

# (CR0) DEPT. OF CONSUMER AND REGULATORY AFFAIRS

## **MISSION**

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.

## **BACKGROUND**

DCRA is responsible for regulating construction and business activity in the District of Columbia. The agency operates a consolidated permit intake center, as well as reviews construction documents to ensure compliance with building codes and zoning regulations. Construction activity, buildings and rental housing establishments are inspected and housing code violations are abated, if necessary. To protect consumers, DCRA issues business licenses, professional licenses, registers corporations, inspects weighing and measuring devices used for monetary profit and issues special events permits.

In FY 2019, DCRA registered over 18,000 corporations, completed over 54,000 inspections, and issued over 59,000 permits, 31,000 business and 11,000 professional licenses.

## **RECENT CIP ACCOMPLISHMENTS**

### **DCRA Business Portal**

- In FY 2019, the DC Business Portal was enhanced to integrate with the Office of Tax and Revenue (OTR) clean hands system to establish compliance with this requirement in real-time during the business licensing process. This enhancement eliminated the need for customers to contact OTR separately to obtain clean hands reports.
- The Pending Review System function was added to the DC Business Portal to allow DCRA to review pending applications and return any applications to customers for correction prior to final submission. It also allows the customers to make changes to applications post submission by uploading the revised document(s). Customers no longer need to email, mail or hand deliver the corrected applications with this implementation.

### **IT Systems Modernization**

- In FY 2019, DCRA implemented a mobile inspection application to allow inspectors to result inspections and issue notice of infractions in the field. This resulted in a decrease in the overall enforcement cycle times.
- Accela and the District 311 system were integrated to automate the creation of enforcement action records in Accela based on 311 cases. Enforcement updates were also automated creating a bi-directional integration between the two systems.
- The application intake and review process were changed to decrease the amount of data entry by customers, and to increase data reliability by providing data that are already available in the DCRA ecosystem.

**Elements on this page of the Agency Summary include:**

- **Funding Tables:** Past budget allotments show the allotment balance, calculated as allotments received to date less all obligations (the sum of expenditures, encumbrances, intra-District advances and pre-encumbrances). Agencies are allowed to encumber and pre-encumber funds up to the limit of a capital project’s budget authority, which might be higher than allotments received to date. For this reason, a negative balance on a project sheet does not necessarily indicate overspending or an anti-deficiency violation. A negative balance is permitted in this calculation of remaining allotment authority.
- **Additional Appropriations Data (\$000):** Provides a summary of the budget authority over the life of the project. The table can be read as follows:
  - › **Original 6-Year Budget Authority:** Represents the authority from the fiscal year in which budget was first appropriated through the next 5 years.
  - › **Budget Authority Through FY 2025 :** Represents the lifetime budget authority, including the 6-year budget authority for FY 2020 through FY 2025.
  - › **FY 2020 Budget Authority Revisions:** Represents the changes to the budget authority as a result of reprogramming, redirections and rescissions (also reflected in Appendix F) for the current fiscal year.
  - › **6-Year Budget Authority Through FY 2025 :** This is the total 6-year authority for FY 2020 through FY 2025 including changes from the current fiscal year.
  - › **Budget Authority Request Through FY 2026 :** Represents the 6-year budget authority for FY 2021 through FY 2026.
  - › **Increase (Decrease) :** This is the change in 6-year budget requested for FY 2021 - FY 2026 (change in budget authority is shown in Appendix A).
- **Estimated Operating Impact:** If a project has operating impacts that the agency has quantified, the effects are summarized in the respective year of impact.
- **FTE Data (Total budget in FTE Table might differ from actual budget due to rounding):** Provides the number for Full-Time Equivalent (FTE) employees approved as eligible to be charged to capital projects by, or on behalf of, the agency. Additionally, it provides the total budget for these employees (Personal Services), the non personnel portion of the budget in the agency’s capital plan, and the percentage of the agency CIP budget from either expense category.
- **Facility Location Map:** For those agencies with facilities projects, a map reflecting projects and their geographic location within the District of Columbia.

(Dollars in Thousands)

Phase	Funding By Phase - Prior Funding					Proposed Funding						6 Yr Total
	Allotments	Spent	Enc/ID-Adv	Pre-Enc	Balance	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	
(01) Design	2,232	0	6	650	1,576	0	0	0	0	0	0	0
(03) Project Management	165	165	0	0	0	0	0	0	0	0	0	0
(04) Construction	53,832	53,191	525	93	22	0	0	0	0	0	0	0
(05) Equipment	1,327	1,327	0	0	0	0	0	0	0	0	0	0
(06) IT Requirements Development/Systems Design	17,005	15,361	490	500	654	0	1,000	2,375	3,000	0	0	6,375
(07) IT Development & Testing	273	273	0	0	0	0	0	0	0	0	0	0
(08) IT Deployment & Turnover	36	36	0	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>74,870</b>	<b>70,353</b>	<b>1,021</b>	<b>1,243</b>	<b>2,252</b>	<b>0</b>	<b>1,000</b>	<b>2,375</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>6,375</b>

Source	Funding By Source - Prior Funding					Proposed Funding						6 Yr Total
	Allotments	Spent	Enc/ID-Adv	Pre-Enc	Balance	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	
GO Bonds - New (0300)	22,262	22,262	0	0	0	0	0	0	0	0	0	0
Pay Go (0301)	4,892	4,792	0	0	100	0	0	0	0	0	0	0
Equipment Lease (0302)	971	971	0	0	0	0	0	0	0	0	0	0
Alternative Financing (0303)	1,646	1,646	0	0	0	0	0	0	0	0	0	0
Short-Term Bonds – (0304)	9,107	4,689	1,022	1,243	2,152	0	1,000	2,375	3,000	0	0	6,375
Capital (9000)	35,992	35,993	-1	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>74,870</b>	<b>70,353</b>	<b>1,021</b>	<b>1,243</b>	<b>2,252</b>	<b>0</b>	<b>1,000</b>	<b>2,375</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>6,375</b>

Additional Appropriation Data			Estimated Operating Impact Summary						
First Appropriation FY		2001	Expenditure (+) or Cost Reduction (-)						
Original 6-Year Budget Authority		80,550	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 Yr Total
Budget Authority Through FY 2025		86,745	No estimated operating impact						
FY 2020 Budget Authority Changes		0	Full Time Equivalent Data						
6-Year Budget Authority Through FY 2025		86,745	Object	FTE	FY 2021 Budget	% of Project			
Budget Authority Request Through FY 2026		81,245	Personal Services	0.0	0	0.0			
Increase (Decrease)		-5,500	Non Personal Services	0.0	0	0.0			

# CR0-ISM07-IT SYSTEMS MODERNIZATION - DCRA

**Agency:** DEPT. OF CONSUMER AND REGULATORY AFFAIRS (CR0)  
**Implementing Agency:** DEPT. OF CONSUMER AND REGULATORY AFFAIRS (CR0)  
**Project No:** ISM07  
**Ward:**  
**Location:** DISTRICT-WIDE  
**Facility Name or Identifier:** INFORMATION TECHNOLOGY  
**Status:** Ongoing Subprojects  
**Useful Life of the Project:** 10  
**Estimated Full Funding Cost:** \$23,097,000

## Description:

This project funds the continued, multi-year implementation of a variety of mission critical information technology systems involving District licensing, permitting and inspection functions. It also provides for the establishment of interfaces with other District IT systems, facilitating data sharing with OTR, DOH, DDOT, Zoning, Planning and others. This project will improve compliance with District permitting and licensing requirements, increase efficiency and enhance revenues. This will also include the infrastructure to support DCRA's IT systems. The improvements will serve DC residents and businesses as they rely on these systems to receive information and conduct their business transactions.

## Justification:

DCRA will actively and continuously extend the functionality of its existing enterprise system (CPMS) which is based on Accela Automation and Accela Mobile Apps. This project will improve compliance with District permitting and licensing requirements, increase efficiency, and enhance revenues.

## Progress Assessment:

This is an on-going project

## Related Projects:

OCFO project CSP08C-Integrated Tax System Modernization and OZ project JM102C-Zoning Information Technology Systems

(Dollars in Thousands)

Phase	Funding By Phase - Prior Funding					Proposed Funding						
	Allotments	Spent	Enc/ID-Adv	Pre-Enc	Balance	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 Yr Total
(06) IT Requirements Development/Systems Design	16,722	15,078	490	500	654	0	1,000	2,375	3,000	0	0	6,375
<b>TOTALS</b>	<b>16,722</b>	<b>15,078</b>	<b>490</b>	<b>500</b>	<b>654</b>	<b>0</b>	<b>1,000</b>	<b>2,375</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>6,375</b>

Source	Funding By Source - Prior Funding					Proposed Funding						
	Allotments	Spent	Enc/ID-Adv	Pre-Enc	Balance	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 Yr Total
GO Bonds - New (0300)	11,923	11,923	0	0	0	0	0	0	0	0	0	0
Pay Go (0301)	1,499	1,499	0	0	0	0	0	0	0	0	0	0
Short-Term Bonds -- (0304)	3,300	1,656	490	500	654	0	1,000	2,375	3,000	0	0	6,375
<b>TOTALS</b>	<b>16,722</b>	<b>15,078</b>	<b>490</b>	<b>500</b>	<b>654</b>	<b>0</b>	<b>1,000</b>	<b>2,375</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>6,375</b>

Additional Appropriation Data	
First Appropriation FY	2007
Original 6-Year Budget Authority	18,224
Budget Authority Through FY 2025	26,597
FY 2020 Budget Authority Changes	0
6-Year Budget Authority Through FY 2025	26,597
Budget Authority Request Through FY 2026	23,097
Increase (Decrease)	-3,500

Estimated Operating Impact Summary							
Expenditure (+) or Cost Reduction (-)	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 Yr Total
No estimated operating impact							

Milestone Data	Projected	Actual
Environmental Approvals		
Design Start (FY)	10/1/2008	
Design Complete (FY)		
Construction Start (FY)		
Construction Complete (FY)	09/30/2023	
Closeout (FY)	12/31/2023	

Full Time Equivalent Data			
Object	FTE	FY 2021 Budget	% of Project
Personal Services	0.0	0	0.0
Non Personal Services	0.0	0	0.0