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# Board of Real Property Assessments and Appeals

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$1,062,693	\$1,631,000	\$1,663,264	2.0
FTEs	2.8	11.0	11.0	0.0

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The mission of the Board of Real Property Assessments and Appeals (BRPAA) is to conduct fair and impartial real property assessment appeal hearings and to ensure that appellants' real properties are assessed at 100 percent of market value.

## Summary of Services

The real property assessment appeals process provides a second-level administrative remedy for property owners to adjudicate property assessments prior to potential formal litigation in D.C. Superior Court.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table DA0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table DA0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	645	1,063	1,631	1,663	32	2.0
<b>Total for General Fund</b>	<b>645</b>	<b>1,063</b>	<b>1,631</b>	<b>1,663</b>	<b>32</b>	<b>2.0</b>
<b>Gross Funds</b>	<b>645</b>	<b>1,063</b>	<b>1,631</b>	<b>1,663</b>	<b>32</b>	<b>2.0</b>

\*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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table DA0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table DA0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	4.0	2.8	11.0	11.0	0.0	0.0
<b>Total for General Fund</b>	<b>4.0</b>	<b>2.8</b>	<b>11.0</b>	<b>11.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>4.0</b>	<b>2.8</b>	<b>11.0</b>	<b>11.0</b>	<b>0.0</b>	<b>0.0</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table DA0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table DA0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	229	157	936	849	-87	-9.2
12 - Regular Pay - Other	0	0	0	100	100	N/A
13 - Additional Gross Pay	0	15	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	52	33	188	207	20	10.4
15 - Overtime Pay	0	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>281</b>	<b>205</b>	<b>1,123</b>	<b>1,156</b>	<b>33</b>	<b>2.9</b>
20 - Supplies and Materials	6	10	20	12	-8	-37.5
30 - Energy, Comm. and Building Rentals	16	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	4	0	0	1	1	N/A
33 - Janitorial Services	9	0	0	0	0	N/A
34 - Security Services	4	0	0	0	0	N/A
35 - Occupancy Fixed Costs	11	0	0	0	0	N/A
40 - Other Services and Charges	314	842	478	366	-112	-23.5
41 - Contractual Services - Other	0	0	0	110	110	N/A
70 - Equipment and Equipment Rental	0	6	9	18	8	87.5
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>365</b>	<b>858</b>	<b>508</b>	<b>507</b>	<b>-1</b>	<b>-0.1</b>
<b>Gross Funds</b>	<b>645</b>	<b>1,063</b>	<b>1,631</b>	<b>1,663</b>	<b>32</b>	<b>2.0</b>

\*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 2 following 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** – a new activity to support direct Commission operations. This includes 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** – A new activity established to support 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 Board of Real Property Assessments and Appeals has added two activities to its operation in an effort to segregate direct Commission Operations from overall agency operations.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table DA0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table DA0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1010) Personnel	3	6	6	0	0.0	0.0	0.0	0.0
(1015) Training and Employee Development	8	11	12	1	0.1	0.2	0.2	0.0
(1020) Contracting and Procurement	20	26	23	-3	0.2	0.4	0.4	0.0
(1030) Property Management	6	11	11	0	0.1	0.1	0.1	0.0
(1040) Information Technology	12	20	20	0	0.1	0.1	0.1	0.0
(1050) Communications	5	8	8	0	0.0	0.1	0.1	0.0
(1080) Communications	47	51	59	8	0.5	1.0	1.0	0.0
(1085) Customer Service	1	2	2	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Agency Management Program</b>	<b>103</b>	<b>135</b>	<b>141</b>	<b>6</b>	<b>1.0</b>	<b>1.9</b>	<b>1.8</b>	<b>0.0</b>
<b>(2000) Real Property Appeals Process</b>								
(2010) Appeals Process	948	633	362	-270	1.6	2.9	2.6	-0.4
(2020) Commission Operations	0	0	971	971	0.0	0.0	5.2	5.2
<b>Subtotal (2000) Real Property Appeals Process</b>	<b>948</b>	<b>633</b>	<b>1,333</b>	<b>700</b>	<b>1.6</b>	<b>2.9</b>	<b>7.8</b>	<b>4.8</b>
<b>(3000) Real Property Outreach Education</b>								
(3010) Outreach Education	11	863	71	-793	0.1	6.2	0.6	-5.6
(3020) Commission Outreach	0	0	119	119	0.0	0.0	0.8	0.8
<b>Subtotal (3000) Real Property Outreach Education</b>	<b>11</b>	<b>863</b>	<b>189</b>	<b>-674</b>	<b>0.1</b>	<b>6.2</b>	<b>1.4</b>	<b>-4.8</b>
<b>Total Proposed Operating Budget</b>	<b>1,063</b>	<b>1,631</b>	<b>1,663</b>	<b>32</b>	<b>2.8</b>	<b>11.0</b>	<b>11.0</b>	<b>0.0</b>

(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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Board of Real Property Assessments and Appeals' (BRPAA) proposed FY 2013 gross budget is \$1,663,264, which represents a 2.0 percent increase over its FY 2012 approved gross budget of \$1,631,000. The budget is comprised entirely of Local funds.

BRPAA changed its program structure in FY 2012 from a Board structure, in which experts are paid stipends for their service, to a District-employee based structure.

### **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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

BRPAA's FY 2013 CSFL budget is \$1,658,801, which represents a \$27,801, or 1.7 percent, increase over the FY 2012 approved Local funds budget of \$1,631,000.

### **Initial Adjusted Budget**

**Create:** The proposed budget in Local funds includes \$685,160 to support the creation of two new activities, Commission Operations and Commission Outreach.

**Cost Increase:** The proposed budget in Local funds includes an increase in personal services of \$3,656.

**Cost Decrease:** The agency reduced \$688,817 from the Appeals Process and Outreach Education activities to offset the cost of two new activities. The funds transferred were from Regular Pay - Continuing Full Time, Other Services and Charges, Fringe Benefits - Current Personnel, and Supplies and Materials to create the Commission Outreach and Commission Operations activities.

### **Additionally Adjusted Budget:**

**Technical Adjustments:** Adjustments of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$4,463 in Local funds.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table DA0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table DA0-5**

(dollars in thousands)

	<b>PROGRAM</b>	<b>BUDGET</b>	<b>FTE</b>
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>1,631</b>	<b>11.0</b>
Fringe Benefit Rate Adjustment	Multiple Programs	13	0.0
Consumer Price Index	Multiple Programs	10	0.0
Personal Services Growth Factor	Multiple Programs	5	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>1,659</b>	<b>11.0</b>
Create: Creation of a new commission structure and two new activities (Commission Operations and Commission Outreach)	Multiple Programs	685	0.0
Cost Increase: Personal services	Agency Management Program	4	0.0
Cost Decrease: Offset the cost of creation of two new activities	Multiple Programs	-689	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>1,659</b>	<b>11.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	4	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>1,663</b>	<b>11.0</b>
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>1,663</b>	<b>11.0</b>
<b>Gross for DA0 - Board of Real Property Assessments and Appeals</b>		<b>1,663</b>	<b>11.0</b>

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

**Objective 1:** Conduct efficient operations of the Commission's appeals process through scheduling, conduct and deliberations of appeals cases.

**Objective 2:** Improve service delivery through the greater use of technology.

**Objective 3:** Ensure that the appellant receives knowledgeable, accurate and complete assessment appeals decisions.

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## Agency Performance Measures

<b>Measure</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Target</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Projection</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>
Number of visitors to Commission website (in thousands)	Not Available	Not Available	11.859	25	50	75
Percentage of inquiries responded to within 48 hours	Not Available	Not Available	96.90%	100%	100%	100%
Percentage of inquiries responded to within 24 hours	Not Available	Not Available	85%	85%	95%	100%
Percentage of residential real property cases decided within 30 days	Not Available	Not Available	Not Available	Not Available	TBD	TBD
Percentage of commercial real property cases decided within 80 days	Not Available	Not Available	Not Available	Not Available	TBD	TBD