
Office of Planning

planning.dc.gov
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Table BD0-1

Description	FY 2016 Actual	FY 2017 Approved	FY 2018 Proposed	% Change from FY 2017
OPERATING BUDGET	\$9,927,143	\$10,234,248	\$10,402,347	1.6
FTEs	64.6	70.5	72.0	2.1

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 2018 proposed budget is presented in the following tables:

FY 2018 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table BD0-2 contains the proposed FY 2018 budget by revenue type compared to the FY 2017 approved budget. It also provides FY 2016 actual data.

Table BD0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017	Percentage Change*	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017	Percentage Change
GENERAL FUND										
LOCAL FUNDS	9,116	9,459	9,657	198	2.1	61.1	66.0	68.5	2.5	3.8
SPECIAL PURPOSE REVENUE FUNDS	87	100	200	100	100.0	0.0	0.0	0.0	0.0	N/A
TOTAL FOR GENERAL FUND	9,203	9,559	9,857	298	3.1	61.1	66.0	68.5	2.5	3.8
FEDERAL RESOURCES										
FEDERAL GRANT FUNDS	507	525	525	0	0.0	3.5	3.5	3.5	0.0	0.0
TOTAL FOR FEDERAL RESOURCES	507	525	525	0	0.0	3.5	3.5	3.5	0.0	0.0
PRIVATE FUNDS										
PRIVATE GRANT FUNDS	218	10	20	10	100.0	0.0	0.0	0.0	0.0	N/A
TOTAL FOR PRIVATE FUNDS	218	10	20	10	100.0	0.0	0.0	0.0	0.0	N/A
INTRA-DISTRICT FUNDS										
INTRA-DISTRICT FUNDS	0	140	0	-140	-100.0	0.0	1.0	0.0	-1.0	-100.0
TOTAL FOR INTRA-DISTRICT FUNDS	0	140	0	-140	-100.0	0.0	1.0	0.0	-1.0	-100.0
GROSS FUNDS	9,927	10,234	10,402	168	1.6	64.6	70.5	72.0	1.5	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 2018 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2018 Proposed Operating Budget, by Comptroller Source Group

Table BD0-3 contains the proposed FY 2018 budget at the Comptroller Source Group (object class) level compared to the FY 2017 approved budget. It also provides FY 2015 and FY 2016 actual expenditures.

Table BD0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2015	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	6,110	6,455	6,994	7,309	314	4.5
12 - REGULAR PAY - OTHER	145	72	279	151	-128	-45.8
13 - ADDITIONAL GROSS PAY	83	9	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	1,260	1,332	1,587	1,596	9	0.6
15 - OVERTIME PAY	0	8	71	71	0	0.0
SUBTOTAL PERSONAL SERVICES (PS)	7,599	7,875	8,932	9,127	195	2.2

Table BD0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2015	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017	Percentage Change*
20 - SUPPLIES AND MATERIALS	48	37	38	38	0	0.0
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	1	1	0	0	0	N/A
40 - OTHER SERVICES AND CHARGES	-510	975	244	336	92	37.6
41 - CONTRACTUAL SERVICES - OTHER	2,892	803	967	648	-319	-33.0
50 - SUBSIDIES AND TRANSFERS	85	188	0	200	200	N/A
70 - EQUIPMENT AND EQUIPMENT RENTAL	53	48	54	54	0	0.0
SUBTOTAL NONPERSONAL SERVICES (NPS)	2,568	2,052	1,302	1,275	-27	-2.1
GROSS FUNDS	10,167	9,927	10,234	10,402	168	1.6

*Percent change is based on whole dollars.

FY 2018 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table BD0-4 contains the proposed FY 2018 budget by division/program and activity compared to the FY 2017 approved budget. It also provides FY 2016 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table BD0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017
(1000) AGENCY MANAGEMENT								
(1010) PERSONNEL	134	155	155	0	0.7	0.8	0.8	0.0
(1015) TRAINING AND EMPLOYEE DEVELOPMENT	30	33	33	0	0.2	0.2	0.2	0.0
(1020) CONTRACTING AND PROCUREMENT	36	39	40	1	0.2	0.2	0.2	0.0
(1030) PROPERTY MANAGEMENT	184	190	190	0	0.2	0.2	0.2	0.0
(1040) INFORMATION TECHNOLOGY	67	76	76	0	0.2	0.2	0.2	0.0
(1050) FINANCIAL MANAGEMENT	73	78	80	2	0.5	0.5	0.5	0.0
(1055) RISK MANAGEMENT	20	22	22	0	0.2	0.2	0.2	0.0
(1060) LEGAL	39	38	222	185	0.2	0.2	1.2	1.0
(1070) FLEET MANAGEMENT	0	14	6	-8	0.0	0.0	0.0	0.0
(1080) COMMUNICATIONS	144	153	157	4	1.2	1.2	1.2	0.0
(1085) CUSTOMER SERVICE	59	60	61	1	0.5	0.5	0.5	0.0
(1090) PERFORMANCE MANAGEMENT	363	581	381	-200	2.3	2.5	2.5	0.0
SUBTOTAL (1000) AGENCY MANAGEMENT	1,148	1,437	1,423	-14	6.4	7.0	8.0	1.0
(2000) DEVELOPMENT REVIEW AND HISTORIC PRESERV								
(2010) DEVELOPMENT AND ZONING REVIEW	1,640	1,644	1,652	8	11.5	12.0	12.0	0.0
(2020) HISTORIC PRESERVATION	1,936	2,183	2,160	-23	13.6	17.5	17.0	-0.5
SUBTOTAL (2000) DEVELOPMENT REVIEW AND HISTORIC PRESERV	3,576	3,827	3,812	-15	25.1	29.5	29.0	-0.5

Table BD0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017
(3000) REVITALIZATION/DESIGN AND NEIGHB. PLNG								
(3010) NEIGHBORHOOD PLANNING	2,334	1,939	1,990	51	12.3	11.4	12.0	0.6
(3020) REVITALIZATION AND DESIGN	961	942	1,330	388	8.6	7.4	9.0	1.6
SUBTOTAL (3000) REVITALIZATION/DESIGN AND NEIGHB. PLNG	3,295	2,881	3,320	439	21.0	18.8	21.0	2.2
(7000) CITYWIDE PLANNING								
(7010) CITYWIDE PLANNING	878	999	840	-159	4.0	6.4	6.0	-0.4
(7020) GEOGRAPHIC INFO. SYSTEMS AND INFO. TECH.	564	612	571	-41	4.0	4.4	4.0	-0.4
(7030) STATE DATA CENTER	466	479	437	-42	4.0	4.4	4.0	-0.4
SUBTOTAL (7000) CITYWIDE PLANNING	1,908	2,090	1,848	-242	12.1	15.2	14.0	-1.2
TOTAL PROPOSED OPERATING BUDGET	9,927	10,234	10,402	168	64.6	70.5	72.0	1.5

(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 2018 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.

Division Description

The Office of Planning operates through the following 4 divisions:

Development Review and Historic Preservation – conducts analysis of and negotiates development projects for conformance with land use law and the District Comprehensive Plan, and prepares and recommends amendments to the zoning regulations and map consistent with the Comprehensive Plan and small area plans. 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 and Zoning Review** – provides the Board of Zoning Adjustment and the Zoning Commission with professional analysis 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 critical planning sectors including housing, transportation, economic development, public facilities, and sustainability. 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 clearinghouse for all Federal Census 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 2018 proposed budget.

FY 2017 Approved Budget to FY 2018 Proposed Budget, by Revenue Type

Table BD0-5 itemizes the changes by revenue type between the FY 2017 approved budget and the FY 2018 proposed budget. For a more comprehensive explanation of changes, please see the FY 2018 Proposed Budget Changes section, which follows the table.

Table BD0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2017 Approved Budget and FTE		9,459	66.0
Removal of One-Time Funding	Multiple Programs	-310	0.0
Other CSFL Adjustments	Multiple Programs	2	0.0
LOCAL FUNDS: FY 2018 Current Services Funding Level (CSFL) Budget		9,151	66.0
Decrease: To realize programmatic cost savings in nonpersonal services	Agency Management	-3	0.0
Decrease: To adjust the Contractual Services budget	Multiple Programs	-13	0.0
Decrease: To align personal services and Fringe Benefits with projected costs	Multiple Programs	-38	-0.5
LOCAL FUNDS: FY 2018 Agency Budget Submission		9,097	65.5
Enhance: To support in-house legal services	Agency Management	184	1.0
Enhance: To fund a position that will support the Food Policy Director	Revitalization/Design and Neighb. Plng	80	1.0
LOCAL FUNDS: FY 2018 Mayor's Proposed Budget		9,361	67.5
Enhance: To support a competitive grant for federally owned parks (one-time)	Revitalization/Design and Neighb. Plng	200	0.0
Enhance: To support a Historical Preservation Office Inspector position	Development Review and Historic Preserv	96	1.0
LOCAL FUNDS: FY 2018 District's Proposed Budget		9,657	68.5
FEDERAL GRANT FUNDS: FY 2017 Approved Budget and FTE		525	3.5
Increase: To adjust the Contractual Services budget	Development Review and Historic Preserv	1	0.0
Decrease: To align personal services and Fringe Benefits with projected costs	Development Review and Historic Preserv	-1	0.0
FEDERAL GRANT FUNDS: FY 2018 Agency Budget Submission		525	3.5
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2018 Mayor's Proposed Budget		525	3.5
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2018 District's Proposed Budget		525	3.5
PRIVATE GRANT FUNDS: FY 2017 Approved Budget and FTE		10	0.0
Increase: To align budget with projected grant awards	Revitalization/Design and Neighb. Plng	10	0.0
PRIVATE GRANT FUNDS: FY 2018 Agency Budget Submission		20	0.0
No Change		0	0.0
PRIVATE GRANT FUNDS: FY 2018 Mayor's Proposed Budget		20	0.0
No Change		0	0.0
PRIVATE GRANT FUNDS: FY 2018 District's Proposed Budget		20	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Approved Budget and FTE		100	0.0
Increase: To support the costs of pre-existing programmatic initiatives	Development Review and Historic Preserv	100	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2018 Agency Budget Submission		200	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2018 Mayor's Proposed Budget		200	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2018 District's Proposed Budget		200	0.0

Table BD0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
INTRA-DISTRICT FUNDS: FY 2017 Approved Budget and FTE		140	1.0
Decrease: To align personal services and Fringe Benefits with projected costs	Development Review and Historic Preserv	-120	-1.0
Decrease: To adjust the Contractual Services budget	Development Review and Historic Preserv	-20	0.0
INTRA-DISTRICT FUNDS: FY 2018 Agency Budget Submission		0	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2018 Mayor's Proposed Budget		0	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2018 District's Proposed Budget		0	0.0
GROSS FOR BD0 - OFFICE OF PLANNING		10,402	72.0

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

FY 2018 Proposed Budget Changes

The Office of Planning's (OP) proposed FY 2018 gross budget is \$10,402,347, which represents a 1.6 percent increase over its FY 2017 approved gross budget of \$10,234,248. The budget is comprised of \$9,657,347 in Local funds, \$525,000 in Federal Grant funds, \$20,000 in Private Grant funds, and \$200,000 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 2017 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 2018 CSFL adjustments to the FY 2017 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 2018 CSFL budget is \$9,151,499, which represents a \$307,749, or 3.3 percent, decrease from the FY 2017 approved Local funds budget of \$9,459,248.

CSFL Assumptions

The FY 2018 CSFL calculated for OP included adjustment entries that are not described in detail on table 5. These adjustments include a decrease of \$5,959 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, and an increase of \$16,839 in nonpersonal services based on the Consumer Price Index factor of 2.5 percent.

CSFL funding for OP includes a reduction of \$310,000 to account for the removal of one-time funding appropriated in FY 2017, which was allocated as follows: \$200,000 to support a local food study and \$110,000 to support a Cultural Plan. Additionally, a decrease of \$8,629 for the Fixed Costs Inflation Factor accounts for adjustments for fleet estimates.

Agency Budget Submission

Increase: The proposed Federal Grant funds budget increased by \$821 in the Development Review and Historic Preservation (DRHP) division to reflect increased nonpersonal services costs in the Historic Preservation grant. The budget proposal in Private Grant funds increased by \$10,000 in the Revitalization/Design and Neighborhood Planning division as OP will continue to provide services that support the ArtPlace and Kresge grant programs. In Special Purpose Revenue funds, the proposed budget increased by \$100,000 in the DRHP division to further support historic preservation activities.

Decrease: The proposed budget in Local funds includes reductions of \$3,250 to the Agency Management division to reflect lower vehicle maintenance estimates; \$13,242 to the Contractual Services budget to align the budget with the District of Columbia's Comprehensive Plan; and \$37,673 and 0.5 Full-Time Equivalent (FTE) to align the budget with projected salary and Fringe Benefit costs.

The proposed Federal Grant funds budget was reduced by \$821 in the DRHP division based on OP's projected grants-supported personal services costs. In Intra-District funds, the proposed budget submission includes a net reduction of \$140,000 from the DRHP division, which includes \$120,362 and 1.0 FTE in personal services costs and \$19,638 in nonpersonal services. This decrease is due to a plan to shift conducting of the mandated historic preservation review of District projects to a District Department of Transportation's (DDOT) Memorandum of Understanding funded by DDOT's Capital Improvement Program in FY 2018.

Mayor's Proposed Budget

Enhance: The Office of Planning's budget proposal reflects an increase of \$183,774 and 1.0 FTE in Local funds to the Agency Management division. This position will manage the agency's legal affairs and prevent the need to seek legal advice outside of the office. Areas of focus will include real estate, land use, historic preservation law, drafting contracts, grants, legislation, regulations, policies, providing legal advice to the agency director and senior staff, providing testimony before legislative and political entities, handling and resolving pre-litigation claims filed against the District of Columbia, responding to Freedom of Information Act (FOIA) requests, and drafting affidavits, motions, and other legal documents.

Additionally in Local funds, the Revitalization/Design and Neighborhood Planning division increased by \$80,000 and 1.0 FTE to support the Food Policy Director. The Office of Planning supports the efforts of the District's Sustainable DC Plan to research and plan land use policy around food systems and urban agriculture issues.

District's Proposed Budget

Enhance: The Office of Planning's budget proposal reflects a one-time increase of \$200,000 to Local funds in the Revitalization/Design and Neighborhood Planning division to support a competitive grant award to a nonprofit organization that will focus on improving federally owned park land in the District.

Additionally, the Development Review and Historic Preservation division increased by \$96,240 and 1.0 FTE to support a Historic Preservation Office Inspector position whose responsibilities will include increased property inspections and enforcement activities to ensure compliance with building permits, building codes, and the standards established by the D.C. Historic Preservation Review Board.

Agency Performance Plan

The Office of Planning's (OP) performance plan has the following objectives for FY 2018:

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. Provide data and analysis to support sound and integrated policy decisions that strengthen the District's fiscal stability, sustainability, and quality of life.
2. Catalyze improvements in the urban design, economic vitality, and livability of District neighborhoods by creating excellent, context-sensitive plans.
3. Increase the transparency and predictability of the planning process to better engage stakeholders and to enrich the dialogue around key planning tools and topics.
4. Enhance the District's built environment by promoting high quality development through clarified regulations, mandatory and discretionary zoning reviews, historic preservation review processes, and technical assistance in planning and design.
5. 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 long-term "key projects" that are high profile, one-time and span several years, (ex. redevelopment of Walter Reed Army Medical Center). Many agencies will mostly have daily services, whereas some agencies that have more of their budget come from capital funding will have several key projects.

1. Provide data and analysis to support sound and integrated policy decisions that strengthen the District's fiscal stability, sustainability, and quality of life. (8 Activities)

Activity Title	Activity Description	Type of Activity
Mapping Services	Provide mapping services to District agencies and the public.	Daily Service
Demographic Services	Provide U.S. Census population and demographic data to District agencies and the public.	Daily Service
Growth Forecasts	Provide District of Columbia Growth Forecasts on population, households, and employment.	Key Project
Indices	Produce INDICES, a 300-page snapshot of District government operations, every other year.	Key Project
Planning Pilots	Pilot planning tools to demonstrate the feasibility of new ideas or strategies in OP reports.	Daily Service
Capital Planning	Provide long-range capital planning services for schools, parks, and other public facilities.	Key Project
Policy and Regulation Support	Provide policy assistance and regulation support to the Mayor's Office and partner agencies in key sectors such as housing, transportation, economic development, and public space.	Daily Service
Citywide Planning	Create studies and provide programmatic support to District agencies for citywide issues such as affordable housing, arts and culture, urbanism, industrial lands, sustainability, health, and the creative economy.	Key Project

2. Catalyze improvements in the urban design, economic vitality, and livability of District neighborhoods by creating excellent, context-sensitive plans. (7 Activities)

Activity Title	Activity Description	Type of Activity
Comprehensive Plan	Monitor and update the city's Comprehensive Plan to establish land uses and other overarching policies that guide growth and development.	Daily Service
Comprehensive Plan Updates and Amendments	Produce a full update to the Comprehensive Plan every 12 years and an amendment every four years.	Key Project
Poplar Point Redevelopment	Produce a Small Area Plan and work with the National Park Service to facilitate the transfer and improvement of Poplar Point.	Key Project
Neighborhood Plans	Develop small area plans or other customized planning tools to address challenges and manage change at the neighborhood scale.	Daily Service
Revitalization and Design	Partner on planning and implementation efforts for Center City, coordinating with District and Federal Partners, businesses, and resident groups.	Key Project
Placemaking	Undertake placemaking projects to enliven and enrich properties, streets, neighborhoods, waterfronts, and the District.	Key Project
Design Support	Provide design services to OP divisions and District agencies and undertake analysis to provide design decision-making frameworks.	Daily Service

3. Increase the transparency and predictability of the planning process to better engage stakeholders and to enrich the dialogue around key planning tools and topics. (3 Activities)

Activity Title	Activity Description	Type of Activity
Education	Educate residents and other stakeholders regarding current planning policies and zoning regulations.	Daily Service
Best Practices	Develop and adopt new and effective methods to improve the quality of public participation and input.	Daily Service
Engagement	Conduct meaningful public engagement through active projects and ongoing community conversations in all eight wards.	Daily Service

4. Enhance the District's built environment by promoting high quality development through clarified regulations, mandatory and discretionary zoning reviews, historic preservation review processes, and technical assistance in planning and design. (9 Activities)

Activity Title	Activity Description	Type of Activity
Historic Preservation Review Board (HPRB) Staff Reports	Produce a staff report on each case before the Historic Preservation Review Board.	Daily Service
Homeowner Grants	Award targeted grants to help low and moderate-income homeowners with the cost of preserving their historic homes.	Daily Service
Historic Landmark Designations	Evaluate and recognize significant properties eligible for historic landmark designation.	Daily Service
Zoning Staff Reports	Produce a staff reports on each case before the Zoning Commission and Board of Zoning Adjustment.	Daily Service

(Continued on next page)

4. Enhance the District’s built environment by promoting high quality development through clarified regulations, mandatory and discretionary zoning reviews, historic preservation review processes, and technical assistance in planning and design. (9 Activities)

Activity Title	Activity Description	Type of Activity
Historic Preservation Reviews	Review conceptual design and permit applications for work on historically designated properties, or properties in historic districts, as an over-the-counter service.	Daily Service
Government Project Reviews	Review conceptual design and permit applications for District and federal government undertakings for compatibility with historic work on historically designated or eligible properties, or properties in historic districts.	Daily Service
Zoning Regulations Update	Work with the Office of Zoning (OZ), Office of the Attorney General (OAG), and the Department of Consumer and Regulatory Affairs (DCRA) to implement the new zoning regulations, and provide clarification through technical corrections and text amendments as necessary.	Key Project
Planned Unit Developments (PUDs)	Emphasize the provision of housing affordability, environmental sustainability, and design excellence for projects requesting additional density or development flexibility through the PUD process, while reviewing all proposed PUDs against the Comprehensive Plan, small area plans, and major policy initiatives.	Daily Service
Historic Preservation Planning	Produce and update short- and long-term, comprehensive historic preservation plans and studies, including the DC Historic Preservation Plan and Historic Preservation Element of the DC Comprehensive Plan, to guide efforts, preserve history and heritage, and establish goals.	Key Project

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. Provide data and analysis to support sound and integrated policy decisions that strengthen the District’s fiscal stability, sustainability, and quality of life. (2 Measures)

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Percent of Geographic Information Systems (GIS) and State Data customers (internal and external) who are satisfied with the maps and demographic data they received from OP staff, and that it will enable them to fulfill their role in planning the city and influencing quality neighborhood outcomes	No	96.3%	98.3%	92%	92%	92%
Satisfaction rating given by the Director of the Capital Improvements Program regarding the consistency and quality of OP’s contribution	No	Not Available	Not Available	Not Available	90%	90%

2. Catalyze improvements in the urban design, economic vitality, and livability of District neighborhoods by creating excellent, context-sensitive plans. (5 Measures)

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Percent of developments/projects initiated that are guided by OP's neighborhood plans	No	Not Available	Not Available	Not Available	95%	95%
Percent of OP small area plans approved by the Council or other neighborhood plans supported by the relevant Advisory Neighborhood Commissions (ANCs)	No	100%	No Applicable Incidents	92%	92%	92%
Percent of OP's neighborhood plans that receive recognition from professional associations (American Planning Association (APA), Urban Land Institute (ULI), etc.)	No	Not Available	Not Available	Not Available	50%	50%
Percent of stakeholder requests for planning assistance fulfilled	No	Not Available	Not Available	Not Available	80%	80%
Satisfaction rating given by head of Public Space Commission regarding the consistency and quality of OP's contribution	No	Not Available	Not Available	Not Available	90%	90%

3. Increase the transparency and predictability of the planning process to better engage stakeholders and to enrich the dialogue around key planning tools and topics. (2 Measures)

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Percent of customers OP engages who rate their interaction with OP as satisfactory or higher	No	Not Available	Not Available	Not Available	75%	75%
Percent of relevant ANCs that OP engages in major planning initiatives	No	Not Available	Not Available	Not Available	90%	90%

4. Enhance the District's built environment by promoting high quality development through clarified regulations, mandatory and discretionary zoning reviews, historic preservation review processes, and technical assistance in planning and design. (9 Measures)

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Average number of cases reviewed per historic preservation staff	No	797.5	870.2	600	600	600
Average number of cases reviewed per zoning review staff	No	37.6	39.9	35	35	35
Percent of Development Revenue reports that meet the expectations of boards/commissions	No	93.2%	94%	92%	92%	92%
Percent of historic landmark designations without owner objection	No	75%	100%	85%	85%	85%
Percent of DC government project reviews concluded with adverse effects resolved by consensus	No	100%	100%	90%	90%	90%

(Continued on next page)

4. Enhance the District's built environment by promoting high quality development through clarified regulations, mandatory and discretionary zoning reviews, historic preservation review processes, and technical assistance in planning and design. (9 Measures)

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Percent of historic preservation projects properly noticed after implementation of new regulations	No	Not Available	Not Available	Not Available	90%	90%
Percent of Historic Preservation staff reports that meet the expectations of the Historic Preservation Review Board Chair and the Mayor's Agent	No	Not Available	Not Available	Not Available	92%	92%
Percent of historic property permit applications reviewed over the counter	No	95.5%	96.7%	90%	90%	90%
Percent of Planning Unit Developments (PUDs) that exceed minimum requirements to further the Sustainable DC plan including the provision of green roofs or other features to help reduce storm water runoff, electric car charging stations, or bike share facilities	No	100%	82.4%	60%	65%	65%

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

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Budget- Federal funds returned	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Budget- Local funds unspent	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Contracts/Procurement- Contracts lapsed into retroactive status	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Contracts/Procurement- Expendable Budget spent on Certified Business Enterprises	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Customer Service- Meeting Service Level Agreements	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources- Employee District residency	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources- Employee Onboard Time	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources- Vacancy Rate	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Performance Management- Employee Performance Plan Completion	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017

WORKLOAD MEASURES

Workload Measures, also called inputs or outputs, quantify an activity, effort or process that is necessary to make progress towards the Strategic Objectives. They help answer the question; “How much are we doing?”

1. Mapping services.

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
Number of requests for mapping or geospatial services	No	Not Available	Not Available	223

2. Demographic services.

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
Number of requests for Census or other demographics information	No	Not Available	Not Available	302

3. Education.

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
Number of persons attending/participating in stakeholder engagement activities conducted by OP	Yes	Not Available	Not Available	New Measure
Number of stakeholder engagement activities conducted by OP for purposes of education, dialogue, and/or feedback	Yes	Not Available	Not Available	New Measure

4. HPRB staff reports.

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
Number of historic preservation cases submitted for Historic Preservation Review Board or U.S. Commission of Fine Arts review	No	Not Available	Not Available	Not Available

5. Homeowner grants.

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
Dollar amount of historic homeowner grants issued	No	\$335,912	\$84,583	\$187,916

6. Historic landmark designations.

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
Number of cases filed for historic landmark designation	No	Not Available	Not Available	Not Available

7. Zoning staff reports.

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
Number of cases filed for Board of Zoning Adjustment review	No	Not Available	Not Available	Not Available
Number of cases filed for Zoning Commission review	No	Not Available	Not Available	Not Available

8. Neighborhood plans.

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
Number of neighborhood plans produced	No	Not Available	Not Available	Not Available
Number of requests for planning assistance or information received from civic organizations or other stakeholders	No	Not Available	Not Available	Not Available

9. Historic preservation reviews.

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
Number of permit applications submitted to Historic Preservation Office staff	No	Not Available	Not Available	5,221

10. Government project reviews.

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
Number of historic preservation cases regarding District and federal government undertakings filed for State Historic Preservation Office review	No	Not Available	Not Available	Not Available

11. Planned Unit Developments (PUDs).

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
Number of affordable housing units approved by the Zoning Commission through Planned Unit Developments	Yes	Not Available	Not Available	New Measure

12. Policy and regulation support.

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
Number of public space applications submitted to OP for review	No	Not Available	Not Available	Not Available

13. Citywide planning.

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
Number of analyses conducted and studies produced	No	Not Available	Not Available	Not Available
Number of District agencies that have used OP research and analysis products to effectively support their work	No	Not Available	Not Available	Not Available

Performance Plan Endnotes

*For more information about the structure and components of FY 2018 draft performance plans, please see the FY 2018 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 required for all agencies.

***Key Performance Indicators that are new may not have historical data and may only have FY 2018 targets.