

D.C. Board of Ethics and Government Accountability

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Table AG0-1

Description	FY 2015 Actual	FY 2016 Approved	FY 2017 Proposed	% Change from FY 2016
OPERATING BUDGET	\$1,455,250	\$1,773,892	\$2,059,619	16.1
FTEs	13.9	15.0	15.0	0.0

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 2017 proposed budget is presented in the following tables:

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

Table AG0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table AG0-2

(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	1,409	1,684	1,910	226	13.4	13.9	15.0	15.0	0.0	0.0
SPECIAL PURPOSE REVENUE FUNDS	47	90	150	60	66.7	0.0	0.0	0.0	0.0	N/A
TOTAL FOR GENERAL FUND	1,455	1,774	2,060	286	16.1	13.9	15.0	15.0	0.0	0.0
GROSS FUNDS	1,455	1,774	2,060	286	16.1	13.9	15.0	15.0	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 AG0-3 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 AG0-3

(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	963	1,077	1,313	1,232	-81	-6.2
12 - REGULAR PAY - OTHER	1	26	0	169	169	N/A
13 - ADDITIONAL GROSS PAY	1	2	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	181	205	254	294	41	16.0
SUBTOTAL PERSONAL SERVICES (PS)	1,146	1,310	1,566	1,695	129	8.2
20 - SUPPLIES AND MATERIALS	6	8	3	3	0	3.8
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	1	1	0	0	0	N/A
40 - OTHER SERVICES AND CHARGES	221	129	202	362	160	79.3
70 - EQUIPMENT AND EQUIPMENT RENTAL	3	8	3	0	-3	-100.0
SUBTOTAL NONPERSONAL SERVICES (NPS)	231	146	208	365	157	75.6
GROSS FUNDS	1,377	1,455	1,774	2,060	286	16.1

*Percent change is based on whole dollars.

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

Table AG0-4 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 AG0-4

(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) OFFICE OF OPEN GOVERNMENT								
(1100) OFFICE OF OPEN GOVERNMENT	326	442	420	-21	2.0	3.0	3.0	0.0
SUBTOTAL (1000) OFFICE OF OPEN GOVERNMENT	326	442	420	-21	2.0	3.0	3.0	0.0
(2000) BOARD OF ETHICS								
(2010) BOARD OF ETHICS	1,129	1,332	1,639	307	12.0	12.0	12.0	0.0
SUBTOTAL (2000) BOARD OF ETHICS	1,129	1,332	1,639	307	12.0	12.0	12.0	0.0
TOTAL PROPOSED OPERATING BUDGET	1,455	1,774	2,060	286	13.9	15.0	15.0	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 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 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 2017 proposed budget.

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

Table AG0-5 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 AG0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		1,684	15.0
Other CSFL Adjustments	Multiple Programs	54	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		1,737	15.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	77	0.0
Decrease: To align resources with operational spending goals	Office of Open Government	-3	0.0
Decrease: To realize programmatic cost savings in nonpersonal services	Multiple Programs	-74	0.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		1,737	15.0
Enhance: To provide operational support	Board of Ethics	172	0.0
LOCAL FUNDS: FY 2017 Mayor's Proposed Budget		1,910	15.0
No Change		0	0.0
LOCAL FUNDS: FY 2017 District's Proposed Budget		1,910	15.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Approved Budget and FTE		90	0.0
Increase: To align budget with projected revenues	Board of Ethics	60	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Agency Budget Submission		150	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Mayor's Proposed Budget		150	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 District's Proposed Budget		150	0.0
GROSS FOR AG0 - D.C. BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY		2,060	15.0

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

FY 2017 Proposed Budget Changes

The D.C. Board of Ethics and Government Accountability's (BEGA) proposed FY 2017 gross budget is \$2,059,619, which represents a 16.1 percent increase over its FY 2016 approved gross budget of \$1,773,892. The budget is comprised of \$1,909,619 in Local funds and \$150,000 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 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.

BEGA's FY 2017 CSFL budget is \$1,737,403, which represents a \$53,511, or 3.2 percent, increase over the FY 2016 approved Local funds budget of \$1,683,892.

CSFL Assumptions

The FY 2017 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 \$52,013 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, and an increase of \$1,498 in nonpersonal services based on the Consumer Price Index factor of 2.3 percent.

Agency Budget Submission

Increase: BEGA proposes to increase its Local funds Personal Services budget by \$76,601, which consists of \$48,670 for projected salary steps and \$27,931 for Fringe Benefits. The budget is also adjusted in Special Purpose Revenue funds for an increase of \$60,000 in the Board of Ethics program based on revenue projections for the agency's Accountability Fund.

Decrease: The proposed Local funds budget reflects a net decrease of \$3,048 for equipment and supplies in the Office of Open Government program. A decrease of \$73,554 in Local funds primarily accounts for a reduction in funding for professional services fees.

Mayor's Proposed Budget

Enhance: The D.C. Board of Ethics and Government Accountability's budget proposal in Local funds reflects an increase of \$172,216 to the Board of Ethics program to support the existing day-to-day operations and to cover stipends for 5 Board members.

District's Proposed Budget

No Change: The D.C. Board of Ethics and Government Accountability's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

Agency Performance Plan*

D.C. Board of Ethics and Government Accountability (BEGA) 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. Issue ethics advice in an expeditious and consistent fashion.
2. Conduct timely and appropriate investigations and enforcement actions.
3. Conduct mandatory training on the Code of Conduct and produce ethics training materials.
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. Issue Ethics advice in an expeditious and consistent fashion. (1 Activity)

Activity Title	Activity Description	Type of Activity
Render Timely Advice. Respond to requests for informal ethics advice in a substantive and useful manner.	Work with staff to ensure that ethics guidance is provided to government employees who seek ethics guidance.	Daily Service

2. Conduct timely and appropriate investigations and enforcement actions. (1 Activity)

Activity Title	Activity Description	Type of Activity
Monitor and support ongoing investigations to ensure timely completion.	Track progress throughout the year and work with staff to ensure movement.	Daily Service

3. Conduct mandatory training on the Code of Conduct and produce ethics training materials. (1 Activity)

Activity Title	Activity Description	Type of Activity
Increase Training Sessions. Increase number of trainings available to District government employees.	Allocate staff time to ensure availability when requests are made from client agencies.	Daily Service

4. Create and maintain a highly efficient, transparent and responsive District government.
(1 Activity)**

Activity Title	Activity Description	Type of Activity
Ensure that every request for advice or information is acknowledged within 24 hours of receipt.	Work with staff to ensure that either a substantive response is provided or, where that is not possible, an acknowledgment that the request is under review.	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. Issue Ethics advice in an expeditious and consistent fashion. (3 Measures)

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2015 Target	FY 2016 Target	FY 2017 Target
Percent of advice queries received that were handled as informal rather than formal advice		Not available	Not available	Not available	Not available	Not available
Percent of formal written Advisory Opinions appealed to the Ethics Board		Not available	Not available	Not available	Not available	Not available
Percent of formal written Advisory Opinions issued within 30 days of complete information from requester		Not available	Not available	Not available	Not available	Not available

2. Conduct timely and appropriate investigations and enforcement actions. (3 Measures)

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2015 Target	FY 2016 Target	FY 2017 Target
Percent of investigations resolved by dismissal, negotiated disposition, or issuance of Notice of Violation within 120 days of initiation		Not available	Not available	Not available	Not available	Not available
Percent of enforcement actions that result in a sanction		Not available	Not available	Not available	Not available	Not available
Percent of final Ethics Board Orders issued within 45 days of close of hearing record		Not available	Not available	Not available	Not available	Not available

(Continued on next page)

3. Conduct mandatory training on the Code of Conduct and produce ethics training materials.

(3 Measures)

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2015 Target	FY 2016 Target	FY 2017 Target
Percent of evaluations completed by attendees with an overall positive rating of "3" or higher on the BEGA training evaluation form		Not available	Not available	Not available	Not available	Not available
Percent of off-site agency training requests granted		Not available	Not available	Not available	Not available	Not available
Percent of agency trainings held within 90 days of agency making the request		Not available	Not available	Not available	Not available	Not available

4. 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	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Contracts/Procurement Contracts lapsed into retroactive status	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Budget Local funds unspent	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Budget Federal Funds returned	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Customer Service Meeting Service Level Agreements	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Human Resources Vacancy Rate	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Human Resources Employee District residency	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Human Resources Employee Onboard Time	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Performance Management Employee Performance Plan Completion	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	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.