	32	78	56	31	-25	-44.3
Gross Funds	202	239	270	270	0	0.0

*Percent change is based on whole dollars.

Program Description

The Judicial Nomination Commission operates through the following program:

Judicial Nomination Commission – solicits, screens, and recommends candidates to the President of the United States for judicial vacancies on the District of Columbia Court of Appeals and the Superior Court of the District of Columbia. This includes providing administration and support to ensure that applications are complete, applicant background investigations are conducted, public comments are sought, and applicant materials are readily available for Commission members' review.

Program Structure Change

The Judicial Nomination Commission has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table DV0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table DV0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(2000) Judicial Nomination								
(2500) Commission Administration and Support	239	270	270	0	1.8	2.0	2.0	0.0
Subtotal (2000) Judicial Nomination	239	270	270	0	1.8	2.0	2.0	0.0
Total Proposed Operating Budget	239	270	270	0	1.8	2.0	2.0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Judicial Nomination Commission's (JNC) proposed FY 2016 gross budget is \$270,000, which represents no change from the FY 2015 approved gross budget of \$270,000. The budget is comprised entirely of Federal Payments.

Agency Budget Submission

Increase: JNC's FY 2016 proposed Federal Payments budget includes an increase of \$24,797 to support projected salary step and Fringe Benefits costs.

Decrease: A reduction of \$24,797 aligns the budget with funding estimates for Supplies, Information Technology maintenance costs, and equipment purchase.

Mayor's Proposed Budget

No Change: Judicial Nomination Commission's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

District's Proposed Budget

No Change: Judicial Nomination Commission's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table DV0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table DV0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
FEDERAL PAYMENTS: FY 2015 Approved Budget and FTE		270	2.0
Increase: To adjust personal services	Judicial Nomination	25	0.0
Decrease: To offset projected increases in personal services	Judicial Nomination	-25	0.0
FEDERAL PAYMENTS: FY 2016 Agency Budget Submission		270	2.0
No Change		0	0.0
FEDERAL PAYMENTS: FY 2016 Mayor's Proposed Budget		270	2.0
No Change		0	0.0
FEDERAL PAYMENTS: FY 2016 District's Proposed Budget		270	2.0
Gross for DV0 - Judicial Nomination Commission		270	2.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objective for FY 2016:

Objective 1: Increase the pool of highly qualified applicants to fill each judicial vacancy within the required 60-day period either prior to or following the occurrence of a vacancy in accordance with the agency's governing statute.

KEY PERFORMANCE INDICATORS

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of candidate panels for judicial vacancies presented within statutory time frames	100%	100%	100%	100%	100%	100%
Percent of required background investigations on judicial vacancy applicants conducted and completed within statutory time frames	100%	100%	100%	100%	100%	100%

Office of Police Complaints

www.policecomplaints.dc.gov

Telephone: 202-727-3838

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$2,080,242	\$2,241,298	\$2,291,634	2.2
FTEs	22.6	23.2	23.2	0.0

The mission of the Office of Police Complaints (OPC) is to increase public confidence in the police and promote positive community-police interactions.

Summary of Services

OPC receives, investigates, adjudicates, and mediates police misconduct complaints filed by the public against Metropolitan Police Department (MPD) and D.C. Housing Authority (DCHA) police officers. In addition to these responsibilities, the agency issues policy recommendations to the Mayor, the Council of the District of Columbia, and the Chiefs of Police of MPD and DCHA's Office of Public Safety (OPS) proposing reforms that will promote greater police accountability by reducing the level of police misconduct or improving the citizen complaint process.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table FH0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FH0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	2,037	2,080	2,241	2,292	50	2.2
Total for General Fund	2,037	2,080	2,241	2,292	50	2.2
Private Funds						
Private Donations	0	1	0	0	0	N/A
Total for Private Funds	0	1	0	0	0	N/A
Gross Funds	2,037	2,080	2,241	2,292	50	2.2

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table FH0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table FH0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	23.2	22.6	23.2	23.2	0.0	0.0
Total for General Fund	23.2	22.6	23.2	23.2	0.0	0.0
Total Proposed FTEs	23.2	22.6	23.2	23.2	0.0	0.0

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table FH0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FH0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	1,195	1,356	1,470	1,530	60	4.1
12 - Regular Pay - Other	328	184	261	235	-26	-10.0
13 - Additional Gross Pay	6	20	5	3	-2	-40.0
14 - Fringe Benefits - Current Personnel	287	296	333	344	11	3.3
15 - Overtime Pay	23	17	0	1	1	N/A
Subtotal Personal Services (PS)	1,839	1,874	2,069	2,113	44	2.1
20 - Supplies and Materials	10	20	10	20	10	95.3
31 - Telephone, Telegraph, Telegram, Etc.	0	0	3	0	-3	-100.0
40 - Other Services and Charges	91	53	44	42	-2	-4.3
41 - Contractual Services - Other	82	78	104	104	0	0.4
70 - Equipment and Equipment Rental	15	55	11	12	1	12.0
Subtotal Nonpersonal Services (NPS)	198	206	172	179	7	3.8
Gross Funds	2,037	2,080	2,241	2,292	50	2.2

*Percent change is based on whole dollars.

Program Description

The Office of Police Complaints operates through the following 4 programs:

Complaint Resolution – investigates, adjudicates, and mediates misconduct complaints against sworn officers of Metropolitan Police Department (MPD) and Office of Public Safety (OPS) in a fair, impartial, and timely manner.

This program includes the following 3 activities:

- **Investigation** – investigates and produces reports related to complaints of misconduct against sworn MPD and OPS officers;
- **Adjudication** – renders final determinations of police misconduct complaints against sworn officers of MPD and OPS; and
- **Mediation** – provides a forum for complainants and subject officers to interact and develop a better awareness and understanding of the incident that led to the filing of a misconduct complaint and, if possible, reach an agreement to resolve the conflict.

Public Relations – informs and educates the public through outreach concerning OPC’s mission, authority, and processes to ensure that the agency’s services can be fully accessed; and performs liaison functions between the office, other District agencies, and the public.

Policy Recommendation – proposes to the Mayor, District Council, and Chiefs of Police for MPD and OPS improvements concerning the citizen complaint process and the elements of management of the covered law enforcement agencies that have a bearing on police misconduct, such as recruitment, training, evaluation, discipline, and supervision of police officers.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Office of Police Complaints has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table FH0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table FH0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1015) Training and Employee Development	15	7	12	6	0.0	0.0	0.0	0.0
(1040) Information Technology	8	13	14	0	0.0	0.0	0.0	0.0
(1070) Fleet Management	0	4	2	-2	0.0	0.0	0.0	0.0
(1085) Customer Service	57	47	49	2	1.0	1.0	1.0	0.0
(1090) Performance Management	504	598	580	-18	3.9	4.0	4.0	0.0
No Activity Assigned	2	0	0	0	0.0	0.0	0.0	0.0
Subtotal (1000) Agency Management	586	669	658	-11	4.8	5.0	5.0	0.0
(2000) Complaint Resolution								
(2010) Investigation	1,194	1,254	1,300	46	15.0	15.5	15.5	0.0
(2020) Adjudication	33	29	29	0	0.0	0.0	0.0	0.0
(2030) Mediation	32	40	40	0	0.0	0.0	0.0	0.0
Subtotal (2000) Complaint Resolution	1,259	1,323	1,369	46	15.0	15.5	15.5	0.0
(3000) Public Relations								
(3010) Outreach	87	88	94	6	1.2	1.2	1.2	0.0
Subtotal (3000) Public Relations	87	88	94	6	1.2	1.2	1.2	0.0
(4000) Policy Recommendation								
(4010) Policy Recommendation	149	162	171	9	1.5	1.5	1.5	0.0
Subtotal (4000) Policy Recommendation	149	162	171	9	1.5	1.5	1.5	0.0
Total Proposed Operating Budget	2,080	2,241	2,292	50	22.6	23.2	23.2	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of Police Complaints' (OPC) proposed FY 2016 gross budget is \$2,291,634, which represents a 2.2 percent increase over its FY 2015 approved gross budget of \$2,241,298. The budget is comprised entirely of Local funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

OPC's FY 2016 CSFL budget is \$2,306,634, which represents a \$65,336, or 2.9 percent, increase over the FY 2015 approved Local funds budget of \$2,241,298.

CSFL Assumptions

The FY 2016 CSFL calculated for OPC included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$63,045 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$2,290 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

Agency Budget Submission

Increase: OPC's Local funds budget increased by \$19,246 in nonpersonal services across multiple programs, to properly align the budget with historical spending trends.

Decrease: OPC's Local funds budget had a net decrease of \$19,246 in personal services across multiple programs, to offset nonpersonal services increases.

Mayor's Proposed Budget

Reduce: The Office of Police Complaints' budget proposal reflects a reduction of \$15,000 in Supplies and Other Services and Charges, primarily due to cost savings in the Agency Management program.

District's Proposed Budget

No Change: The Office of Police Complaints' budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table FH0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table FH0-5
(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		2,241	23.2
Other CSFL Adjustments	Multiple Programs	65	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		2,307	23.2
Increase: To align funding with nonpersonal services costs	Multiple Programs	19	0.0
Decrease: To adjust personal services	Multiple Programs	-19	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		2,307	23.2
Reduce: Reduction to other services and charges budget	Agency Management	-15	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		2,292	23.2
No Change		0	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		2,292	23.2
 Gross for FH0 - Office of Police Complaints		 2,292	 23.2

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Objective 1: Resolve police misconduct complaints in an impartial, timely, and professional manner.

Objective 2: Promote positive community-police interactions through public education and awareness.

Objective 3: Enhance OPC's ability to effect police reform by issuing policy recommendations to the Mayor, the District Council, MPD, and DCHA.

KEY PERFORMANCE INDICATORS

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of investigations completed and reports produced by the agency within six months	45.3%	60%	41.3%	60%	60%	60%
Percent of Complaint Examiner decisions issued within 120 days	88.2%	80%	87.5%	80%	80%	80%
Percent of complaints resolved through mediation ¹	6.7%	9%	9.6%	9%	9%	9%
Number of outreach activities sponsored or attended by OPC	28	24	26	24	24	24

Performance Plan Endnotes:

¹This Key Performance Indicator is also an industry measure. In assessing the effectiveness of mediation programs used by different police oversight agencies, experts in the field consider the percentage of all complaints that were successfully mediated by an oversight agency. See Samuel Walker, Carol Archbold, and Leigh Herbst, *Mediating Citizen Complaints Against Police Officers: A Guide for Police and Community Leaders*, U.S. Department of Justice, Office of Community Oriented Policing Services at 40 (2002). OPC's performance places it at or near the top when compared to other mediation programs in the United States.

District of Columbia Sentencing and Criminal Code Revision Commission

www.scdc.dc.gov

Telephone: 202-727-8822

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$1,267,380	\$1,401,315	\$1,609,771	14.9
FTEs	9.7	10.0	11.0	10.0

The mission of the District of Columbia Sentencing Commission is: to implement, monitor, and support the District's voluntary sentencing guidelines; to promote fair and consistent sentencing policies; to increase public understanding of sentencing policies and practices; and to evaluate the effectiveness of the guidelines system in order to recommend changes based on actual sentencing and corrections practice and research.

Summary of Services

The Commission advises the District of Columbia on policy matters related to criminal law, sentencing and corrections policy. The Sentencing and Criminal Code Revision Commission Amendment Act of 2007 established permanent voluntary felony sentencing guidelines and requires the Commission to monitor and make adjustments as needed to promote sentencing policies that limit unwarranted disparity, while allowing adequate judicial discretion and proportionality. The sentencing guidelines provide recommended sentences that enhance fairness so that offenders, victims, the community, and all parties involved will understand the sentence, and that sentences will be both more predictable and consistent. The Commission provides analysis of sentencing trends and guideline compliance to the public and its representatives to assist in identifying sentencing patterns for felony convictions. In addition, the Advisory Commission on Sentencing (ACS) Amendment Act of 2006 requires the Commission to undertake a multi-year study of the DC Criminal Code reform, including analysis of current criminal statutes and developing recommendations for revisions to District's Criminal Code that promote clarity, consistency, and cohesiveness within the District's Criminal Code.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table FZ0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FZ0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	1,128	1,267	1,401	1,610	208	14.9
Total for General Fund	1,128	1,267	1,401	1,610	208	14.9
Gross Funds	1,128	1,267	1,401	1,610	208	14.9

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table FZ0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table FZ0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	8.6	9.7	10.0	11.0	1.0	10.0
Total for General Fund	8.6	9.7	10.0	11.0	1.0	10.0
Total Proposed FTEs	8.6	9.7	10.0	11.0	1.0	10.0

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table FZ0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FZ0-3
(dollars in thousands)

	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
Comptroller Source Group						
11 - Regular Pay - Continuing Full Time	625	791	837	963	126	15.1
12 - Regular Pay - Other	66	-4	0	0	0	N/A
13 - Additional Gross Pay	6	2	16	10	-6	-40.0
14 - Fringe Benefits - Current Personnel	144	156	175	210	35	20.0
Subtotal Personal Services (PS)	841	946	1,028	1,183	155	15.0
20 - Supplies and Materials	13	11	26	23	-2	-8.8
31 - Telephone, Telegraph, Telegram, Etc.	0	0	0	0	0	N/A
40 - Other Services and Charges	65	34	101	96	-6	-5.5
41 - Contractual Services - Other	199	273	233	291	58	24.7
70 - Equipment and Equipment Rental	10	4	12	16	4	32.0
Subtotal Nonpersonal Services (NPS)	287	322	373	427	54	14.4
Gross Funds	1,128	1,267	1,401	1,610	208	14.9

*Percent change is based on whole dollars.

Program Description

The District of Columbia Sentencing and Criminal Code Revision Commission operates through the following 2 programs:

Data Collection, Analysis, and Implementation – undertakes sentencing-related research for the Commission and the Council; monitors and evaluates sentencing practices and trends in the District; and provides the sentencing guideline manual, assists with the application of the guidelines, and makes available training for criminal justice professional to effectively and efficiently work within a structured sentencing system.

This program contains the following 5 activities:

- **ACS Offense and Offender Sentencing Database** – transfers data electronically from the DC Superior Court into the agency's database GRID, which includes both historic and real-time sentencing information. Criminal history information provided by Court Services and Offender Supervision Agency (CSOSA) is integrated into the agency database and matched with court sentencing information, enabling offender and offense-based analysis of the application of the sentencing guidelines and sentencing trends in the District;
- **Sentencing Guidelines Monitoring** – monitors compliance with the recommended sentencing guidelines through the agency's database. Departures from the sentencing guidelines are examined to determine if the guidelines may require modification or revision by the Commission to ensure their effectiveness;
- **Policy Reports and Proposals** – develops reports and recommendations for the Commission to improve and modify criminal justice programs focused on sentencing policy. In addition, revises and proposes recommendations to the D.C. Criminal Code to ensure clarity and consistency in the District's criminal laws making their application more fair and efficient.

- **Sentencing Guidelines Training** – provides training to criminal justice professionals focusing on the calculation of criminal history, proper application of the guidelines, determination of the recommended guideline sentence, and recent revisions or modification to the sentencing guidelines. The Commission also monitors both Appellate and Supreme Court sentencing-related decisions and provides training on the impact of these rulings on the D.C. Sentencing Guidelines; and
- **Prep Sentencing Guidelines Materials** – develops and updates yearly the D.C. Sentencing Guideline manual, which contains offense rankings, sentencing protocol, special sentencing provisions, and other guideline related information. The Guideline manual is used by practitioners on a daily basis when applying the guidelines to felony convictions.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The District of Columbia Sentencing and Criminal Code Revision Commission has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table FZ0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table FZ0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1010) Personnel	66	69	67	-2	1.0	1.0	1.0	0.0
(1015) Training	6	12	12	0	0.0	0.0	0.0	0.0
(1017) Labor Management Partnerships	4	0	0	0	0.0	0.0	0.0	0.0
(1030) Property Management	0	15	14	-2	0.0	0.0	0.0	0.0
(1040) Information Technology	17	42	39	-3	0.0	0.0	0.0	0.0
(1060) Legal Services	501	592	604	13	4.8	5.0	5.0	0.0
Subtotal (1000) Agency Management	594	730	736	6	5.8	6.0	6.0	0.0
(2000) Data Collection (AIP)								
(2010) ACS Offense and Offender Database	56	93	217	124	1.0	1.0	2.0	1.0
(2020) Sentencing Guidelines Monitoring	202	188	282	94	0.0	0.0	0.0	0.0
(2040) Policy Reports and Proposals	168	212	182	-30	1.0	1.0	1.0	0.0
(2050) Sentencing Guidelines Training	174	111	123	12	1.0	1.0	1.0	0.0
(2060) Prep Sentencing Guidelines Materials	74	67	69	2	1.0	1.0	1.0	0.0
Subtotal (2000) Data Collection (AIP)	673	671	874	202	3.9	4.0	5.0	1.0
Total Proposed Operating Budget	1,267	1,401	1,610	208	9.7	10.0	11.0	1.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The District of Columbia Sentencing and Criminal Code Revision Commission's (SCCRC) proposed FY 2016 gross budget is \$1,609,771, which represents 14.9 percent increase over its FY 2015 approved gross budget of \$1,401,315. The budget is comprised entirely of Local funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

SCCRC's FY 2016 CSFL budget is \$1,438,615, which represents a \$37,300 or 2.7 percent increase over the FY 2015 approved Local funds budget of \$1,401,315.

CSFL Assumptions

The FY 2016 CSFL calculated for SCCRC included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$32,166 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments and approved compensation agreements implemented in FY 2015, and an increase of \$5,134 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

Agency Budget Submission

Increase: The proposed budget includes an increase of \$39,087 in personal services to support projected salary step increases and Fringe Benefits costs.

Decrease: The budget proposal reflects a reduction of \$39,087 to nonpersonal services to offset the funding for the anticipated salary step increases and Fringe Benefits costs.

Technical Adjustment: SCCRC's Local budget reflects an increase of \$87,723 to support maintenance costs for the Guideline Score System (GSS) in the Data Collection Program.

Mayor's Proposed Budget

No Change: SCCRC's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

District's Proposed Budget

Enhance: The proposed budget reflects an increase of \$83,433 and 1.0 FTE to support a Research Analyst position in the Data Collection division.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table FZ0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table FZ0-5

(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		1,401	10.0
Other CSFL Adjustments	Multiple Programs	37	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		1,439	10.0
Increase: To adjust continuing full time personal services and Fringe Benefits with projected costs	Multiple Programs	39	0.0
Decrease: To offset projected increases in personal services	Multiple Programs	-39	0.0
Technical Adjustment: To support maintenance cost for the Guideline Score System (GSS)	Data Collection (AIP)	88	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		1,526	10.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		1,526	10.0
Enhance: To support additional FTE	Data Collection (AIP)	83	1.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		1,610	11.0
Gross for FZ0 - District of Columbia Sentencing and Criminal Code Revision Commission		1,610	11.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Objective 1: Promulgate the accurate, timely, and effective use of the sentencing guidelines in every felony case.

Objective 2: Promulgate compliance with the guidelines in at least 93% of all felony cases.

Objective 3: Evaluate the effectiveness of the sentencing guidelines in achieving certainty, consistency, and adequacy of punishment.

Objective 4: Analyze the District of Columbia's current criminal code and propose reforms in the criminal code to create a uniform and coherent body of criminal law in the District of Columbia.

KEY PERFORMANCE INDICATORS

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of Judicial Compliance with the Sentencing Guidelines ¹	96.7%	97%	97.9%	97%	98%	98%
Number of agency web page hits	7,776	4,750	10,681	7,750	8,000	8,500
Number of agency web page updates	15	13	57	26	29	31
Percent compliant guideline sentences ²	98.2%	98%	98.2%	98%	98.5%	98.5%
Percent of departures classified as "Compliant Departure"	93.9%	95%	96.2%	95%	96%	97%
Percent of guidelines questions answered within 24 hours	99%	98.5%	99.3%	99%	99%	99%
Number of code revision committee meetings ³	19	12	25	15	12	Not Available
Number of code revision research memos drafted ⁴	15	14	37	5	15	Not Available
Number of hours of code revision research ⁵	3,210	3,200	3,998	3,200	2,900	Not Available
Number of criminal statutes repealed, codified, or revised ⁶	Not Available	2	15	15	6	Not Available
Number of data requests	6	7	33	40	42	45
Number of hours spent on data requests	94	175	510	525	530	550

Performance Plan Endnotes:

¹Judicial Compliance is considered an industry standard measure among sentencing commissions and a measure of the extent to which judges follow the sentencing guidelines when imposing a felony sentence. Compliance is defined as a judge imposing a sentence that is within the range recommended by the sentencing guidelines given the defendant's current offense and prior criminal history. The National Association of Sentencing Commissions identifies 85 percent compliance as standard, indicating the imposition of judicial discretion in 15 percent of cases.

²This percent reflects compliant in-the-box, 11(e)(1)(C), and out-of-the-box sentences.

³By statute, the Criminal Code Revision Project ends on September 30, 2016.

⁴Ibid.

⁵Ibid.

⁶Ibid.

Office of the Chief Medical Examiner

www.ocme.dc.gov

Telephone: 202-698-9000

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$8,416,820	\$9,518,949	\$10,558,008	10.9
FTEs	61.9	70.0	73.0	4.3

The mission of the Office of the Chief Medical Examiner (OCME) is to ensure that justice is served and that the health and safety of the public is improved by conducting quality death investigations and certification and providing forensic services for government agencies, health care entities, and grieving families.

Summary of Services

OCME provides forensic services to local and federal government agencies, health care providers, institutions of higher learning, and citizens in the District and metropolitan area. Forensic services include: forensic investigation and certification of certain deaths (i.e., deaths occurring as a result of violence (injury) as well as those that occur unexpectedly, without medical attention, in custody, or pose a threat to public health); review of deaths of specific populations; grief counseling; performance of a full range of toxicological examinations; cremation approvals; and public dispositions of unclaimed remains.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table FX0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FX0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
<u>General Fund</u>						
Local Funds	7,543	8,392	9,519	10,501	983	10.3
Total for General Fund	7,543	8,392	9,519	10,501	983	10.3
<u>Intra-District Funds</u>						
Intra-District Funds	12	25	0	57	57	N/A
Total for Intra-District Funds	12	25	0	57	57	N/A
Gross Funds	7,555	8,417	9,519	10,558	1,039	10.9

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table FX0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table FX0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
<u>General Fund</u>						
Local Funds	59.2	61.9	70.0	73.0	3.0	4.3
Total for General Fund	59.2	61.9	70.0	73.0	3.0	4.3
Total Proposed FTEs	59.2	61.9	70.0	73.0	3.0	4.3

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table FX0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FX0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	4,585	5,008	6,130	6,583	454	7.4
12 - Regular Pay - Other	184	116	0	378	378	N/A
13 - Additional Gross Pay	361	414	641	258	-383	-59.7
14 - Fringe Benefits - Current Personnel	949	1,015	1,286	1,462	176	13.7
15 - Overtime Pay	189	141	225	149	-76	-33.6
Subtotal Personal Services (PS)	6,268	6,695	8,282	8,831	549	6.6
20 - Supplies and Materials	319	475	265	549	285	107.6
31 - Telephone, Telegraph, Telegram, Etc.	27	0	10	10	0	-2.3
40 - Other Services and Charges	658	683	639	763	125	19.5
41 - Contractual Services - Other	69	287	308	374	66	21.4
70 - Equipment and Equipment Rental	212	278	15	30	15	100.0
91 - Expense Not Budgeted Others	1	0	0	0	0	N/A
Subtotal Nonpersonal Services (NPS)	1,286	1,722	1,237	1,727	490	39.6
Gross Funds	7,555	8,417	9,519	10,558	1,039	10.9

*Percent change is based on whole dollars.

Division Description

The Office of the Chief Medical Examiner operates through the following 5 divisions:

Death Investigations and Certifications – is responsible for forensic pathology, forensic investigation, and forensic support services. Forensic pathology involves conducting decedent examination, determining the cause and manner of death, and providing that information to next of kin, law enforcement, designated government entities, and interested parties. Forensic investigation includes evidence-gathering, medical interpretation, and provision of information to aid in the determination of the cause and manner of death. The purpose of forensic support services is to provide body disposition and autopsy support to forensic pathology staff and the funeral industry.

This division contains the following 3 activities:

- **Forensic Pathology** – provides, in a timely manner, decedent external and/or internal examination, documentation (i.e., medical transcription), and analysis services to law enforcement, government agencies, interested parties, and families to determine and understand the cause and manner of death;
- **Forensic Investigations** – provides information, evidence gathering, and medical interpretation services to OCME, law enforcement agencies, legal counsel, and the community to identify decedents and determine the cause and manner of death; and
- **Forensic Support Services** – provides body disposition and autopsy support services to OCME, the funeral industry, and the public so that they can have a body that is properly prepared for autopsy or disposition in a timely manner.

Fatality Review Committees – reviews the circumstances of the deaths of individuals within certain populations, including their interaction with District government services. The purpose of the reviews is to provide analysis and recommendations to the public and District entities serving defined populations so that they can address systemic problems and provide better services.

Forensic Toxicology – maintains standards of practice for the detection, identification, and quantization of alcohol, drugs, and other toxins in biological specimens. The laboratory provides scientific support services to OCME so that the agency may provide accurate death investigation information in a timely manner to the next of kin, law enforcement agencies, legal counsel, and the community, when required. It also provides services to various external government entities regarding specified types of testing.

Administrative/Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

Agency Financial Operations – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This division is standard for all agencies using performance-based budgeting.

Division Structure Change

The Office of the Chief Medical Examiner has no division structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Division and Activity

Table FX0-4 contains the proposed FY 2016 budget by division and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table FX0-4

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Administrative/Agency Management								
(1010) Personnel	29	93	99	6	0.9	1.0	1.0	0.0
(1020) Training	209	248	180	-67	3.5	3.0	2.0	-1.0
(1040) Information Technology	412	457	451	-5	2.6	3.0	3.0	0.0
(1060) Legal	0	0	160	160	0.0	0.0	1.0	1.0
(1070) Fleet Management	33	46	49	2	0.0	0.0	0.0	0.0
(1085) Customer Service	160	142	378	237	2.6	2.0	4.0	2.0
(1090) Performance Management	706	1,157	935	-222	4.4	7.0	5.0	-2.0
Subtotal (1000) Administrative/Agency Management	1,550	2,141	2,252	111	14.1	16.0	16.0	0.0
(100F) Agency Financial Operations								
(110F) Budget Operations	101	114	157	43	0.9	1.0	1.0	0.0
Subtotal (100F) Agency Financial Operations	101	114	157	43	0.9	1.0	1.0	0.0
(2000) Death Investigations and Certifications								
(2100) Forensic Pathology	1,968	2,068	2,032	-36	8.8	10.0	8.0	-2.0
(2200) Forensic Investigations	1,906	2,041	2,378	337	15.9	18.0	20.0	2.0
(2300) Mortuary Services	94	0	0	0	0.0	0.0	0.0	0.0
(2301) Forensic Support Services	1,043	1,344	1,666	323	10.6	11.0	13.0	2.0
Subtotal (2000) Death Investigations and Certifications	5,010	5,453	6,077	624	35.4	39.0	41.0	2.0
(3000) Fatality Review Committees								
(3100) Child Fatality Review Committee	309	421	477	57	2.6	4.0	4.0	0.0
Subtotal (3000) Fatality Review Committees	309	421	477	57	2.6	4.0	4.0	0.0
(4000) Forensic Toxicology								
(4100) Forensic Toxicology Lab	1,447	1,391	1,595	205	8.8	10.0	11.0	1.0
Subtotal (4000) Forensic Toxicology	1,447	1,391	1,595	205	8.8	10.0	11.0	1.0
Total Proposed Operating Budget	8,417	9,519	10,558	1,039	61.9	70.0	73.0	3.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's divisions, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of the Chief Medical Examiner's (OCME) proposed FY 2016 gross budget is \$10,558,008, which represents a 10.9 percent increase over its FY 2015 approved gross budget of \$9,518,949. The budget is comprised of \$10,501,493 in Local funds and \$56,515 in Intra-District funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple divisions, and it estimates how much it would cost an agency to continue its current divisions and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

OCME's FY 2016 CSFL budget is \$9,973,949, which represents a \$455,000, or 4.8 percent, increase over the FY 2015 approved Local funds budget of \$9,518,949.

CSFL Assumptions

The FY 2016 CSFL calculated for OCME included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$298,557 in personal services to account for approved compensation agreements implemented in FY 2015, and an increase of \$26,656 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

OCME's CSFL funding for Other Adjustments reflects a net increase of \$129,787. The amount is comprised of an increase of \$147,669 for the transfer of 1.0 Full-Time Equivalent (FTE) attorney position from the Office of the Attorney General of the District of Columbia, and a decrease of \$17,882 to account for proper funding of compensation and classification reforms within the Workforce Investments fund for Compensation Groups 1 and 2.

Agency Budget Submission

Increase: In Local funds, OCME's personal services budget increased by \$141,609 and 2.0 FTEs. The agency added two Mortuary Technician positions in the Death Investigations and Certifications division to better assist with forensic services. Additional changes in personal services occurred across multiple divisions and include salary step increases, adjustments to Fringe Benefits to better align with projected costs, and changes to union pay schedules for Medical Doctors.

The agency's Intra-District funds budget increased by \$56,515 in accordance with two Letters of Intent with the Office of the Deputy Mayor for Public Safety and Justice. The increase is comprised of \$31,515 in the Administrative Management division to improve the quality and timeliness of forensic science and medical examiner services through continued education, and \$25,000 for toxicological testing of Drug Facilitated Sexual Assault (DFSA) specimens within the Forensic Toxicology division.

Decrease: In order to offset the projected increases in personal services, the agency decreased its nonpersonal services budget by \$141,609, primarily in the Death Investigations and Certifications division. Additionally, OCME's cleaning supplies, medical materials, and agency-managed telecommunication costs were reduced; however, they were offset by an increase in the agency's Contractual Services budget for the Wendt Center contract, which supports one of OCME's core functions of providing grief counseling to individuals and families.

Technical Adjustment: OCME's budget proposal includes an increase of \$547,739 across multiple programs. The increase consists of \$267,091 for body pickup and disposition, \$189,860 to purchase medical surgical

supplies, \$75,789 for equipment maintenance, and \$15,000 for a computer replacement plan. By increasing OCME's nonpersonal services budget, the agency is able to improve the health and safety of District residents.

Mayor's Proposed Budget

Reduce: In Local funds, OCME's budget proposal includes a decrease of \$20,195 to reflect a reduction to on-call pay in the Death Investigations and Certifications division.

District's Proposed Budget

No Change: The Office of the Chief Medical Examiner's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table FX0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table FX0-5
(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		9,519	70.0
Other CSFL Adjustments	Multiple Programs	455	1.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		9,974	71.0
Increase: To adjust personal services	Multiple Programs	142	2.0
Decrease: To offset projected increases in personal services	Multiple Programs	-142	0.0
Technical Adjustment: To support forensic services, maintenance, surgical supplies, and computer costs	Multiple Programs	548	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		10,522	73.0
Reduce: Personal services costs	Death Investigations/ Certifications	-20	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		10,501	73.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		10,501	73.0
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		0	0.0
Increase: To support program initiative(s)	Multiple Programs	57	0.0
INTRA-DISTRICT FUNDS: FY 2016 Agency Budget Submission		57	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		57	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		57	0.0
Gross for FX0 - Office of the Chief Medical Examiner		10,558	73.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency has the following objectives and performance indicators for their divisions:

Offices of the Chief and Administration

Objective 1: Provide forensic services in the areas of medicolegal death investigation and forensic pathology and toxicology through academic conferences, workshop, and seminars conducted for stakeholders, which include law enforcement; medical and health care providers; emergency management workers; first responders; university officials, residents and other students; and other government officials. Fulfill mission of providing forensic services.

Objective 2: Complete agency's Five-Year Strategic Plan.

Objective 3: Maintain agency accreditation status with the National Association of Medical Examiners (NAME).

Medicolegal Death Investigation

Objective 1: Provide efficient, timely, and accurate death investigation and certification of cases within the jurisdiction of the agency as statutorily mandated.

Objective 2: Implementation of mass fatality management preparedness strategies.

Objective 3: Data Analysis Fusion Center quarterly reporting.

Objective 4: Death Investigation training program.

KEY PERFORMANCE INDICATORS

Medicolegal Death Investigation

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of all reports of postmortem examinations completed within 90 calendar days from the time of autopsy in all cases ¹	Not Available	Not Available	Not Available	50%	90%	90%
Percent of all reports or postmortem examinations completed within 60 calendar days from the time of autopsy in all cases ²	Not Available	Not Available	Not Available	50%	50%	75%
Percent of public dispositions ready for release within 45 days ³	Not Available	Not Available	Not Available	90%	90%	90%

(Continued on next page)

KEY PERFORMANCE INDICATORS (Continued)

Medicolegal Death Investigation

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of preliminary investigative reports complete for utilization in the daily case review morning meetings	91%	95%	89%	95%	95%	95%
Percent of mortuary/transport service scene response within one hour of transport notification by an investigator or medical examiner of an accepted case	84%	90%	90%	95%	95%	95%
Percent of specimens transported to reference laboratory within one day after notification by a medical examiner (excluding weekends and holidays) ⁴	Not Available	Not Available	Not Available	95%	95%	95%

Forensic Toxicology

Objective 1: Testing and reporting enhancement.

Objective 2: Accreditation of the Breath Alcohol Testing program.

Objective 3: Increase contributions to the scientific community.

KEY PERFORMANCE INDICATORS

Forensic Toxicology

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of toxicology examinations completed within 60 calendar days of case submission	82%	90%	62%	90%	90%	90%
Percent of toxicology examinations completed within 45 calendar days of case submission ⁵	81%	90%	58% ⁶	90%	90%	90%

Fatality Review

Objective 1: Improvement in delivery service and outcomes for those populations served by the Fatality Review division.

KEY PERFORMANCE INDICATORS

Fatality Review

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of Child Fatality Review Committee (CFRC) fatality reviews held within six months of notification of the death	80%	70%	88%	70%	70%	80%
Percent of Development Disabilities Services (DDS) fatality reviews held within three months of receipt of the investigative report from the Department of Human Services/DDS and determination of the cause and manner of death	100%	80%	100%	80%	80%	90%

Performance Plan Endnotes:

¹This new measure is an industry standard adopted by National Association of Medical Examiners (NAME) within its accreditation guidelines as revised in 2014.

²This is a new measure.

³Ibid.

⁴Ibid.

⁵The industry standard adopted by NAME is “the percent of toxicology examinations completed within 60 calendar days of case submission.” As such, the agency’s goal is above industry standard in measuring a completion rate of 45 calendar days.

⁶Data as of July 2014.

Office of Administrative Hearings

www.oah.dc.gov

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Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$8,476,810	\$10,404,300	\$10,220,111	-1.8
FTEs	70.9	77.6	83.2	7.4

The mission of the Office of Administrative Hearings (OAH) is to provide a fair, efficient, and effective forum to manage and resolve administrative disputes.

Summary of Services

OAH is an impartial, independent agency that adjudicates cases for over 40 District of Columbia agencies, boards, and commissions. OAH holds hearings, conducts mediations, and provides other adjudication services to resolve disputes arising under the District's laws and regulations.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table FS0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FS0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	7,528	7,183	8,703	8,805	102	1.2
Total for General Fund	7,528	7,183	8,703	8,805	102	1.2
Federal Resources						
Federal Medicaid Payments	68	72	60	60	0	0.0
Total for Federal Resources	68	72	60	60	0	0.0
Intra-District Funds						
Intra-District Funds	1,254	1,222	1,641	1,355	-286	-17.4
Total for Intra-District Funds	1,254	1,222	1,641	1,355	-286	-17.4
Gross Funds	8,850	8,477	10,404	10,220	-184	-1.8

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table FS0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table FS0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	64.6	62.9	69.6	75.2	5.7	8.2
Total for General Fund	64.6	62.9	69.6	75.2	5.7	8.2
Intra-District Funds						
Intra-District Funds	8.5	8.0	8.0	8.0	0.0	0.0
Total for Intra-District Funds	8.5	8.0	8.0	8.0	0.0	0.0
Total Proposed FTEs	73.1	70.9	77.6	83.2	5.7	7.4

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table FS0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FS0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	6,028	6,419	7,493	7,991	498	6.6
12 - Regular Pay - Other	613	23	58	9	-48	-83.7
13 - Additional Gross Pay	27	84	54	54	0	0.0
14 - Fringe Benefits - Current Personnel	1,208	1,146	1,450	1,489	40	2.7
Subtotal Personal Services (PS)	7,876	7,673	9,055	9,544	489	5.4
20 - Supplies and Materials	125	170	149	57	-92	-62.0
31 - Telephone, Telegraph, Telegram, Etc.	4	0	0	0	0	N/A
40 - Other Services and Charges	274	280	714	238	-477	-66.7
41 - Contractual Services - Other	530	223	361	338	-23	-6.2
70 - Equipment and Equipment Rental	42	132	126	44	-82	-65.4
Subtotal Nonpersonal Services (NPS)	974	804	1,350	676	-674	-49.9
Gross Funds	8,850	8,477	10,404	10,220	-184	-1.8

*Percent change is based on whole dollars.

Program Description

The Office of Administrative Hearings operates through the following 6 programs:

Judicial – ensures due process while working to improve the quality, efficiency, and efficacy of justice management. This program provides pretrial management, hearings, appeals, and mediations.

Court Counsel – supports the administrative court's judicial function by assisting judges in legal analysis, research, and drafting orders and notices; ensures agency compliance with applicable laws; assists with the tracking of legislative and regulatory initiatives; and maintains the law library.

Clerk of Court – provides an efficient intake of cases and supports the agency's case management system and caseload reporting, maintains forms and documentation, and serves as the primary customer service interface.

Executive – provides agency direction and performance oversight, including administering the agency's infrastructure and related support services and functions.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Agency Financial Operations – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Office of Administrative Hearings has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table FS0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table FS0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(100A) Agency Management								
(1010) Personnel-Master	106	122	96	-26	1.2	1.3	1.0	-0.3
(1040) Information Technology	201	280	261	-19	0.9	1.0	1.0	0.0
Subtotal (100A) Agency Management	308	402	357	-45	2.1	2.3	2.0	-0.3
(100F) Agency Financial Operations								
(110F) Budget Operations	132	131	141	10	0.9	1.0	1.0	0.0
Subtotal (100F) Agency Financial Operations	132	131	141	10	0.9	1.0	1.0	0.0
(200A) Judicial								
(020A) Trials/Appeals and Justice Management	4,908	5,918	6,149	232	32.2	35.0	39.0	4.0
Subtotal (200A) Judicial	4,908	5,918	6,149	232	32.2	35.0	39.0	4.0
(300A) Court Counsel								
(030A) Judicial Assistance and Legal Counsel	1,250	1,793	1,457	-336	15.7	11.0	12.0	1.0
Subtotal (300A) Court Counsel	1,250	1,793	1,457	-336	15.7	11.0	12.0	1.0
(400A) Clerk of Court								
(040A) Case Management and Judicial Support Service	1,366	1,463	1,560	97	16.4	23.2	25.2	2.0
Subtotal (400A) Clerk of Court	1,366	1,463	1,560	97	16.4	23.2	25.2	2.0
(500A) Executive								
(050A) Program Direction and Oversight	513	697	556	-141	3.6	5.0	4.0	-1.0
Subtotal (500A) Executive	513	697	556	-141	3.6	5.0	4.0	-1.0
Total Proposed Operating Budget	8,477	10,404	10,220	-184	70.9	77.6	83.2	5.7

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of Administrative Hearings' (OAH) proposed FY 2016 gross budget is \$10,220,111, which represents a 1.8 percent decrease from its FY 2015 approved gross budget of \$10,404,300. The budget is comprised of \$8,805,049 in Local funds, \$60,000 in Federal Medicaid Payments, and \$1,355,062 in Intra-District funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

OAH's FY 2016 CSFL budget is \$8,940,826, which represents a \$237,790, or 2.7 percent, increase over the FY 2015 approved Local funds budget of \$8,703,036.

CSFL Assumptions

The FY 2016 CSFL calculated for OAH included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$232,598 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$5,192 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

Agency Budget Submission

Increase: In Local funds, the proposed budget contains an increase of \$76,567 in the Court Counsel program to support adjustments for a legal services contract. An increase of \$44,878 in personal services costs includes adjustments for the reallocation of positions across agency programs and higher salaries for agency staff and savings in Fringe Benefits due to the alignment of the budget to reflect historical trends.

Decrease: The proposed Local funds budget reflects a net decrease of \$121,445 primarily due to a reduction in professional services fees for agency interpreters and savings from the implementation of a case management system for the agency.

In Intra-District funds, the proposed budget reflects a net decrease of \$286,201 to align the budget with projected revenues from several agencies. The reduction is the result of projected savings from adjudication services for District agencies. This savings is slightly offset by adjustments to salaries and Fringe Benefit costs.

Mayor's Proposed Budget

Reduce: In Local funds, the proposed budget reflects a decrease of \$11,001 and 0.3 FTE in the Agency Management program and \$286,040 in nonpersonal services across multiple programs due to the elimination of vacancies and other operational savings.

District's Proposed Budget

Enhance/Reallocate: The proposed budget in Local funds includes a net increase of \$161,264 in personal services in the Judicial program. This adjustment is comprised of an increase of \$356,100 to provide funding for an additional 6.0 FTEs to support the hiring of additional Law Clerks, partially offset by a reduction of \$194,836 in personal services costs based on projected salary lapse savings.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table FS0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table FS0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		8,703	69.6
Other CSFL Adjustments	Multiple Programs	238	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		8,941	69.6
Increase: To adjust the Contractual Services budget	Court Counsel	77	0.0
Increase: To adjust personal services	Multiple Programs	45	0.0
Decrease: To align resources with operational goals	Multiple Programs	-121	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		8,941	69.6
Reduce: To recognize savings from a reduction in FTEs	Multiple Programs	-11	-0.3
Reduce: Agency wide savings	Multiple Programs	-286	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		8,644	69.2
Enhance/Reallocate: To adjust personal services	Judicial	161	6.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		8,805	75.2
FEDERAL MEDICAID PAYMENTS: FY 2015 Approved Budget and FTE		60	0.0
No Change		0	0.0
FEDERAL MEDICAID PAYMENTS: FY 2016 Agency Budget Submission		60	0.0
No Change		0	0.0
FEDERAL MEDICAID PAYMENTS: FY 2016 Mayor's Proposed Budget		60	0.0
No Change		0	0.0
FEDERAL MEDICAID PAYMENTS: FY 2016 District's Proposed Budget		60	0.0
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		1,641	8.0
Decrease: To align budget with projected revenues	Multiple Programs	-286	0.0
INTRA-DISTRICT FUNDS: FY 2016 Agency Budget Submission		1,355	8.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		1,355	8.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		1,355	8.0
Gross for FS0 - Office of Administrative Hearings		10,220	83.2

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Executive¹

Objective 1: Oversee and facilitate the coordination of interagency activities and initiatives between OAH and other District agencies.

KEY PERFORMANCE INDICATORS

Executive

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of OAH staff trained in eTims, the case management system for District of Columbia Taxicab Commission (DCTC) cases	Not Available	5%	61%	5%	10%	15%
Percent of stakeholder agency contacts identified for caseload projection ²	Not Available	Not Available	Not Available ³	75%	85%	90%
Percent of stakeholder agencies collaborating with caseload projection	Not Available	Not Available	Not Available ⁴	65%	75%	80%
Percent of tasks completed toward the development of caseload projection reporting tool	Not Available	Not Available	Not Available ⁵	75%	95%	95%
Percent of tasks completed toward development of analytical framework for determining need for any change in OAH resources	Not Available	Not Available	Not Available ⁶	75%	95%	95%

Judicial

Objective 1: Increase the clearance rate of cases disposed.

KEY PERFORMANCE INDICATORS

Judicial⁷

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of the total number of cases disposed of (final order issued) within 365 days of close of the record or less	Not Available	Not Available	94%	50%	75%	85%
Percent of all unemployment insurance cases resolved within 90 days of filing in a given month ⁸	97%	95%	99%	99.5%	95%	95%
Percent of hearings reduced due to mediation	4.9%	4.5%	2.6%	1.9%	5.5%	6.5%
Percent of non-unemployment insurance cases resolved within 120 days of filing ⁹	83%	60%	79%	81%	65%	70%
Percent of post-trial motions decided within 75 days in accordance with OAH Rules ¹⁰	Not Available	Not Available	Not Available	75%	85%	95%

Court Counsel¹¹

Objective 1: Improve the experience of participants who are limited or non-English proficient.

Objective 2: Provide legal research and advice to the Chief Administrative Law Judge, key management staff, and the Administrative Law Judges.

KEY PERFORMANCE INDICATORS

Court Counsel Division

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of attorneys who complete rulemaking training	Not Available	Not Available	5	4	7	7
Number of ethics/financial disclosure opinions issued within 21 days of request	Not Available	Not Available	Not Available	Baseline ¹² Year	5	5
Percent of non-expedited legal research projects completed within 30 days of request	Not Available	Not Available	Not Available	Baseline Year ¹³	80%	85%
Percent of expedited legal research projects completed within deadline provided	Not Available	Not Available	Not Available	Baseline Year ¹⁴	80%	90%
Number of translated versions of vital documents available to public	Not Available	3	8	8	25	30
Percent of staff trained in Language Access	Not Available	10%	82%	90%	90%	90%

Clerk of Court¹⁵

Objective 1: Improve the experience of participants in administrative hearings through quality customer service.

Objective 2: Increase the efficiency and integrity of case intake through the creation and use of improved intake forms.

Objective 3: Improve case file processing.

Objective 4: Increase the integrity and consistency of case files.

KEY PERFORMANCE INDICATORS

Clerk of Court

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 YTD	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of consumer satisfaction surveys with a rating of at least “Agree” regarding the level of quality of OAH’s service	95%	96%	92%	96%	97%	97%
Complete development and implementation of new intake forms by case type	Not Available	Not Available	Not Available ¹⁶	70%	80%	95%
Percent compliance with established time frames for case file retrieval	Not Available	Not Available	Not Available ¹⁷	65%	80%	95%
Percent compliance with uniform case file organization standards by different case types	Not Available	Not Available	Not Available ¹⁸	50%	75%	100%

Performance Plan Endnotes:

¹For the purposes of the FY 2016 Performance Plan, the (500A) Executive program includes (100A) Agency Management and (100F) Agency Financial Operations.

²Since the number of stakeholder agencies may change during a fiscal year or from year to year based on amendments to the OAH Establishment Act or agreements between OAH and District agencies, stakeholder agency percentages referenced in the measures will be calculated based on the number of actual stakeholder agencies in the fiscal year.

³This is a new measure.

⁴Ibid.

⁵Ibid.

⁶Ibid.

⁷The Judicial program includes the functions of Trial/Appeals and Judicial Management.

⁸The U.S. Department of Labor industry standard is 95 percent of cases in a given month resolved within 90 days of filing.

⁹This indicator includes cases opened and disposed of in the same fiscal year only.

¹⁰This is a new measure.

¹¹The Court Counsel program includes the functions of Judicial Assistance and Legal Counsel.

¹²This is a new measure.

¹³Ibid.

¹⁴Ibid.

¹⁵The Clerk of the Court program includes the functions of Case Management and Judicial Support Service.

¹⁶This is a new measure.

¹⁷Ibid.

¹⁸Ibid.

Criminal Justice Coordinating Council

www.cjcc.dc.gov

Telephone: 202-442-9283

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from
				FY 2015
Operating Budget	\$2,882,952	\$2,496,111	\$3,142,347	25.9
FTEs	15.5	17.0	17.0	0.0

The mission of the Criminal Justice Coordinating Council (CJCC) is to serve as the forum for identifying issues and their solutions, proposing actions, and facilitating cooperation that will improve public safety and the criminal and juvenile justice system of the District of Columbia for its residents, visitors, victims, and offenders.

Summary of Services

Provide a forum for effective collaboration and problem solving among criminal and juvenile justice agencies. Identify, develop, and coordinate innovative interagency solutions to address District of Columbia public safety challenges. Research and analyze critical issues identified by the criminal and juvenile justice system. Facilitate and provide long-term performance monitoring of collaborative solutions to public safety and criminal justice challenges.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table FJ0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FJ0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	436	434	526	1,167	641	121.9
Total for General Fund	436	434	526	1,167	641	121.9
Federal Resources						
Federal Payments	2,079	2,277	1,900	1,900	0	0.0
Federal Grant Funds	77	112	0	0	0	N/A
Total for Federal Resources	2,156	2,388	1,900	1,900	0	0.0
Private Funds						
Private Grant Funds	15	0	0	0	0	N/A
Total for Private Funds	15	0	0	0	0	N/A
Intra-District Funds						
Intra-District Funds	51	60	70	75	5	7.1
Total for Intra-District Funds	51	60	70	75	5	7.1
Gross Funds	2,658	2,883	2,496	3,142	646	25.9

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table FJ0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table FJ0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	1.5	1.6	1.3	2.3	1.0	78.7
Total for General Fund	1.5	1.6	1.3	2.3	1.0	78.7
Federal Resources						
Federal Payments	12.2	13.4	15.1	14.1	-1.0	-6.7
Total for Federal Resources	12.2	13.4	15.1	14.1	-1.0	-6.7
Intra-District Funds						
Intra-District Funds	0.4	0.6	0.6	0.6	0.0	1.6
Total for Intra-District Funds	0.4	0.6	0.6	0.6	0.0	1.6
Total Proposed FTEs	14.1	15.5	17.0	17.0	0.0	0.0

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table FJ0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FJ0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	1,090	1,341	1,620	1,691	71	4.4
12 - Regular Pay - Other	118	0	0	0	0	N/A
13 - Additional Gross Pay	2	12	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	208	255	254	262	8	3.2
Subtotal Personal Services (PS)	1,418	1,608	1,874	1,953	79	4.2
20 - Supplies and Materials	39	56	32	41	9	27.9
31 - Telephone, Telegraph, Telegram, Etc.	2	4	0	0	0	N/A
40 - Other Services and Charges	607	550	159	146	-13	-8.4
41 - Contractual Services - Other	591	612	431	982	551	127.9
70 - Equipment and Equipment Rental	0	53	0	20	20	N/A
Subtotal Nonpersonal Services (NPS)	1,240	1,274	622	1,189	567	91.1
Gross Funds	2,658	2,883	2,496	3,142	646	25.9

*Percent change is based on whole dollars.

Program Description

The Criminal Justice Coordinating Council (CJCC) operates through the following 3 programs:

Research, Analysis and Evaluation – enhances the knowledge base of the justice community in the District so that informed decisions and strategic planning occur based on factual information and evaluation of initiatives to determine their value.

This program contains the following 3 activities:

- **Research, Analysis and Evaluation (Local, Federal and Intra-District)** – enables CJCC agencies with sound approaches to emerging or chronic challenges within the District’s criminal justice system to plan effectively and measure the effectiveness of key CJCC initiatives and committee progress for the year to determine success and to recommend initiatives for replication.

Collaboration and Planning Across Justice Agencies – provides a structure for joint work by District, federal, and judicial criminal justice and juvenile justice stakeholders toward a stronger and more responsive justice system.

This program contains the following 3 activities:

- **Operational Infrastructure (Local and Federal)** – provides an operational infrastructure for criminal justice agencies across the city to identify public safety priorities and to plan and solve problems; and
- **Topical Work Groups (Federal)** – examines emerging and chronic trends and issues that impact multiple agencies in the District of Columbia’s criminal justice system, and provides recommendations that enable the CJCC to plan appropriate responses.

Integrated Information Sharing System – connects criminal and juvenile justice agencies through technology to share public safety information and to mobilize effectively when responding to issues that extend beyond any one agency.

This program contains the following 2 activities:

- **JUSTIS (Local and Federal)** – provides authorized criminal justice users an integrated criminal and juvenile justice information-sharing system for effective tracking and monitoring of criminal activities across agencies and jurisdictions.

Program Structure Change

The proposed program structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at www.cfo.dc.gov on the Annual Operating Budget and Capital Plan page.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table FJ0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table FJ0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Research Analysis and Evaluation								
(1010) Research and Analysis	19	0	257	257	0.5	0.0	1.0	1.0
(1110) Research and Analysis (FED)	462	247	251	4	2.0	2.0	2.4	0.4
(1117) Research and Analysis (ID)	60	70	75	5	0.6	0.6	0.6	0.0
Subtotal (1000) Research Analysis and Evaluation	541	317	584	267	3.0	2.6	4.0	1.4
(2000) Collaboration and Planning Across Agencies								
(2010) Operational Infrastructure	205	197	203	6	1.1	1.3	1.3	0.0
(2110) Operational Infrastructure (FED)	373	216	246	30	1.7	1.7	1.7	0.0
(2120) Topical Work Groups (FED)	562	381	399	18	3.9	3.0	3.0	0.0
(2130) CJCC Meetings (FED)	2	7	0	-7	0.0	0.0	0.0	0.0
(2140) Technical Assistance and Training (FED)	77	0	0	0	0.0	0.0	0.0	0.0
Subtotal (2000) Collaboration and Planning Across Agencies	1,219	801	848	48	6.7	6.0	6.0	0.0
(3000) Integrated Information System								
(3010) JUSTIS	0	0	707	707	0.0	0.0	0.0	0.0
(3110) JUSTIS (FED)	1,114	1,371	1,003	-368	5.8	8.4	7.0	-1.4
Subtotal (3000) Integrated Information System	1,114	1,371	1,710	339	5.8	8.4	7.0	-1.4
(4000) ASMP								
(4140) Information Technology (FED)	9	8	0	-8	0.0	0.0	0.0	0.0
Subtotal (4000) ASMP	9	8	0	-8	0.0	0.0	0.0	0.0
Total Proposed Operating Budget	2,883	2,496	3,142	646	15.5	17.0	17.0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Criminal Justice Coordinating Council's (CJCC) proposed FY 2016 gross budget is \$3,142,347, which represents a 25.9 percent increase over its FY 2015 approved gross budget of \$2,496,111. The budget is comprised of \$1,167,347 in Local funds, \$1,900,000 in Federal Payments, and \$75,000 in Intra-District funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments

to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

CJCC's FY 2016 CSFL budget is \$539,347, which represents a \$13,240, or 2.5 percent, increase over the FY 2015 approved Local funds budget of \$526,107.

CSFL Assumptions

The FY 2016 CSFL calculated for CJCC included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$5,990 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$7,250 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

Agency Budget Submission

Increase: In Local funds, CJCC's proposed personal services budget supports an increase of \$107,851 across multiple programs. Of that amount, \$93,001 supports 1.0 Full-Time Equivalent (FTE), which was reallocated from the Integrated Information System program to the Research, Analysis and Evaluation program. The realignment enhances the District's knowledge base of the justice community, which aids in the development and execution of CJCC's strategic plan and program initiatives. The remaining amount of \$14,850 was a result of step increases, Fringe Benefit adjustments, and other miscellaneous changes to CJCC's continuing full-time positions.

The agency's Federal Payments proposed budget reflects an increase of \$38,855, primarily in the Collaboration and Planning Across Agencies program. The increase strengthens the operational infrastructure of criminal justice agencies across the District by supporting office supply purchases, IT Servus costs, and other nonpersonal services. The IT Servus budget, which comprised CJCC's entire Agency Management program in FY 2015, was reallocated to the Collaboration and Planning Across Agencies program to increase operational effectiveness.

Intra-District funds increased by \$4,496 in the Research, Analysis and Evaluation program to reflect adjustments to salary, Fringe Benefits, and personnel. The agency's nonpersonal services budget increased by \$500 to align operational budgets with anticipated expenses.

Decrease: CJCC's budget proposal reflects a decrease of \$107,851 in Local funds for contractual services. The reduction occurred in the Integrated Information System program to reflect cost savings associated with the agency's Justice Information System (JUSTIS).

The agency's Federal Payments budget decreased by \$38,855 and 1.0 FTE in personal services, primarily due to the reallocation of a position to the Research, Analysis and Evaluation program.

Mayor's Proposed Budget

No Change: The Criminal Justice Coordinating Council's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

District's Proposed Budget

Enhance: CJCC's Local funds budget increased by a net of \$628,000. The increase is comprised of a \$150,000 one-time enhancement in the Research, Analysis and Evaluation program for a comprehensive study of the D.C. Jail, and a \$478,000 one-time enhancement in the Integrated Information System program for the improvement of JUSTIS.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table FJ0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table FJ0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		526	1.3
Other CSFL Adjustments	Multiple Programs	13	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		539	1.3
Increase: To adjust continuing full time personal services and Fringe Benefits with projected costs	Multiple Programs	108	1.0
Decrease: To adjust the Contractual Services budget	Integrated Information System	-108	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		539	2.3
No Change		0	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		539	2.3
Enhance: To support a comprehensive study of the D.C. Jail	Research Analysis and Evaluation	150	0.0
Enhance: To improve JUSTIS	Integrated Information System	478	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		1,167	2.3
FEDERAL PAYMENTS: FY 2015 Approved Budget and FTE		1,900	15.1
Increase: To align funding with nonpersonal services costs	Multiple Programs	39	0.0
Decrease: To adjust continuing full time personal services and Fringe Benefits with projected costs	Multiple Programs	-39	-1.0
FEDERAL PAYMENTS: FY 2016 Agency Budget Submission		1,900	14.1
No Change		0	0.0
FEDERAL PAYMENTS: FY 2016 Mayor's Proposed Budget		1,900	14.1
No Change		0	0.0
FEDERAL PAYMENTS: FY 2016 District's Proposed Budget		1,900	14.1
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		70	0.6
Increase: To adjust continuing full time personal services and Fringe Benefits with projected costs	Research Analysis and Evaluation	4	0.0
Increase: To align funding with nonpersonal services costs	Research Analysis and Evaluation	1	0.0
INTRA-DISTRICT FUNDS: FY 2016 Agency Budget Submission		75	0.6
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		75	0.6
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		75	0.6
Gross for FJ0 - Criminal Justice Coordinating Council		3,142	17.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Objective 1: Assist member agencies with information sharing across the federal and local criminal justice system.

Objective 2: Improve multi-agency collaboration and planning, and encourage data-driven decision making by providing CJCC members with relevant and timely research and analysis that includes tracking priorities, evaluating progress, and generating reports analysis.

Objective 3: Provide a multi-agency structure to facilitate strategic planning, information sharing, cross systems collaboration, research, and analysis.

KEY PERFORMANCE INDICATORS

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Surveyed users' satisfaction with JUSTIS experience	94%	95%	97% ¹	95%	95%	95%
Surveyed users who responded that JUSTIS is user-friendly	90%	90%	93% ²	90%	90%	90%
JUSTIS training sessions timely held	23	2	14	14	10	10
JUSTIS data audits timely held	2	2	2	2	2	2
JUSTIS system availability ³	Not Available	Not Available	Not Available	99.4%	95%	95%
Issue research and policy guidance reports within the agreed-upon timeframe	100%	100%	100%	100%	100%	100%
Release of policy guidance reports in a timely manner ⁴	3	3	4	Not Available	Not Available	Not Available
JDAI reports and evaluations produced ⁵	12	11	11	Not Available	Not Available	Not Available
Strategic planning sessions held	1	1	1	1	1	1
Forums and trainings held	3	3	4	3	3	3
Resource locator trainings	Not Available	2	2	2	2	2
Resource locator audit	Not Available	Not Available	Not Available	1 ⁶	1	1
JUSTIS projects completed ⁷	Not Available	Not Available	Not Available	4 ⁸	TBD	TBD
Active CJCC Committees ⁹	Not Available	Not Available	Not Available	15 ¹⁰	TBD	TBD

Performance Plan Endnotes:

¹Measure collected annually.

²Ibid.

³This is a new measure.

⁴This performance measure is duplicative and will be removed from future performance plans.

⁵This performance measure and the “Release of policy guidance reports” measure have been combined into the “Issue research and policy guidance reports within the agreed-upon timeframe” measure and will be removed from future performance plans.

⁶This is a new measure.

⁷The CJCC is unable to make projections on its KPIs as the agency relies on input and direction from its 16-member Council on KPIs for future years.

⁸This is a new measure.

⁹The CJCC is unable to make projections on its KPIs as the agency relies on input and direction from its 16-member Council on KPIs for future years.

¹⁰This is a new measure.

Office of Unified Communications

www.ouc.dc.gov

Telephone: 202-730-0524

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$39,005,525	\$43,759,607	\$45,467,618	3.9
FTEs	303.2	328.8	310.8	-5.5

The mission of the Office of Unified Communications (OUC) is to provide a fast, professional, and cost-effective response to emergency (911) and non-emergency (311) calls in the District. The OUC also provides centralized, District-wide coordination and management of public safety voice radio technology and other public safety wireless and data communication systems and resources.

Summary of Services

The 911 Operations Division develops and enforces policy directives and standards regarding public safety communications. The 311 Operations division processes city service requests and handles telephone reporting of specific crimes. The Technology Operations division operates and maintains public safety voice radio technology and oversees all land and mobile radio systems tied to the response network. The Transcriptions division provides audio transcribing for the District of Columbia Metropolitan Police Department, the District of Columbia Fire and Emergency Medical Services Department, and the 311 Operations division. Agency Management administers programs supporting the call center and public safety communications. In addition, Agency Management oversees the employee performance management system, new employee training, and in-service training for OUC personnel.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table UC0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table UC0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	26,465	28,042	28,250	28,197	-53	-0.2
Special Purpose Revenue Funds	10,355	9,750	15,231	16,971	1,740	11.4
Total for General Fund	36,820	37,792	43,481	45,168	1,687	3.9
Intra-District Funds						
Intra-District Funds	635	1,213	278	299	21	7.6
Total for Intra-District Funds	635	1,213	278	299	21	7.6
Gross Funds	37,455	39,006	43,760	45,468	1,708	3.9

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table UC0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table UC0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	308.9	297.3	322.8	304.8	-18.0	-5.6
Total for General Fund	308.9	297.3	322.8	304.8	-18.0	-5.6
Intra-District Funds						
Intra-District Funds	9.6	5.9	6.0	6.0	0.0	0.0
Total for Intra-District Funds	9.6	5.9	6.0	6.0	0.0	0.0
Total Proposed FTEs	318.5	303.2	328.8	310.8	-18.0	-5.5

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table UC0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table UC0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	17,576	17,572	20,152	19,776	-375	-1.9
12 - Regular Pay - Other	754	92	289	445	156	54.1
13 - Additional Gross Pay	1,584	1,579	2,079	1,641	-438	-21.1
14 - Fringe Benefits - Current Personnel	5,034	4,903	5,174	5,824	650	12.6
15 - Overtime Pay	768	1,118	810	810	0	0.0
Subtotal Personal Services (PS)	25,716	25,264	28,504	28,496	-8	0.0
20 - Supplies and Materials	77	78	104	84	-20	-19.2
31 - Telephone, Telegraph, Telegram, Etc.	1,037	1,240	1,128	1,929	801	70.9
40 - Other Services and Charges	6,227	8,249	10,520	11,566	1,046	9.9
41 - Contractual Services - Other	1,456	1,358	1,453	1,392	-61	-4.2
70 - Equipment and Equipment Rental	2,942	2,816	2,050	2,000	-50	-2.4
Subtotal Nonpersonal Services (NPS)	11,739	13,742	15,255	16,971	1,716	11.2
Gross Funds	37,455	39,006	43,760	45,468	1,708	3.9

*Percent change is based on whole dollars.

Division Description

The Office of Unified Communications operates through the following 6 divisions:

Emergency (911) Operations – receives and processes 911 calls accurately and efficiently. Police and fire incidents are created through Computer-Aided Dispatch (CAD) and transferred to the Fire and Emergency Medical Services Department (FEMS) and/or the Metropolitan Police Department (MPD), as well as additional agencies in the National Capital Region (NCR), by voice transmission and computer-to-computer dispatch. Emergency Operations personnel receive ongoing training and updates through the training unit. The policy unit is also part of the division.

This division contains the following 4 activities:

- **911 Call Taking** – processes calls for emergency response;
- **911 Dispatching** – dispatches calls for emergency services to first responders of MPD and FEMS;
- **911 Training** – provides training to emergency call takers and dispatchers to accurately and expeditiously handle calls for emergency service; and
- **Quality Assurance** – maintains and monitors performance.

Non-Emergency (311) Operations – serves as the access point for customers seeking assistance in situations that are not life-threatening, not serious, or not currently in progress. It is the single access number for constituents, residents, and visitors in search of District government services and information.

This division contains the following 2 activities:

- **Customer Service** – provides customer service policies and directives and administers related quality assurance activities; and
- **311 Call Taking** – processes calls for non-emergency city services.

Technology Operations – provides centralized District-wide coordination and management of public safety and other city services communication technology including voice radio, 911/311 telephony, CAD systems, customer interaction relationship management (CIRM) systems, mobile data computing systems (MDC), and other technologies such as wireless and data communication systems and resources.

This division contains the following 4 activities:

- **911 and 311 Telephone Operation** – maintains all voice and data telecommunications equipment located in two separate locations. The infrastructure consists of mission-critical voice, video, and data equipment staffed by engineering and technical personnel 24 hours per day, 365 days a year;
- **Radio Engineering** – plans, coordinates, implements, and operates all facets of the District’s Public Safety Radio Networks in order to ensure adequate support to the city’s first responders. This includes maintaining, upgrading, and supporting all radio communications for FEMS and MPD;
- **Information Technology (IT) Management** – enhances the overall operations of the OUC IT group by managing, coordinating, and updating the different processes within the IT group. IT Management maintains all procurement and documentation for the OUC IT group and supports the agency through IT help desk support and application management; and
- **Mobile Data Computing** – maintains and replaces equipment related to mobile data computing, which is technology that enables public safety first-responders to receive critical and developing information while in the field. The OUC is responsible for the mobile data terminals utilized by MPD and FEMS, which are critical in determining the closest response units for deployment using GPS, text-messaging, and video feeds, which are essential components in Next-Generation 911.

Transcription and Quality – provides audio transcriptions of conversations between field providers, call takers, dispatchers, and callers requesting emergency and non-emergency service to members of MPD and FEMS and other public safety and governmental organizations.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

Agency Financial Operations – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This division is standard for all agencies using performance-based budgeting.

Division Structure Change

The Office of Unified Communications has no division structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Division and Activity

Table UC0-4 contains the proposed FY 2016 budget by division and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table UC0-4

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1010) Personnel	325	396	530	133	2.8	4.0	5.0	1.0
(1030) Property Management	1,254	1,153	1,953	801	0.0	0.0	0.0	0.0
(1040) Information Technology	621	506	456	-50	0.0	0.0	0.0	0.0
(1050) Financial Services	0	10	0	-10	0.0	0.0	0.0	0.0
(1060) Legal Services	0	0	164	164	0.0	0.0	1.0	1.0
(1087) Language Access	962	1,329	866	-463	12.0	19.0	11.0	-8.0
(1090) Performance Management	1,416	1,567	1,521	-47	8.3	11.0	10.0	-1.0
Subtotal (1000) Agency Management	4,578	4,962	5,490	528	23.0	34.0	27.0	-7.0
(100F) Agency Financial Operations								
(110F) Budget Operations	145	155	172	17	0.9	1.0	1.0	0.0
(120F) Accounting Operations	34	50	0	-50	0.0	0.0	0.0	0.0
Subtotal (100F) Agency Financial Operations	180	205	172	-33	0.9	1.0	1.0	0.0
(2000) Emergency (911) Operations								
(2010) 911 Call Taking	7,603	8,940	8,866	-74	81.8	82.8	82.8	0.0
(2020) 911 Dispatching	12,496	10,197	10,553	356	104.1	113.0	106.0	-7.0
(2030) 911 Training	28	94	94	0	0.0	0.0	0.0	0.0
(2040) Quality Assurance	0	76	76	0	0.0	0.0	0.0	0.0
Subtotal (2000) Emergency (911) Operations	20,127	19,307	19,589	282	185.9	195.8	188.8	-7.0
(3000) Non-Emergency (311) Operations								
(3010) Customer Service	0	193	193	0	1.8	0.0	0.0	0.0
(3020) 311 Call Taking	4,128	4,520	4,594	74	68.1	74.5	72.0	-2.5
Subtotal (3000) Non-Emergency (311) Operations	4,128	4,713	4,787	74	69.9	74.5	72.0	-2.5
(4000) Technology Operations								
(4010) 911 and 311 Telephone Operation	3,069	5,543	5,648	105	0.0	0.0	0.0	0.0
(4020) Radio Engineering	4,230	5,440	5,860	420	8.3	8.0	6.0	-2.0
(4030) Information Technology (IT) Management	779	1,074	1,297	222	10.1	9.0	10.0	1.0
(4040) Mobile Data Computing	1,467	2,100	2,200	100	0.0	0.0	0.0	0.0
No Activity Assigned	61	0	0	0	0.0	0.0	0.0	0.0
Subtotal (4000) Technology Operations	9,607	14,158	15,005	847	18.4	17.0	16.0	-1.0
(5000) Transcription and Quality								
(5010) Transcription and Quality	386	416	425	10	5.1	6.5	6.0	-0.5
Subtotal (5000) Transcription and Quality	386	416	425	10	5.1	6.5	6.0	-0.5
Total Proposed Operating Budget	39,006	43,760	45,468	1,708	303.2	328.8	310.8	-18.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the divisions within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of Unified Communications' (OUC) proposed FY 2016 gross budget is \$45,467,618, which represents a 3.9 percent increase over its FY 2015 approved gross budget of \$43,759,607. The budget is comprised of \$28,196,890 in Local funds, \$16,971,384 in Special Purpose Revenue funds, and \$299,345 in Intra-District funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple divisions, and it estimates how much it would cost an agency to continue its current divisions and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

OUC's FY 2016 CSFL budget is \$29,235,528, which represents a \$985,426, or 3.5 percent, increase over the FY 2015 approved Local funds budget of \$28,250,102.

CSFL Assumptions

The FY 2016 CSFL calculated for OUC included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$981,142 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015.

OUC's CSFL funding for the restoration of one-time salary lapse savings reflects an adjustment for an increase of \$300,000. Additionally, adjustments were made for a decrease of \$295,716 for Other Adjustments to account for proper funding of compensation and classification reforms within the Workforce Investments fund for Compensation Groups 1 and 2.

Agency Budget Submission

Increase: In Special Purpose Revenue (SPR) funds, the proposed budget includes an increase of \$1,046,371 to support professional services primarily in the Technology Operations division. Additionally, OUC proposes a net increase of \$800,605 to align the budget with the FY 2016 estimates for telecommunications Fixed Costs from the Office of the Chief Technology Officer.

The budget proposal for Intra-District funds includes an increase of \$21,167 in the Non-Emergency (311) Operations division due to adjustments for projected salary step and Fringe Benefits costs.

Decrease: In SPR funds, a decrease of \$20,000 in the Emergency (911) Operation division is based on projections for a reduced need for office supplies. Other adjustments in the SPR funds budget proposal include reductions of \$50,000 for equipment costs in the Agency Management division and \$61,000, primarily in the Agency Management division, to account for the completion of a contract in the previous fiscal year.

Technical Adjustment: OUC's budget proposal in Local funds reflects an increase of \$761,163 to support an additional Full-Time Equivalent (FTE) position and other personal services costs related to projected salary steps and Fringe Benefits across all divisions. The additional FTE is derived from the transfer of an attorney position from the Office of the Attorney General.

Mayor's Proposed Budget

Reduce: The proposed Local funds budget reflects a decrease of \$1,775,721 in salaries and Fringe Benefits based on the elimination of 19.0 vacant positions.

Shift: OUC's proposed SPR budget includes an increase of \$24,080 due to the reclassification of fleet costs previously budgeted in Local funds.

District's Proposed Budget

No Change: The Office of Unified Communication's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table UC0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table UC0-5
(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		28,250	322.8
Other CSFL Adjustments	Multiple Programs	985	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		29,236	322.8
Technical Adjustment: To adjust continuing full time personal services and Fringe Benefits with projected costs	Multiple Programs	761	1.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		29,997	323.8
Shift: Transfer of fleet costs to Special Purpose Revenue funds	Agency Management	-24	0.0
Reduce: Eliminate vacant positions	Multiple Programs	-1,776	-19.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		28,197	304.8
No Change		0	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		28,197	304.8
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		15,231	0.0
Increase: To align funding with nonpersonal services costs	Multiple Programs	1,046	0.0
Increase: To align Fixed Costs with proposed estimates	Agency Management	801	0.0
Decrease: To streamline operation efficiency	Emergency (911) Operations	-20	0.0
Decrease: Equipment costs	Agency Management	-50	0.0
Decrease: To adjust the Contractual Services budget	Multiple Programs	-61	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		16,947	0.0
Shift: Transfer of fleet costs from Local funds	Agency Management	24	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		16,971	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		16,971	0.0
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		278	6.0
Increase: To support and annualize costs of existing program	Non-Emergency (311) Operations	21	0.0
INTRA-DISTRICT FUNDS: FY 2016 Agency Budget Submission		299	6.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		299	6.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		299	6.0
Gross for UC0 - Office of Unified Communications		45,468	310.8

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency has the following objectives and performance indicators for their Divisions:

Emergency (911) Operations

Objective 1: Provide efficient, professional, and cost-effective responses to 911 calls.

KEY PERFORMANCE INDICATORS

911 Operations Division

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of 911 calls answered within 5 seconds	92%	97%	91%	97%	97%	97%
Percent of 911 calls (wire line and wireless) abandoned	3%	2.5%	3.6%	2.5%	2.5%	2.5%
Percent of current call takers trained and active as Universal Call Takers	91.5%	100%	100%	100%	100%	100%
Percent of current call takers that are conversationally bi-lingual	14.6%	20%	25%	20%	20%	20%
Percent of day's minimum staffing levels met	100%	100%	100%	100%	100%	100%
Percent of calls in which call to queue is 90 seconds or less	55%	80%	71%	80%	80%	80%

Non-Emergency (311) Operations

Objective 1: Provide efficient, professional, and cost-effective responses to 311 calls.

Objective 2: Empower 311 Operations to provide specialized public safety support to emergency operations during emergency events.

KEY PERFORMANCE INDICATORS

Non-Emergency 311 Operations

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of calls abandoned for 311	4%	8%	11.8%	8%	8%	8%
Percent of 311 calls answered within 90 seconds	82%	75%	65%	77%	80%	80%
Percent of calls handled in 4 minutes or less	94%	95%	85.6%	95%	97%	97%

Technology Operations

Objective 1: Provide state-of-the-art emergency and non-emergency communications technology.

KEY PERFORMANCE INDICATORS

Technology Operations

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of time radio system is available	99%	99%	100%	99%	99%	99%
Percent of time 911/311 telephony system is available	99%	99%	100%	99%	99%	99%
Percent of time Computer-Aided Dispatch (CAD) system is available	99%	99%	100%	99%	99%	99%
Percent of time OUC responds to Mobile Data Terminal repairs within 24 hours	99%	99%	98%	99%	99%	99%

Transcription and Quality

Objective 1: Provide consistent support to our Federal and District partners to ensure quality information is transferred in a timely manner.

KEY PERFORMANCE INDICATORS

Transcription and Quality

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of time Assistant United States Attorney package completion within mandated timeline	100%	100%	98.3%	100%	100%	100%
Percent of Office of Attorney General package completion within mandated timeline	100%	100%	99.5%	100%	100%	100%
Percent of completion of internal investigations within 72 hours	100%	100%	100%	100%	100%	100%

Agency Management⁵

Objective 1: Provide quality administrative support for all agency personnel to support customer service and public safety communications.

Objective 2: Solidify the agency's brand image and name recognition in conjunction with its service portfolio.

Objective 3: Oversee the implementation of agencywide priorities.

KEY PERFORMANCE INDICATORS

Agency Management

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Total number of community engagement and 911 education activities	41	40	82	60	70	80
Percent of time OUC's grade.dc.gov customer satisfaction rating is rated "B" or better	100%	100%	100%	80%	80%	80%
Percent of expendable budget spent with Certified Business Enterprises	64%	50%	100%	50%	50%	50%

Homeland Security Grants

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$12,053,779	\$5,341,920	\$4,133,652	-22.6

Homeland Security Grants records Intra-District budget authority provided from multi-year grants from the Department of Homeland Security. These grants are under the purview of the Director of the District's Homeland Security and Emergency Management Agency.

Prior to FY 2005, Intra-District authority was provided within individual agency budgets. Until FY 2014, the Intra-District budget authority for homeland security was provided at the request of the Director of the Homeland Security and Emergency Management Agency and was reflected as revised budget. Effective FY 2014, available unspent, unobligated multi-year Intra-District budget authority will be provided during budget formulation.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table FT0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FT0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
Intra-District Funds						
Intra-District Funds	12,586	12,054	5,342	4,134	-1,208	-22.6
Total for Intra-District Funds	12,586	12,054	5,342	4,134	-1,208	-22.6
Gross Funds	12,586	12,054	5,342	4,134	-1,208	-22.6

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table FT0-2 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FT0-2
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
20 - Supplies and Materials	122	56	0	28	28	N/A
40 - Other Services and Charges	3,237	757	1,600	477	-1,123	-70.2
41 - Contractual Services - Other	4,551	7,542	3,742	2,849	-893	-23.9
50 - Subsidies and Transfers	136	0	0	0	0	N/A
70 - Equipment and Equipment Rental	4,541	3,699	0	780	780	N/A
Subtotal Nonpersonal Services (NPS)	12,586	12,054	5,342	4,134	-1,208	-22.6
Gross Funds	12,586	12,054	5,342	4,134	-1,208	-22.6

*Percent change is based on whole dollars.

Program Description

Homeland Security Grants operates through the following 6 programs:

Homeland Security Grants (Public Safety) – homeland security grants given to agencies that fall under the Public Safety and Justice appropriation title.

This program contains the following 4 activities:

- **Homeland Security Grants (Police)** – homeland security grants given to the Metropolitan Police Department;
- **Homeland Security Grants (Fire)** – homeland security grants given to the Fire and Emergency Medical Services Department;
- **Homeland Security Grants (OCME)** – homeland security grants given to the Office of the Chief Medical Examiner; and
- **Homeland Security Grants (OUC)** – homeland security grants given to the Office of Unified Communications.

Homeland Security Grants (Human Support) – homeland security grants given to agencies that fall under the Human Support Services appropriation title.

This program contains the following activity:

- **Homeland Security Grants (Health)** – homeland security grants given to the Department of Health.

Homeland Security Grants (Government Direction) - homeland security grants given to agencies that fall under the Governmental Direction and Support appropriation title.

This program contains the following activity:

- **Homeland Security Grants (Serve DC)** – homeland security grants given to the Serve DC program.

Homeland Security Grants (Public Works) – homeland security grants given to agencies that fall under the Public Works appropriation title.

This program contains the following activity:

- **Homeland Security Grants (DDOE)** – homeland security grants given to the District Department of the Environment.

Homeland Security Grants (Economic Development) – homeland security grants given to agencies that fall under the Economic Development appropriation title.

This program contains the following activity:

- **Homeland Security Grants (DCRA)** – homeland security grants given to the Department of Consumer and Regulatory Affairs.

Homeland Security Grants (DRES) – homeland security grants given to the Department of General Services.

Program Structure Change

Homeland Security Grants has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table FT0-3 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table FT0-3
(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(2000) Homeland Security Grants (Public Safety)								
(FAFA) Homeland Security Grants (Police)	3,967	3,353	1,835	-1,518	0.0	0.0	0.0	0.0
(FBFB) Homeland Security Grants (Fire)	2,935	1,360	292	-1,068	0.0	0.0	0.0	0.0
(FXFX) Homeland Security Grants (OCME)	0	0	500	500	0.0	0.0	0.0	0.0
(UCUC) Homeland Security Grants (OUC)	2,621	250	550	300	0.0	0.0	0.0	0.0
Subtotal (2000) Homeland Security Grants (Public Safety)	9,523	4,963	3,177	-1,786	0.0	0.0	0.0	0.0
(3000) Homeland Security Grants (Human Support)								
(HCHC) Homeland Security Grants (Health)	1,279	307	307	0	0.0	0.0	0.0	0.0
(RMRM) Homeland Security Grants (DMH)	131	0	0	0	0.0	0.0	0.0	0.0
Subtotal (3000) Homeland Security Grants (Human Support)	1,410	307	307	0	0.0	0.0	0.0	0.0
(4000) Homeland Security Grant (Government Direction)								
(AAAA) Homeland Security Grants (Mayor)	298	72	12	-60	0.0	0.0	0.0	0.0
Subtotal (4000) Homeland Security Grant (Govt Direction)	298	72	12	-60	0.0	0.0	0.0	0.0
(5000) Homeland Security Grants (Public Works)								
(KAKA) Homeland Security Grants (DDOT)	497	0	0	0	0.0	0.0	0.0	0.0
(KGKG) Homeland Security Grants (Environment)	0	0	278	278	0.0	0.0	0.0	0.0
(KTKT) Homeland Security Grants (DPW)	293	0	0	0	0.0	0.0	0.0	0.0
Subtotal (5000) Homeland Security Grants (Public Works)	790	0	278	278	0.0	0.0	0.0	0.0
(6000) Homeland Security Grants (Economic Development)								
(CRCR) Homeland Security Grants (DCRA)	0	0	40	40	0.0	0.0	0.0	0.0
Subtotal (6000) Homeland Security Grants (Economic Development)	0	0	40	40	0.0	0.0	0.0	0.0
(9000) Homeland Security Grants (DRES)								
(AMAM) Homeland Security Grants (DRES)	34	0	320	320	0.0	0.0	0.0	0.0
Subtotal (9000) Homeland Security Grants (DRES)	34	0	320	320	0.0	0.0	0.0	0.0
Total Proposed Operating Budget	12,054	5,342	4,134	-1,208	0.0	0.0	0.0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

Homeland Security Grants' (HSG) proposed FY 2016 gross budget is \$4,133,652, which represents a 22.6 percent decrease from its FY 2015 approved gross budget of \$5,341,920. The budget is comprised entirely of Intra-District funds.

The Homeland Security and Emergency Management Agency sub-grants several multi-year federal grant dollars to various District agencies through the intra-District transfer process. Homeland Security Grants is the vehicle used to track and record the intra-District transactions with the various agencies. Prior to FY 2014 budget formulation, budget authority was not given until after the beginning of each fiscal year. To avoid the delay in making funds available at the beginning of the fiscal year and to improve the efficiency of the intra-District process, the agency proposes an Intra-District budget of \$4,133,652 in nonpersonal services, with no FTEs.

Furthermore, the breakdown by program of the multi-year Memoranda of Understanding (MOUs) is as follows: four agencies within the Homeland Security Grants (Public Safety) program totaling \$3,176,935, which includes the Metropolitan Police Department, the Fire and Emergency Medical Services Department, the Office of the Chief Medical Examiner, and the Office of Unified Communications; one agency within the Homeland Security Grants (Human Support) program, the Department of Health, in the amount of \$307,350; one agency within the Homeland Security Grants (Government Direction) program, Serve DC, in the amount of \$11,705; one agency within the Homeland Security Grants (Public Works) program, the District Department of the Environment, in the amount of \$277,662; one agency within the Homeland Security Grants (Economic Development) program, Department of Consumer and Regulatory Affairs, in the amount of \$40,000; and one agency within the Homeland Security Grants (DRES) program, Department of Real Estate Services, in the amount of \$320,000.

Agency Budget Submission

Increase: Homeland Security Grants' proposed FY 2016 Intra-District budget for the Equipment and Equipment Rental budget increased by \$779,882, and Supplies and Materials increased by \$28,130 for the Homeland Security Grants program to align the budget with the projected grant awards for FY 2016.

Decrease: Homeland Security Grants' proposed FY 2016 Contractual Services - Other budget decreased by \$893,279, and the budget for Other Services and Charges decreased by \$1,123,000 to align the budget with projected grant awards for FY 2016.

Mayor's Proposed Budget

No Change: Homeland Security Grants' budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

District's Proposed Budget

No Change: Homeland Security Grants' budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table FT0-4 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table FT0-4
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		5,342	0.0
Increase: To align budget with projected grant awards for FY 2016	Multiple Programs	780	0.0
Increase: To align budget with projected grant awards	Homeland Security	28	0.0
	Grants (Economic Development)		
Decrease: To adjust the Contractual Services budget	Multiple Programs	-893	0.0
Decrease: To align budget with projected grant awards	Multiple Programs	-1,123	0.0
INTRA-DISTRICT FUNDS: FY 2016 Agency Budget Submission		4,134	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		4,134	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		4,134	0.0
Gross for FT0 - Homeland Security Grants		4,134	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Department of Forensic Sciences

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Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$12,749,744	\$16,218,598	\$15,250,670	-6.0
FTEs	113.9	136.3	136.0	-0.2

The mission of the Department of Forensic Sciences (DFS) is to produce high-quality, timely, accurate, and reliable forensic science with the use of the best available technology and practices, unbiased science, and transparency with the overall goal of enhancing public health and safety.

Summary of Services

DFS provides independent analysis of evidence and samples submitted by agencies within the District of Columbia and its federal neighbors. The Forensic Science Laboratory Division analyzes evidence submitted from criminal cases, including DNA, fingerprints, firearms, materials, and digital evidence. DFS also provides expert witness testimony in defense of their analytical reports in the District's courts of law. The Public Health Laboratory Division provides diagnostic and analytical testing for biological pathogens and chemical agents from clinical, environmental, or food sources and provides emergency response testing. The Crime Scene Sciences Division collects, analyzes, processes, and preserves evidence found at crime scenes in the District. The DFS Directorate supports the work of the entire agency through strategic direction, training, quality assurance, research, recruitment and hiring of personnel, information technology, data management, fleet management, procurement, and other administrative support services. The Scientific Advisory Board provides guidance including peer review to ensure that scientifically valid protocols are developed, followed, and updated.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table FR0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FR0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	7,546	11,856	14,472	14,476	5	0.0
Total for General Fund	7,546	11,856	14,472	14,476	5	0.0
Federal Resources						
Federal Grant Funds	0	94	759	460	-299	-39.4
Total for Federal Resources	0	94	759	460	-299	-39.4
Intra-District Funds						
Intra-District Funds	2,156	800	988	314	-674	-68.2
Total for Intra-District Funds	2,156	800	988	314	-674	-68.2
Gross Funds	9,702	12,750	16,219	15,251	-968	-6.0

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table FR0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides the FY 2013 and FY 2014 actual data.

Table FR0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	57.4	113.0	128.2	130.2	2.0	1.6
Total for General Fund	57.4	113.0	128.2	130.2	2.0	1.6
Federal Resources						
Federal Grant Funds	0.0	0.0	3.0	3.0	0.0	0.0
Total for Federal Resources	0.0	0.0	3.0	3.0	0.0	0.0
Intra-District Funds						
Intra-District Funds	6.1	0.9	5.1	2.8	-2.3	-45.9
Total for Intra-District Funds	6.1	0.9	5.1	2.8	-2.3	-45.9
Total Proposed FTEs	63.6	113.9	136.3	136.0	-0.3	-0.2

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table FR0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FR0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	4,477	7,772	10,649	10,198	-450	-4.2
12 - Regular Pay - Other	670	82	426	527	101	23.7
13 - Additional Gross Pay	9	171	253	222	-31	-12.1
14 - Fringe Benefits - Current Personnel	816	1,597	2,318	2,059	-259	-11.2
15 - Overtime Pay	37	19	8	39	31	361.7
Subtotal Personal Services (PS)	6,010	9,640	13,655	13,046	-608	-4.5
20 - Supplies and Materials	821	812	1,312	850	-462	-35.2
31 - Telephone, Telegraph, Telegram, Etc.	123	24	0	0	0	N/A
40 - Other Services and Charges	1,371	1,209	753	1,073	320	42.5
41 - Contractual Services - Other	157	147	410	90	-320	-78.1
50 - Subsidies and Transfers	0	95	0	0	0	N/A
70 - Equipment and Equipment Rental	1,220	822	89	191	103	115.9
Subtotal Nonpersonal Services (NPS)	3,693	3,109	2,564	2,205	-359	-14.0
Gross Funds	9,702	12,750	16,219	15,251	-968	-6.0

*Percent change is based on whole dollars.

Program Description

The Department of Forensic Sciences operates through the following 4 programs:

Forensic Science Laboratory Division – provides independent scientific examinations and analysis to stakeholders submitting physical evidence in criminal cases, providing these services to District governmental agencies and neighboring Federal agencies.

This program contains the following 6 activities:

- **Administrative and Support Services** – provides administrative support for the needs of the Forensic Science Laboratory Division;
- **Forensic Biology Unit** – provides analysis of blood and other tissue samples for identification;
- **Materials Analysis Unit** – provides analysis of materials, such as coatings (paints), glass, textiles, and composites (like plastics and duct tape) for classification, comparison, and sourcing;
- **Latent Fingerprint Unit** – provides analysis of fingerprints for identification;
- **Firearms Examination Unit** – provides analysis of firearms and ammunition; and
- **Digital Evidence Unit** – provides analysis of electronic devices and other sources of electronic information.

Public Health Laboratory Division – provides testing of biological and chemical samples that relate to public health and safety, such as infectious diseases, hazardous chemicals, or biological contamination, up to and including bio- or chemical terrorist attacks.

This program contains the following 3 activities:

- **Administrative and Support Services** – provides administrative and ancillary support services for the Public Health Laboratory Division;
- **Biological Science Unit** – provides testing for naturally occurring or man-made infectious agents responsible for human illness or mortality; and
- **Chemical Science Unit** – provides testing for chemical agents in clinical or environmental specimens that negatively impact human health.

Crime Scene Sciences Division – provides the collection, analysis, processing, and preservation of evidence found in association of a crime scene that is critical to solving crimes in the District.

This program contains the following 3 activities:

- **Administrative and Support Services** – provides administrative support for the needs of the Crime Scene Sciences Division;
- **Central Evidence Unit** – responsible for the intake, processing, and transfer of evidence with stakeholder agencies; and
- **Crime Scene Sciences Unit** – provides the science applied at a crime scene to collect, analyze, process, and preserve evidence.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Department of Forensic Sciences has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table FR0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table FR0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(100F) AFO	32	49	0	-49	0.0	0.0	0.0	0.0
(1010) Personnel	753	1,320	109	-1,211	9.2	12.2	1.0	-11.2
(1015) Training	2	0	308	308	0.0	0.0	2.0	2.0
(1040) Information Technology	506	602	811	208	4.6	5.0	6.0	1.0
(1055) Risk Management	0	0	258	258	0.0	0.0	2.0	2.0
(1060) Legal	0	58	242	184	1.8	1.0	2.2	1.2
(1070) Fleet Management	0	0	13	13	0.0	0.0	0.0	0.0
(1085) Customer Service	257	41	115	74	0.0	0.0	1.0	1.0
(1090) Performance Management	508	513	1,493	979	0.9	5.0	10.0	5.0
Subtotal (1000) Agency Management	2,059	2,583	3,349	766	16.6	23.2	24.2	1.0
(1100) Advisory Board								
(1110) Administrative and Support Services	7	0	0	0	0.0	0.0	0.0	0.0
Subtotal (1100) Advisory Board	7	0	0	0	0.0	0.0	0.0	0.0
(2000) Forensic Science Laboratory								
(2010) Administrative and Support Services	1,303	1,244	410	-834	5.6	10.0	3.0	-7.0
(2020) Forensic Biology Unit	2,296	2,718	2,027	-691	13.9	18.2	15.2	-3.0
(2030) Materials Analysis Unit	63	375	452	77	2.8	0.0	3.0	3.0
(2030) Trace Evidence Analysis	0	0	0	0	0.0	3.0	0.0	-3.0
(2040) Fingerprinting Analysis	0	0	0	0	0.0	7.0	0.0	-7.0
(2040) Latent Fingerprint Unit	792	770	1,154	384	15.7	0.0	11.0	11.0
(2050) Firearms and Tool Mark Examination	0	0	0	0	0.0	17.0	0.0	-17.0
(2050) Firearms Examination Unit	983	2,345	1,217	-1,128	10.2	0.0	13.5	13.5
(2060) Digital and Documents	0	0	0	0	0.0	5.0	0.0	-5.0
(2060) Digital Evidence Unit	137	504	700	196	0.0	0.0	7.0	7.0
Subtotal (2000) Forensic Science Laboratory	5,573	7,954	5,960	-1,994	48.1	60.2	52.8	-7.5

(Continued on next page)

Table FR0-4 (Continued)

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(3000) Public Health Laboratory								
(3010) Administrative and Support Services	1,071	1,209	768	-441	4.0	11.8	8.0	-3.8
(3020) Biological Science Services	0	0	0	0	0.0	13.0	0.0	-13.0
(3020) Biological Science Unit	1,470	1,897	1,207	-690	6.1	0.0	8.0	8.0
(3030) Chemical Science Unit	94	103	453	349	9.5	0.0	3.0	3.0
Subtotal (3000) Public Health Laboratory	2,635	3,209	2,428	-781	19.6	24.8	19.0	-5.8
(4000) Crime Scene Sciences								
(4010) Administrative and Support Services	172	100	426	327	0.9	0.0	4.0	4.0
(4020) Central Evidence Unit	14	129	625	496	0.0	0.0	8.0	8.0
(4020) Evidence Control Center	0	0	0	0	0.0	1.0	0.0	-1.0
(4030) Crime Scene Response	0	0	0	0	0.0	27.0	0.0	-27.0
(4030) Crime Scene Sciences Unit	2,290	2,243	2,462	219	28.7	0.0	28.0	28.0
Subtotal (4000) Crime Scene Sciences	2,476	2,472	3,513	1,041	29.6	28.0	40.0	12.0
Total Proposed Operating Budget	12,750	16,219	15,251	-968	113.9	136.3	136.0	-0.3

(Change is calculated by whole numbers and numbers may not add due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Department of Forensic Sciences' (DFS) proposed FY 2016 gross budget is \$15,250,670, which represents a 6.0 percent decrease from its FY 2015 approved gross budget of \$16,218,598. The budget is comprised of \$14,476,426 in Local funds, \$459,874 in Federal Grant funds, and \$314,370 in Intra-District funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

DFS' FY 2016 CSFL budget is \$15,012,400, which represents a \$540,886, or 3.7 percent, increase over the FY 2015 approved Local funds budget of \$14,471,514.

CSFL Assumptions

The FY 2016 CSFL calculated for DFS included adjustment entries that are not described in detail on table 5. These adjustments include an increase of \$564,458 in personal services to account for Fringe Benefit costs

based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$32,964 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

Additionally, an adjustment was made for a decrease of \$56,534 for Other Adjustments to account for proper funding of compensation and classification reforms within the Workforce Investments fund for Compensation Groups 1 and 2.

Agency Budget Submission

Increase: The Department of Forensic Sciences' proposed Local funds FY 2016 budget includes a personal services increase of \$1,370,145 and 13.0 FTEs primarily to support staffing needs in Agency Management and Crime Scene Sciences. In nonpersonal services, there was an increase of \$643,258 in the Agency Management program that properly aligns the budget with historical expenditures. In the Crime Scene Sciences program, there was a Local funds increase of \$115,859 primarily to support costs related to new camera and light equipment purchases for crime scene investigations.

The budget in Federal Grants funds had a net increase of \$4,832 in personal services and a shift of 1.0 FTE in Forensic Science Laboratory from Continuing Full-time to Temporary Full-Time status.

Decrease: In Local funds, the proposed budget includes a decrease of \$262,319 in nonpersonal services across multiple programs that properly aligns the budget with the appropriate programs. In personal services, there was a reduction of \$1,866,943 and 10.0 FTEs to move funds primarily from the Forensic Science Laboratory programs to the Crime Scene Sciences and Agency Management programs.

In Federal Grant funds, the proposed budget includes a decrease of \$304,000 in the Forensic Science Laboratory program due to a reduction of the DNA Backlog Grant funds.

The proposed Intra-District funds budget contains a reduction of \$311,673 in personal services and \$361,999 in nonpersonal services, respectively, because the agency no longer has a Memorandum of Understanding with the Department of Health to support laboratory services for the agency.

Mayor's Proposed Budget

Decrease: The FY 2016 proposed budget includes a decrease of \$1,539 in Agency Management to reduce agencywide training materials. There is a reduction of \$27,000 in Equipment and Equipment Rental to decrease information technology hardware and software purchases. In personal services, there is a reduction in grade of a program management position and the elimination of a Forensic Scientist position in the amounts of \$47,452 and \$95,296, respectively, in salary and Fringe Benefits. Lastly, in Agency Management, the proposed budget includes a decrease of \$227,092 to reduce training, travel, and general office support.

District's Proposed Budget

Enhance: The Local funds budget proposal increased by \$32,405, which includes \$29,405 to support staff training and additional supplies and \$3,000 to support travel for the Science Advisory Board.

Reduce: In Local funds, DFS' proposed budget includes a reduction of \$170,000 to reflect an adjustment in personal services costs across multiple programs, based on projected salary lapse savings.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table FR0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table FR0-5

(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		14,472	128.2
Other CSFL Adjustments	Multiple Programs	541	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		15,012	128.2
Increase: To support program initiative(s)	Multiple Programs	1,370	13.0
Increase: To align funding with nonpersonal services costs	Agency Management	643	0.0
Increase: To align resources with operational goals	Crime Scene Sciences	116	0.0
Decrease: To streamline operation efficiency	Multiple Programs	-262	0.0
Decrease: To adjust personal services	Multiple Programs	-1,867	-10.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		15,012	131.2
Decrease: Reduce agency-wide training materials	Agency Management	-2	0.0
Decrease: Reduce IT hardware and software purchases	Agency Management	-27	0.0
Decrease: Reduce program management position	Agency Management	-47	0.0
Decrease: Eliminate forensic scientist position	Forensic Science Laboratory	-95	-1.0
Decrease: Reduce travel and office support	Agency Management	-227	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		14,614	130.2
Enhance: To support agency staff training, supplies, and travel needs	Multiple Programs	32	0.0
Reduce: Personal services to reflect salary lapse savings	Multiple Programs	-170	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		14,476	130.2
FEDERAL GRANT FUNDS: FY 2015 Approved Budget and FTE		759	3.0
Increase: To adjust personal services	Forensic Science Laboratory	5	0.0
Decrease: To align budget with projected grant awards	Forensic Science Laboratory	-304	0.0
FEDERAL GRANT FUNDS: FY 2016 Agency Budget Submission		460	3.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 Mayor's Proposed Budget		460	3.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 District's Proposed Budget		460	3.0
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		988	5.1
Decrease: To adjust personal services	Multiple Programs	-312	-2.3
Decrease: To align funding with nonpersonal services costs	Multiple Programs	-362	0.0
INTRA-DISTRICT FUNDS: FY 2016 Agency Budget Submission		314	2.8
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		314	2.8
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		314	2.8
Gross for FR0 - Department of Forensic Sciences		15,251	136.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Forensic Sciences Laboratory Division (FSL)

Objective 1: Improve forensic laboratory services to stakeholders.

Objective 2: Develop new forensic services to improve scientific information for public safety.

Objective 3: Develop a prioritization and case acceptance process for evidence submitted to the FSL.

KEY PERFORMANCE INDICATORS

Forensic Sciences Laboratory (FSL) Division

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
FSL Turnaround time (TAT) Digital Evidence (in days) ¹	Not Available	Not Available	Not Available	TBD	TBD	TBD
Average TAT for DNA ²	73	72	91	68	60	50
Average TAT for Fingerprints ³	103	35	136	40	35	30
Average TAT for Firearms ⁴	95	88	168	60	60	55
Average TAT for Test Fires	2.5	1	5.6	1	1	1
Average TAT Materials Analysis ⁵	Not Available	Not Available	Not Available	90	90	90
FSL reports per Full-Time Equivalent (FTE) Digital Evidence ⁶	Not Available	Not Available	Not Available	60	60	60
FSL reports per FTEDNA ^{7,8}	92	70	132	120	130	140
FSL reports per FTE Fingerprints ^{9,10}	115	242	106	130	196	263
FSL reports per FTE Firearms ^{11,12}	16	153	118	50	130	150
FSL reports per FTE Test Fires ¹³	18	70	453	760	800	800
FSL reports per FTE Materials Analysis ^{14,15}	Not Available	Not Available	Not Available	40	45	45
Average samples per FTE Digital Evidence	Not Available	Not Available	Not Available	1,000	1,000	1,000
Average samples per FTE DNA	Not Available	Not Available	442	500	500	525
Average samples per FTE Fingerprints	Not Available	Not Available	1,098	1,750	1,900	1,900
Average samples per FTE Firearms	Not Available	Not Available	100	105	105	105
Average samples per FTE Test Fires	Not Available	Not Available	1,518	1,530	1,600	1,600

Public Health Laboratory Division

Objective 1: Improve the effectiveness and efficiency of public health laboratory services.

Objective 2: Shift operational aspects to conform to agency-wide systems.

KEY PERFORMANCE INDICATORS

Public Health Laboratory Division

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Public Health Library (PHL) tests per FTE ¹⁶	2,558	Not Available	3,994	4,100	4,500	4,500
PHL successful competency tests	100%	100%	100%	100%	100%	100%
PHL hospital tests Performed ¹⁷	9,469	Not Available	17,176	16,829	TBD	TBD
Samples analyzed within TAT ¹⁸	90%	95%	95%	95%	95%	98%

Crime Scene Sciences Division

Objective 1: Improve crime scene services to stakeholders.

KEY PERFORMANCE INDICATORS

Crime Scene Sciences Division

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Response time (in minutes) ¹⁹	Not Available	Not Available	Not Available	60	Not Available	Not Available
TAT (in days) ²⁰	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
Reports per FTE ²¹	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available

Directorate Operations and Agency Management

Objective 1: Achieve and Maintain Accreditation under International Standards of Operation (ISO) 17025²².

Objective 2: Provide professional workplace environment for employees.

Objective 3: Implementation of a laboratory information management system (LIMS) to provide seamless accountability and tracking of evidence from receipt to return for all DFS services.

KEY PERFORMANCE INDICATORS

Directorate Operations and Agency Management

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
DFS complaint tracking ²³	Not Available	Not Available	Not Available	100%	100%	100%
DFS Quality Corrective Action reports	64	Not Available	43	21	Not Available ²⁴	Not Available
Participation in Medical Surveillance Program ²⁵	Not Available	Not Available	62%	50%	65%	65%
DFS Quality Preventative Action reports	4	Not Available	8	3	Not Available ²⁶	Not Available
Number of hours of professional development ²⁷	Not Available	Not Available	Not Available	190	210	220
DFS number of complaints	1	Not Available	1	1	Not Available	Not Available

Performance Plan Endnotes:

¹FORESIGHT average is 44.

²FORESIGHT average is 68.

³FORESIGHT average is 45.

⁴FORESIGHT average is 62.

⁵FORESIGHT average is 93.

⁶This measure is based on the fact that DFS counts reports differently to the majority of other FORESIGHT member labs, i.e. other labs actually provide two reports for each case whereas DFS provides only one. While we anticipate an increase in productivity in the out years, it is very much contingent on workforce renewal and the successful adoption (implementation and training) of new technology and refined approaches.

⁷Ibid.

⁸FORESIGHT average is 82.

⁹This measure is based on the fact that DFS counts reports differently to the majority of other FORESIGHT member labs, i.e. other labs actually provide two reports for each case whereas DFS provides only one. While we anticipate an increase in productivity in the out years, it is very much contingent on workforce renewal and the successful adoption (implementation and training) of new technology and refined approaches.

¹⁰FORESIGHT average is 310.

¹¹This measure is based on the fact that DFS counts reports differently to the majority of other FORESIGHT member labs, i.e. other labs actually provide two reports for each case whereas DFS provides only one. While we anticipate an increase in productivity in the out years, it is very much contingent on workforce renewal and the successful adoption (implementation and training) of new technology and refined approaches.

¹²FORESIGHT average is 119.

¹³This measure is based on the fact that DFS counts reports differently to the majority of other FORESIGHT member labs, i.e. other labs actually provide two reports for each case whereas DFS provides only one. While we anticipate an increase in productivity in the out years, it is very much contingent on workforce renewal and the successful adoption (implementation and training) of new technology and refined approaches.

¹⁴FORESIGHT average is 40.

¹⁵This measure is based on the fact that DFS counts reports differently to the majority of other FORESIGHT member labs, i.e. other labs actually provide two reports for each case whereas DFS provides only one. While we anticipate an increase in productivity in the out years, it is very much contingent on workforce renewal and the successful adoption (implementation and training) of new technology and refined approaches.

¹⁶Measure is evaluated to estimate and manage workloads and budgets. In hindsight, this measure should have been a work load measure with a raw number. The Public Health Library (PHL) collects data on tests performed monthly to be tracked on an annual basis. Reports are generated by the number of tests performed. PHL has no control over the number of specimens received from District hospitals on an annual basis, which affects the number of tests performed and reports generated per FTE. In FY 2014, PHL generated 1,869 tests per FTE.

¹⁷PHL performs confirmatory testing of specimens of public health significance for nine District Hospitals within the District of Columbia. (e.g. Sibley Memorial Hospital, Georgetown University Hospital, George Washington University Hospital, United Medical Center, Providence Hospital, Howard University Hospital, National Children's Center, Veterans Administration Medical Center, and Washington Hospital Center).

¹⁸Turnaround time (TAT) is dependent upon the type of investigation that is being conducted by the PHL laboratory, and varies from four hours in emergency response testing to two weeks in epidemiologic confirmatory typing of referred pathogens.

¹⁹The response time baseline will be established in FY 2016 for Crime Scene Sciences Division (CSS). The current FY 2016 projection is based off crime scene deployment activities began on calendar year 2015 and only tracked response time.

²⁰The TAT baseline will be established in FY 2016 for CSS. Standard operating procedures for deployment activities have not run a full fiscal cycle. The definition of TAT for CSS is the same as Forensic Science Laboratory (FSL).

²¹The "Reports per FTE" baseline will be established in FY 2016 for CSS. Standard operating procedures for deployment activities have not run a full fiscal cycle.

²²Accreditation is an external recognition that an agency meets certain standards of quality and process. Accreditation is comprehensive, including the entirety of operations, from administration to documentation to policies to protocols to staff and even signage.

²³This is a new measure for FY 2016. Maintaining a system for tracking internal and external complaints is a requirement of ISO17025 Certification.

²⁴In FY 2016, this measure is no longer being tracked.

²⁵This is a new measure for FY 2016. Providing medical surveillance in a laboratory environment is crucial to employee health and safety. Tracking personnel participating in the medical surveillance is part of the tracking progress in completion with Objective Two: providing a professional workplace environment for employees.

²⁶In FY 2016, this measure is no longer being tracked.

²⁷This is a new measure for FY 2016. Tracking professional development hours is part of tracking progress in completion of Objective Two; providing a professional workplace environment for employees.

Corrections Information Council

Description	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$0	\$482,292	N/A
FTEs	0.0	6.0	N/A

Note: The Corrections Information Council is a newly established District of Columbia agency.

The mission of the Corrections Information Council (CIC) is to represent the District's interest in the well-being of its prisoners in the Federal Bureau of Prisons (BOP) facilities. The agency is also tasked with conducting inspections of, and monitoring treatment of, inmates within the local jails.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table FI0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget.

Table FI0-1
(dollars in thousands)

Appropriated Fund	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund				
Local Funds	0	482	482	N/A
Total for General Fund	0	482	482	N/A
Gross Funds	0	482	482	N/A

*Percent Change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table FI0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data

Table FI0-2

Appropriated Fund	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund				
Local Funds	0.0	6.0	6.0	N/A
Total for General Fund	0.0	6.0	6.0	N/A
Gross Funds	0.0	6.0	6.0	N/A

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table FI0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget.

Table FI0-3

(dollars in thousands)

Comptroller Source Group	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	0	282	282	N/A
12 - Regular Pay - Other	0	82	82	N/A
14 - Fringe Benefits - Current Personnel	0	70	70	N/A
Subtotal Personal Services (PS)	0	434	434	N/A
20 - Supplies and Materials	0	5	5	N/A
40 - Other Services and Charges	0	43	43	N/A
Subtotal Nonpersonal Services (NPS)	0	48	48	N/A
Gross Funds	0	482	482	N/A

*Percent Change is based on whole dollars.

Program Description

The Corrections Information Council operates through the following program:

Prisoner Well-Being - provides comprehensive inspections of District prisoners and represents their interests and well-being in the Federal Bureau of Prisons facilities.

Program Structure Change

The Corrections Information Council is a new agency in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table FI0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget.

Table FI0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands			Full-Time Equivalents		
	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Prisoner Well-Being						
(1010) Comprehensive Inspections of District Prisoners	0	482	482	0.0	6.0	6.0
Subtotal (1000) Prisoner Well-Being	0	482	482	0.0	6.0	6.0
Total Proposed Operating Budget	0	482	482	0.0	6.0	6.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary By Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Corrections Information Council's (CIC) proposed FY 2016 gross budget is \$482,292. This budget is newly established in FY 2016. The budget is comprised entirely of Local funds.

Mayor's Proposed Budget

Create: This agency, which had been part of the former Office of the Deputy Mayor for Public Safety, has been reconstituted as a stand-alone agency. The proposed Local funds budget supports an increase of \$231,270 and 3.0 Full-Time Equivalents (FTEs).

District's Proposed Budget

Enhance: CIC's proposed budget reflects a personal services increase of \$251,022 and 3.0 FTEs to support an Executive Director and two Program Analyst positions.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table FI0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table FI0-5

(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		0	0.0
Create: New agency	Prisoner Well-Being	231	3.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		231	3.0
Enhance: To support additional FTEs	Prisoner Well-Being	251	3.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		482	6.0
Gross for FI0 - Corrections Information Council		482	6.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Office of Victim Services and Justice Grants

<http://ovs.dc.gov> / <http://iga.dc.gov>
Telephone: 202-727-0605

Description	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$0	\$30,363,184	N/A
FTEs	0.0	13.0	N/A

Note: Office of Victim Services and Justice Grants is a newly established District of Columbia agency.

The mission of the Mayor's Office of Victim Services and Justice Grants (VSJG) is to advise the Mayor on policies and practices in order to improve both the administration of justice in the District and the provision of services and support for victims of crime. VSJG is also responsible for overseeing the programmatic strategies and coordinating the grant-making efforts of the Office of Victim Services (OVS), the Justice Grants Administration (JGA), and the Access to Justice initiative in order to ensure the coordinated programmatic and grant-making efforts of those offices.

Summary of Services

The Office of Victim Services (OVS) administers grants to agency-based and community-based organizations to support victims of all crime, and provides coordination and leadership around multi-disciplinary efforts to develop a continuum of care for all types of crime victims. Some of this support includes providing safe temporary transitional housing for victims of domestic violence; coordinating with area hospitals to ensure that victims are able to receive advocacy and medical forensic services; maintaining outreach programs to residents, visitors, campuses, and military personnel regarding the dynamics and impact of victimization from violent crime; and providing crisis intervention services and advocacy for victims of homicide, sexual assault, and domestic violence. OVS also represents the Executive Office of the Mayor on local coordinating bodies, such as the D.C. Victim Assistance Network and Sexual Assault Response Team.

The Justice Grants Administration (JGA) administers grants to agency-based and community-based organizations with an emphasis on improving District public safety, and juvenile and criminal justice issues. JGA's programs have focused on truancy prevention, re-entry of returning citizens, juvenile diversion, mentoring, and anti-gang efforts. JGA is responsible for gathering stakeholder input and identifying cross-cutting funding priorities each year; identifying subgrantees that are well-positioned to advance these funding priorities; and providing financial, administrative, and programmatic oversight, training, and technical assistance to ensure program outcomes are achieved. JGA also represents the Executive Office of the Mayor on the D.C. Juvenile Justice Advisory Committee and responds to the District's effort to substantially comply with the Sex Offender Registration and Notification Act and Prison Rape Elimination Act.

The Access to Justice initiative contains two primary activities: the Access to Justice program provides financial assistance to organizations and individuals who provide direct civil legal services to low-income and underserved District residents; and the Poverty Lawyer Loan Repayment Assistance program provides educational loan repayment assistance to lawyers who live and work in the District of Columbia and are employed in areas of legal practice that serve low-income residents.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table FO0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget.

Table FO0-1
(dollars in thousands)

Appropriated Fund	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
<u>General Fund</u>				
Local Funds	0	20,799	20,799	N/A
Special Purpose Revenue Funds	0	1,693	1,693	N/A
Total for General Fund	0	22,492	22,492	N/A
<u>Federal Resources</u>				
Federal Grant Funds	0	7,871	7,871	N/A
Total for Federal Resources	0	7,871	7,871	N/A
Gross Funds	0	30,363	30,363	N/A

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table FO0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type.

Table FO0-2

Appropriated Fund	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund				
Local Funds	0.0	13.0	13.0	N/A
Total for General Fund	0.0	13.0	13.0	N/A
Total Proposed FTEs	0.0	13.0	13.0	N/A

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table FO0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget.

Table FO0-3
(dollars in thousands)

Comptroller Source Group	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	0	805	805	N/A
12 - Regular Pay - Other	0	356	356	N/A
14 - Fringe Benefits - Current Personnel	0	121	121	N/A
Subtotal Personal Services (PS)	0	1,282	1,282	N/A
20 - Supplies and Materials	0	12	12	N/A
31 - Telephone, Telegraph, Telegram, Etc.	0	7	7	N/A
40 - Other Services and Charges	0	117	117	N/A
50 - Subsidies and Transfers	0	28,946	28,946	N/A
Subtotal Nonpersonal Services (NPS)	0	29,081	29,081	N/A
Gross Funds	0	30,363	30,363	N/A

*Percent change is based on whole dollars.

Program Description

The programs below display the intended structure of the agency once operations begin. The Office of Victim Services and Justice Grants operates through the following 3 programs:

Justice Grants Administration (JGA) – receives and accounts for United States Department of Justice grants awarded to the District of Columbia and provides resources to governmental and non-governmental organizations with an emphasis on improving District public safety and justice issues. The JGA manages the life-cycle of federal and local grants, subgrants, and pass-through funds to other non-profit and government agencies in compliance with federal and local grant guidelines. JGA is responsible for gathering stakeholder input and identifying cross-cutting funding priorities each year; identifying subgrantees that are well-positioned to advance these funding priorities; and providing financial, administrative, and programmatic oversight, training, and technical assistance to ensure program outcomes are achieved.

Access to Justice – provides financial assistance to organizations and individuals who provide direct civil legal services to low-income and underserved District residents. It also includes the Poverty Lawyer Loan Repayment Assistance Program function, which provides educational loan repayment assistance to lawyers who live and work in the District of Columbia and are employed in areas of legal practice that serve low-income residents.

Office of Victim Services (OVS) – provides Federal grants and administers the District Crime Victims Assistance fund and Local funds that support victims of domestic violence, sexual assault, homicide, child abuse, assault, and neglect by providing safe temporary transitional housing for victims of domestic violence; coordinates with area hospitals to improve their rape-trauma services and counseling; maintains outreach programs to area teens and residents regarding dynamics and impact of victimization from violent crime; and provides direction to the Executive Office of the Mayor on law and policies that enhance victims' rights to justice, care, and safety in the aftermath of a crime.

Program Structure Change

The Office of Victim Services and Justice Grants is a new agency in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table FO0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget.

Table FO0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands			Full-Time Equivalents		
	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(2000) Justice Grants Administration						
(2010) Grant Management	0	8,026	8,026	0.0	8.0	8.0
Subtotal (2000) Justice Grants Administration	0	8,026	8,026	0.0	8.0	8.0
(3000) Access to Justice						
(3010) Access to Justice	0	5,028	5,028	0.0	0.0	0.0
Subtotal (3000) Access to Justice	0	5,028	5,028	0.0	0.0	0.0
(4000) Office of Victim Services						
(4010) Victim Services Grants	0	17,309	17,309	0.0	5.0	5.0
Subtotal (4000) Office of Victim Services	0	17,309	17,309	0.0	5.0	5.0
Total Proposed Operating Budget	0	30,363	30,363	0.0	13.0	13.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB, Program Summary by Activity**, in the **Operating Appendices** located on the Office of the Chief Financial Officer's Website.

FY 2016 Proposed Budget Changes

The Office of Victim Services and Justice Grants' (VSJG) proposed FY 2016 gross budget is \$30,363,184. This budget is newly established in FY 2016. The budget is comprised of \$20,799,183 in Local funds, \$7,871,001 in Federal Grant funds, and \$1,693,000 in Special Purpose Revenue funds.

Mayor's Proposed Budget

Transfer-In: In the Local funds, the proposed budget reflects a net transfer-in of \$16,174,442 from the Office of the Deputy Mayor for Public Safety and Justice (ODMPSJ) to the Office of Victim Services and Justice Grants. Of this amount, \$9,865,041 supports the Office of Victim Services, which administers the District Crime Victims Assistance fund; \$4,277,835 supports the Access to Justice program, which administers the Lawyer Loan Repayment Assistant program; and \$2,031,566 supports the Justice Grants program, which receives and accounts for Department of Justice grants. The adjustment also includes a reduction for the Domestic Violence Hotline. The personal services budget reflects an increase of \$1,282,042 and 13.0 FTEs to support salary step increases and Fringe Benefits costs. Other adjustments include \$83,776 across multiple programs for general supplies and Contractual Services costs. Lastly, an increase of \$6,580 for Fixed Costs aligns the budget with projected estimates.

In the Federal Grants funds, the budget proposal reflects a transfer-in of \$7,871,001, of which \$4,859,851 supports the Office of Victim Services, which assists low-income residents of the District of Columbia affected by crime; \$2,966,150 supports Department of Justice grants that enable community-based organizations and government agencies to prevent youth violence; and \$45,000 is allocated to multiple programs for office supplies and materials.

In Special Purpose Revenue funds, the proposed budget includes a transfer-in of \$1,693,000 to support the Office of Victim Services. The funds support victims of domestic violence and sexual assault, as well as outreach programs to area teens and others who are the victims of violent crimes.

District's Proposed Budget

Enhance: In Local funds, VSJG's proposed budget includes a one-time increase of \$3,202,342, which is allocated as follows: \$1,300,000 for the Justice Grants Administration's Voice for Second Chance program and Community-Based Violence Reduction Fund; \$1,000,000 for the Access to Justice program; and \$902,342 to support the Show Up, Stand Out program in Justice Grants Administration. Additionally, the proposed Local funds budget reflects an increase of \$300,000 in the Office of Victim Services program to restore funding to the City-Wide Domestic Violence Hotline and provide additional support to various service providers.

Reduce: In Local funds, VSJG's proposed budget includes a nonpersonal services reduction of \$250,000 in the Access to Justice program to align the budget with operational goals.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table FO0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table FO0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		0	0.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		0	0.0
No Change		0	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		0	0.0
Transfer-In: From (ODMPSJ) to adjust the Contractual Service budget	Multiple Programs	16,174	0.0
Transfer-In: From (ODMPSJ) to adjust personal services	Multiple Programs	1,282	13.0
Transfer-In: From (ODMPSJ) to align funding with nonpersonal costs	Multiple Programs	84	0.0
Transfer-In: From (ODMPSJ) to align Fixed Costs with projected estimates	Multiple Programs	7	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		17,547	13.0
Enhance: To support the Voice for a Second Chance, Access to Justice and Show Up, Stand Out programs	Multiple Programs	3,202	0.0
Enhance: To restore funding to the City-Wide Domestic Violence Hotline	Office of Victims Services	300	0.0
Reduce: To align budget with projected grant awards	Access to Justice	-250	0.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		20,799	13.0
FEDERAL GRANT FUNDS: FY 2015 Approved Budget and FTE		0	0.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 Agency Budget Submission		0	0.0
Transfer-In: From (ODMPSJ) to align budget with project grant awards	Multiple Programs	7,826	0.0
Transfer-In: From (ODMPSJ) to align funding with nonpersonal services costs	Multiple Programs	45	0.0
FEDERAL GRANT FUNDS: FY 2016 Mayor's Proposed Budget		7,871	0.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 District's Proposed Budget		7,871	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		0	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		0	0.0
Transfer-In: From (ODMPSJ) to align the budget authority with certified revenue estimates	Office of Victims Services	1,693	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		1,693	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		1,693	0.0
Gross for FO0 - Office of Victim Services and Justice Grants		30,363	13.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Justice Grants Administration

Objective 1: Improve performance management and program development.

Objective 2: Improve administration of federal grants.

Objective 3: Provide leadership and financial support to allied District agencies to improve the administration of justice within the District of Columbia.

Objective 4: Reduce truancy in the District of Columbia Public Schools.

KEY PERFORMANCE INDICATORS

Justice Grants Administration

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of baseline indicators established for subgrantees that are consistent with OJP requirements	8	10	10	12	12	12
Percent of subgrantees participating in data collection	100%	100%	100%	100%	100%	100%
Percent of data submitted by subgrantees that meets the OJP requirements	100%	100%	100%	100%	100%	100%
Percent of subgrantees participating in process evaluation	35%	50%	60%	70%	80%	90%
Number of partnerships between subgrantees, facilitated by JGA	5	7	7	8	8	8
Number of technical assistance sessions provided to subgrantees	2	2	2	3	3	3
Number of meetings conducted with subgrantees	2	2	2	4	4	4
Number of Advisory Board meetings held each year ¹	10	12	12	14	10	10
Number of three-year strategic plans completed and approved by OJP ²	2	2	2	2	3	2
Number of Annual Reports published and distributed to stakeholders	1	1	1	1	1	1
Percent of OJP requirements that have achieved full compliance	100%	100%	100%	100%	100%	100%
Number of site visits completed and subgrantees monitored for compliance	50%	75%	75%	80%	85%	90%
Number of meetings held with stakeholders to improve Sex Offender Registration and Notification Act (SORNA) and Prison Rape Elimination Act (PREA) initiatives ³	Not Available	Not Available	2	4	4	4
Number of collaborations established between community-based organizations and identified D.C. schools	5	7	11	10	8	8
Number of schools in which baseline truancy data was determined	17	37	45	47	40	40

Office of Victim Services

Objective 1: Create and sustain a coordinated community response to all victims of violent crime that is sensitive, respectful, age-appropriate, and culturally competent (Age-Friendly D.C.: Domain 5).

Objective 2: Maintain respectful, articulate, and productive relationships with all partnering agencies and organizations to improve services to crime victims.

KEY PERFORMANCE INDICATORS

Office of Victim Services

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of advanced academies held ⁴	Not Available	Not Available	Not Available	4	4	2
Number of victim service providers trained ⁵	Not Available	Not Available	Not Available	100	100	30
Percent of D.C. Sexual Assault Nurse Examiner (SANE) patients who received on-call advocacy at the medical forensic exam	Not Available	95%	99%	98%	99%	100%
Number of Task Force meetings staffed ⁶	Not Available	Not Available	Not Available	4	0	TBD
Number of Sexual Assault Response Team (SART) meetings staffed	Not Available	Not Available	10	10	10	10
Number of District agencies provided funding to enhance sexual assault services	Not Available	Not Available	3	3	4	4
Percent of clients who were assessed as polyvictims through the polyvictimization assessment process	Not Available	30%	30%	30%	30%	TBD
Percent of clients who were assessed as polyvictims and entered the Polyvictims Response Team (PRT)	Not Available	50%	64%	60%	70%	TBD
Number of toolkits developed for D.C.-based campuses ⁷	Not Available	Not Available	Not Available	4	0	TBD
Number of language access plans developed by community-based victim service providers ⁸	Not Available	Not Available	Not Available	10	20	TBD
Number community-based victim service providers with translated materials ⁹	Not Available	Not Available	Not Available	10	20	TBD
Number of calls for service to the Emergency and Victim Services Interpreter Bank ¹⁰	Not Available	Not Available	Not Available	50	100	120
Number of meetings of the Victim Assistance Network staffed	Not Available	4	7	12	14	14

(Continued on next page)

Access to Justice

Objective 1: Provide direct civil legal services to low-income and underserved District residents.

KEY PERFORMANCE INDICATORS

Access to Justice

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of subgrants to organizations providing legal services to low-income and underserved District residents	19	20	20	20	22	22
Number of loans provided to legal services attorneys that assist low-income and underserved District residents	18	9	9	25	25	25

Performance Plan Endnotes:

¹Funding may not be restored by Congress for this measure in FY 2014; therefore, a new measure was added (see Endnote 3).

²Ibid.

³Funding may not be restored by Congress for this measure (see Endnotes 1 and 2); therefore, this measure has been added for FY 2015.

⁴This is a new measure.

⁵Ibid.

⁶Ibid.

⁷Ibid.

⁸Ibid.

⁹Ibid.

¹⁰Ibid.

Office of the Deputy Mayor for Public Safety and Justice

<http://www.dc.gov>

Telephone: 202-724-7173

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$22,527,066	\$30,258,119	\$845,827	-97.2
FTEs	15.9	22.0	6.0	-72.7

The mission of the Office of the Deputy Mayor for Public Safety and Justice is to provide direction, guidance, support, and coordination to the District's public safety agencies to develop and lead interagency public safety initiatives that improve the quality of life in the District's neighborhoods.

Summary of Services

The Office of the Deputy Mayor for Public Safety and Justice was created in January 2011 to provide guidance, support, and coordination of public safety and justice agencies of the District. In the FY 2012 budget, the role of the agency was expanded to include oversight of service programs that previously had operated as independent agencies. In the FY 2016 budget, some of these programs will be moved to the Office of Victim Services and Justice Grants and the Corrections Information Council.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table FQ0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FQ0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	11,042	18,348	20,472	846	-19,627	-95.9
Special Purpose Revenue Funds	760	0	1,406	0	-1,406	-100.0
Total for General Fund	11,802	18,348	21,878	846	-21,033	-96.1
Federal Resources						
Federal Grant Funds	5,201	3,876	8,179	0	-8,179	-100.0
Total for Federal Resources	5,201	3,876	8,179	0	-8,179	-100.0
Private Funds						
Private Donations	0	5	0	0	0	N/A
Total for Private Funds	0	5	0	0	0	N/A
Intra-District Funds						
Intra-District Funds	265	298	200	0	-200	-100.0
Total for Intra-District Funds	265	298	200	0	-200	-100.0
Gross Funds	17,268	22,527	30,258	846	-29,412	-97.2

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table FQ0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table FQ0-2
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	9.3	10.1	13.0	6.0	-7.0	-53.8
Total for General Fund	9.3	10.1	13.0	6.0	-7.0	-53.8
Federal Resources						
Federal Grant Funds	4.0	3.8	7.2	0.0	-7.2	-100.0
Total for Federal Resources	4.0	3.8	7.2	0.0	-7.2	-100.0
Intra-District Funds						
Intra-District Funds	1.7	2.0	1.8	0.0	-1.8	-100.0
Total for Intra-District Funds	1.7	2.0	1.8	0.0	-1.8	-100.0
Total Proposed FTEs	15.0	15.9	22.0	6.0	-16.0	-72.7

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table FQ0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FQ0-3
(dollars in thousands)

	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
Comptroller Source Group						
11 - Regular Pay - Continuing Full Time	611	873	928	593	-335	-36.1
12 - Regular Pay - Other	848	618	887	65	-822	-92.7
13 - Additional Gross Pay	7	0	0	0	0	0
14 - Fringe Benefits - Current Personnel	269	294	319	118	-202	-63.1
15 - Overtime Pay	0	1	0	0	0	0
Subtotal Personal Services (PS)	1,735	1,786	2,134	775	-1,359	-63.7
20 - Supplies and Materials	26	19	46	6	-40	-87.5
31 - Telephone, Telegraph, Telegram, Etc.	8	15	10	5	-5	-45.7
40 - Other Services and Charges	147	158	228	58	-170	-74.7
41 - Contractual Services - Other	3,150	3,225	3,753	0	-3,753	-100.0
50 - Subsidies and Transfers	12,171	17,306	24,085	0	-24,085	-100.0
70 - Equipment and Equipment Rental	31	16	2	2	0	0.0
Subtotal Nonpersonal Services (NPS)	15,533	20,741	28,124	70	-28,053	-99.7
Gross Funds	17,268	22,527	30,258	846	-29,412	-97.2

*Percent change is based on whole dollars.

Program Description

The Office of the Deputy Mayor for Public Safety and Justice operates through the following program:

Administrative Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The proposed program structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at www.cfo.dc.gov on the Annual Operating Budget and Capital Plan page.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table FQ0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table FQ0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Administrative Management								
(1070) Fleet Management	0	3	0	-3	0.0	0.0	0.0	0.0
(1090) Performance Management	486	499	846	347	3.5	3.0	6.0	3.0
Subtotal (1000) Administrative Management	486	502	846	344	3.5	3.0	6.0	3.0
(100F) Agency Financial Operations								
(130F) ACFO Operations	110	0	0	0	0.0	0.0	0.0	0.0
Subtotal (100F) Agency Financial Operations	110	0	0	0	0.0	0.0	0.0	0.0
(2000) Agency Oversight								
(FQFQ) Homeland Security Grants (DMPSJ	188	221	0	-221	2.0	2.0	0.0	-2.0
Subtotal (2000) Agency Oversight	188	221	0	-221	2.0	2.0	0.0	-2.0
(2200) Access to Justice								
(2201) Access to Justice	3,550	4,078	0	-4,078	0.0	0.0	0.0	0.0
(2202) Loan Repayment Assistance Program	200	200	0	-200	0.0	0.0	0.0	0.0
Subtotal (2200) Access to Justice	3,750	4,278	0	-4,278	0.0	0.0	0.0	0.0
(3000) Homeland Security/Continuity of OPS Plan								
(3100) Continuity of Operation Plan	0	18	0	-18	0.0	0.0	0.0	0.0
Subtotal (3000) Homeland Security/Continuity of OPS Plan	0	18	0	-18	0.0	0.0	0.0	0.0
(4200) Office of Victim Services								
(4201) Victim Services Grants	12,294	16,689	0	-16,689	5.9	8.3	0.0	-8.3
Subtotal (4200) Office of Victim Services	12,294	16,689	0	-16,689	5.9	8.3	0.0	-8.3
(5300) Justice Grants Administration								
(5301) Grants Management	5,571	8,298	0	-8,298	3.5	4.7	0.0	-4.7
Subtotal (5300) Justice Grants Administration	5,571	8,298	0	-8,298	3.5	4.7	0.0	-4.7
(6000) Corrections Information Council								
(6100) Comprehensive Inspection of D.C. Prisoners	129	251	0	-251	1.1	4.0	0.0	-4.0
Subtotal (6000) Corrections Information Council	129	251	0	-251	1.1	4.0	0.0	-4.0
Total Proposed Operating Budget	22,527	30,258	846	-29,412	15.9	22.0	6.0	-16.0

(Change is calculated by whole numbers and numbers may not add due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of the Deputy Mayor for Public Safety and Justice's (ODMPSJ) proposed FY 2016 gross budget is \$845,827, which represents a 97.2 percent decrease from its FY 2015 approved gross budget of \$30,258,119. The budget is comprised entirely of Local funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

ODMPSJ's FY 2016 CSFL budget is \$18,587,599, which represents a \$1,884,756, or 9.2 percent, decrease from its FY 2015 approved Local funds budget of \$20,472,355.

CSFL Assumptions

The FY 2016 CSFL calculated for ODMPSJ included adjustment entries that are not described in detail on table 5. These adjustments include a reduction of \$2,000,000 to account for the removal of one-time funding appropriated in FY 2015 for funding for truancy prevention. Additionally, adjustments were made for a net increase of \$32,682 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$82,562 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

Agency Budget Submission

Increase: In Local funds, ODMPSJ proposes an increase of \$65,809 in personal services to fully fund employee step increases in the fiscal year. To align the budget with projected revenues in Special Purpose Revenue (SPR), the agency proposes an increase of \$286,999 and 3.5 Full-Time Equivalents (FTEs) in the Office of Victim Services program. The increase in SPR is due to a projected increase in revenue of \$628,476 in the Victim Assistance Fund, which is offset by a projected decrease of \$341,477 in the Domestic Violence Shelter and Transition Housing Fund. The agency further proposes an increase of \$17,282, to align budget with the Intra-District revenue in the Agency Oversight program. The Intra-District revenue is generated through the provision of citywide homeland security oversight and coordination to the Homeland Security and Emergency Management Agency.

Decrease: In Local funds, ODMPSJ proposes a decrease of \$65,809 to offset projected increase in personal services. To align the budget with projected grant awards in Federal Grants funds, the agency proposes a decrease of \$308,370 and 3.4 FTEs. The decrease in the Federal Grants funds is primarily due to the expiration of the District of Columbia Polyvictimization Client Response, Project Safe Neighborhood and John R. Justice Student Loan program grants. The agency received two new grant awards, Intimate Partner Violence Access Project and Victim Legal Network grants; however, they are not large enough to offset the decrease in the expiring grant awards.

Mayor's Proposed Budget

Transfer-Out: ODMPSJ will transfer out its entire budget of \$28,369,274 to the Office of Victim Services and Justice Grants and the Corrections Information Council.

District's Proposed Budget

Enhance: The proposed FY 2016 Local funds budget reflects an increase of \$845,827 and 6.0 FTEs in the Administrative Management program. The increase consists of \$775,346 in personal services and \$70,481 in nonpersonal services costs. These adjustments were made to reconstitute the Office of the Deputy Mayor for Public Safety and Justice as a stand-alone agency.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table FQ0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table FQ0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		20,472	13.0
Removal of One-Time Funding	Multiple Programs	-2,000	0.0
Other CSFL Adjustments	Multiple Programs	115	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		18,588	13.0
Increase: To adjust personal services	Multiple Programs	66	0.0
Decrease: To offset projected increases in personal services	Multiple Programs	-66	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		18,588	12.9
Transfer-Out: To various agencies	Multiple Programs	-18,588	-12.9
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		0	0.0
Enhance: To reconstitute the Office of the Deputy Mayor for Public Safety and Justice	Administrative Management Program	846	6.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		846	6.0
FEDERAL GRANT FUNDS: FY 2015 Approved Budget and FTE		8,179	7.2
Decrease: To recognize savings from a reduction in FTEs	Multiple Programs	-308	-3.4
FEDERAL GRANT FUNDS: FY 2016 Agency Budget Submission		7,871	3.8
Transfer-Out: To various agencies	Multiple Programs	-7,871	-3.8
FEDERAL GRANT FUNDS: FY 2016 Mayor's Proposed Budget		0	0.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 District's Proposed Budget		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		1,406	0.0
Increase: To support additional FTEs	Multiple Programs	287	3.5
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		1,693	3.5
Transfer-Out: To various agencies	Multiple Programs	-1,693	-3.5
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		0	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		0	0.0

(Continued on next page)

Table FQ0-5 (Continued)
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		200	1.8
Increase: To align budget with projected revenues	Multiple Programs	17	0.0
Transfer-Out: To various agencies	Multiple Programs	-218	-1.8
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		0	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		0	0.0
Gross for FQ0 - Office of the Deputy Mayor for Public Safety and Justice		846	6.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Note: This Performance Plan is being incorporated into the newly created Office of Victim Services and Justice Grants and Corrections Information Council agencies.

Agency Management

Objective 1: Coordinate with all the public safety and justice agencies to make sure they stay within budget.

Objective 2: Assist public safety and justice agencies in achieving their operational goals through monthly meetings and reports.

Objective 3: Foster a collaborative relationship with all District government agencies that allow for public safety goals to be achieved.

KEY PERFORMANCE INDICATORS

Agency Management

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of cluster agencies within budget	9	7	8	8	10	10
Number of interagency initiatives implemented	14	6	13	7	10	12
Number of cluster agencies that fully achieved 75 percent of fiscal year performance targets	8	7	8	8	9	9
Number of cluster agencies that fully achieved 75 percent of fiscal year initiatives	8	7	8	8	8	9
Percent of scheduled monitoring reports completed by cluster agencies	100%	95%	98%	100%	100%	100%



**THE GOVERNMENT OF THE
DISTRICT OF COLUMBIA**

Office of the Chief Financial Officer | Office of Budget and Planning

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