
Office of the Senior Advisor

www.osa.dc.gov

Telephone: 202-724-7173

Table AI0-1

Description	FY 2015	FY 2016	FY 2017	% Change
	Actual	Approved	Proposed	from FY 2016
OPERATING BUDGET	\$0	\$1,893,502	\$2,199,908	16.2
FTEs	0.0	17.0	17.0	0.0

Note: The Office of the Senior Advisor was established as a District of Columbia agency in FY 2016.

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 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table AI0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table AI0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	0	1,894	2,200	306	16.2	0.0	17.0	17.0	0.0	0.0
TOTAL FOR GENERAL FUND	0	1,894	2,200	306	16.2	0.0	17.0	17.0	0.0	0.0
GROSS FUNDS	0	1,894	2,200	306	16.2	0.0	17.0	17.0	0.0	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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table AI0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table AI0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	0	0	1,607	1,741	134	8.3
14 - FRINGE BENEFITS - CURRENT PERSONNEL	0	0	286	319	33	11.4
SUBTOTAL PERSONAL SERVICES (PS)	0	0	1,894	2,060	166	8.8
20 - SUPPLIES AND MATERIALS	0	0	0	50	50	N/A
40 - OTHER SERVICES AND CHARGES	0	0	0	75	75	N/A
70 - EQUIPMENT AND EQUIPMENT RENTAL	0	0	0	15	15	N/A
SUBTOTAL NONPERSONAL SERVICES (NPS)	0	0	0	140	140	N/A
GROSS FUNDS	0	0	1,894	2,200	306	16.2

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table AI0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table AI0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) AGENCY MANAGEMENT								
(1090) PERFORMANCE MANAGEMENT	0	307	457	150	0.0	2.0	3.0	1.0
SUBTOTAL (1000) AGENCY MANAGEMENT	0	307	457	150	0.0	2.0	3.0	1.0
(2000) OFFICE OF POLICY AND LEGISLATIVE AFFAIRS								
(2001) POLICY AND LEGISLATIVE AFFAIRS	0	882	1,015	133	0.0	8.0	8.0	0.0
SUBTOTAL (2000) OFFICE OF POLICY AND LEGISLATIVE AFFAIRS	0	882	1,015	133	0.0	8.0	8.0	0.0
(3000) OFFICE OF FEDERAL AND REGIONAL AFFAIRS								
(3001) FEDERAL AND REGIONAL AFFAIRS	0	705	728	23	0.0	7.0	6.0	-1.0
SUBTOTAL (3000) OFFICE OF FEDERAL AND REGIONAL AFFAIRS	0	705	728	23	0.0	7.0	6.0	-1.0
TOTAL PROPOSED OPERATING BUDGET	0	1,894	2,200	306	0.0	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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

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 has no program structure changes in the FY 2017 proposed budget.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table AI0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table AI0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		1,894	17.0
Other CSFL Adjustments	Multiple Programs	57	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		1,951	17.0
Increase: To align resources with operational spending goals	Multiple Programs	140	0.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	109	0.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		2,200	17.0
No Change		0	0.0
LOCAL FUNDS: FY 2017 Mayor's Proposed Budget		2,200	17.0
No Change		0	0.0
LOCAL FUNDS: FY 2017 District's Proposed Budget		2,200	17.0
GROSS FOR AI0 - OFFICE OF THE SENIOR ADVISOR		2,200	17.0

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

FY 2017 Proposed Budget Changes

The Office of the Senior Advisor's (OSA) proposed FY 2017 gross budget is \$2,199,908, which represents a 16.2 percent increase over its FY 2016 approved gross budget of \$1,893,502. 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 2016 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 2017 CSFL adjustments to the FY 2016 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.

OSA's FY 2017 CSFL budget is \$1,950,547, which represents a \$57,045, or 3.0 percent, increase over the FY 2016 approved Local funds budget of \$1,893,502.

CSFL Assumptions

The FY 2017 CSFL calculated for OSA included adjustment entries that are not described in detail on table 5. These adjustments include increases of \$26,454 in personal services to account for the impact of cost-of-living adjustments, and approved compensation agreements, and \$30,591 for the Personal Services Adjustments to account for the projected impact of new positions requested in the FY 2016 budget, approved union contracts, and corresponding salary and other adjustments.

Agency Budget Submission

Increase: In Local funds, OSA's proposed budget increased by \$140,000 to support projected costs for professional service fees, office supplies, out-of-city travel, and equipment purchases across multiple programs. Additionally, the agency's proposed Local funds budget increased by \$109,361 in personal services to reflect adjustments for salary and Fringe Benefit costs as well as the reallocation of 1.0 Full-Time Equivalent (FTE) from the Office of Federal and Regional Affairs program to the Agency Management program.

Mayor's Proposed Budget

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

Agency Performance Plan*

Office of the Senior Advisor (OSA) has the following strategic objectives for FY 2017:

Strategic Objectives

Strategic Objectives describe what the agency will do, at a high level, to achieve its mission. These are action-based sentences that define what an agency does for its customers, whether the customers are residents or other District agencies, and how that improves the District.

Objectives

1. Serve as the conduit for the evolution of relationship building and policy development between the City Legislature and the Executive.
2. Serve as the District’s liaison to Congress, the White House, federal agencies, and neighboring jurisdictions.
3. Engage with District Agencies to provide assistance establishing and maintaining relationships with Federal counterparts and directing federal initiatives.
4. Create and maintain a highly efficient, transparent, and responsive District government.**

Activities

Activities include the work that happens on a daily basis to help achieve the Strategic Objectives. Activity names come from the Budget line items. This is further divided into “daily services” (ex. sanitation disposal), and longterm “key projects” that are high profile, onetime and span several years, (ex. redevelopment of Walter Reed Army Medical Center). Many agencies will mostly have daily services, whereas some agencies that are more capitalbased will have several key projects.

1. Serve as the conduit for the evolution of relationship building and policy development between the City Legislature and the Executive. (3 Activities)

Activity Title	Activity Description	Type of Activity
Policy and Legislative Affairs	Work with the legislative branch to pass the Mayor's legislative agenda.	Daily Service
Policy and Legislative Affairs	Work with the legislative branch to pass special or emergency legislation not included in legislative agenda.	Key Project
Policy and Legislative Affairs	Work with the legislative branch to secure confirmation of Mayoral Appointees.	Daily Service

2. Serve as the District’s liaison to Congress, the White House, federal agencies, and neighboring jurisdictions. (2 Activities)

Activity Title	Activity Description	Type of Activity
Federal and Regional Affairs	Engage with regional partners and neighboring jurisdictions around the Mayor's priorities.	Daily Service
Federal and Regional Affairs	Coordinate and facilitate an annual meeting between the Mayor of DC and the Governors of Maryland and Virginia.	Key Project

3. Engage with District Agencies to provide assistance establishing and maintaining relationships with Federal counterparts and directing federal initiatives. (2 Activities)

Activity Title	Activity Description	Type of Activity
Federal and Regional Affairs	Serve as the District’s Washington Office, engaging with Federal Agencies to pursue federal funding.	Daily Service
Federal and Regional Affairs	Work with District and Federal agencies to secure and maintain Federal grants.	Daily Service

KEY PERFORMANCE INDICATORS

Key Performance Indicators measure how well an agency is achieving its Strategic Objectives. They are outcome oriented and should be used to answer the question, “What does the agency need to measure to determine success?”

1. Serve as the conduit for the evolution of relationship building and policy development between the City Legislature and the Executive. (1 Measure)

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2015 Target	FY 2016 Target	FY 2017 Target
Pass the Mayor's full legislative agenda	X	Not available	Not available	Not available	Not available	100%

2. Engage with District Agencies to provide assistance establishing and maintaining relationships with Federal counterparts and directing federal initiatives. (1 Measure)

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2015 Target	FY 2016 Target	FY 2017 Target
Decrease the lapse in federal grants by District agencies	X	Not available	Not available	Not available	Not available	10%

(Continued on next page)

3. Create and maintain a highly efficient, transparent, and responsive District government.**
(9 Measures)

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2015 Target	FY 2016 Target	FY 2017 Target
Contracts/Procurement Expendable Budget spent on Certified Business Enterprises	X	Forthcoming October 2016				
Contracts/Procurement Contracts lapsed into retroactive status	X	Forthcoming October 2016				
Budget Local funds unspent	X	Forthcoming October 2016				
Budget Federal Funds returned	X	Forthcoming October 2016				
Customer Service Meeting Service Level Agreements	X	Forthcoming October 2016				
Human Resources Vacancy Rate	X	Forthcoming October 2016				
Human Resources Employee District residency	X	Forthcoming October 2016				
Human Resources Employee Onboard Time	X	Forthcoming October 2016				
Performance Management Employee Performance Plan Completion	X	Forthcoming October 2016				

Performance Plan End Notes:

*For more information about the new structure and components of FY 2017 draft performance plans, please see the FY 2017 Proposed Budget and Financial Plan, Volume 1, Appendix E

**"Create and maintain a highly efficient, transparent and responsive District government" is a new Strategic Objective this year required for all agencies.

***Key Performance Indicators that are new may not have historical data and may only have FY 2017 targets.