

# (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 2018, DCRA registered over 17,000 corporations, completed over 50,000 inspections, and issued over 56,000 permits, 30,000 business and 10,000 professional licenses.

## **RECENT CIP ACCOMPLISHMENTS**

Business Portal – The most recent release of the DC Business Portal allows businesses to apply for and renew many types of DCRA Basic Business Licenses. The portal provides detailed information about the application process and a checklist of required steps for each category. The system offers many enhancements that benefit our customers, such as:

- Customers can completely conduct transactions online and never have to visit DCRA
- Customers can save and resume work on their application as they work through the process
- Customers can work through the “Wizards” to identify exactly what the requirements are for their specific type of business
- Customers can upload all required documents
- Customers can utilize the multi-agency search features for relevant information

**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 2024 :** Represents the lifetime budget authority, including the 6-year budget authority for FY 2019 through FY 2024.
  - **FY 2019 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 2024 :** This is the total 6-year authority for FY 2019 through FY 2024 including changes from the current fiscal year.
  - **Budget Authority Request Through FY 2025 :** Represents the 6-year budget authority for FY 2020 through FY 2025.
  - **Increase (Decrease) :** This is the change in 6-year budget requested for FY 2020 - FY 2025 (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)

Funding By Phase - Prior Funding						Approved Funding						
Phase	Allotments	Spent	Enc/ID-Adv	Pre-Enc	Balance	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	6 Yr Total
(01) Design	0	0	0	0	0	2,232	0	0	0	0	0	2,232
(03) Project Management	165	165	0	0	0	0	0	0	0	0	0	0
(04) Construction	50,832	50,696	42	93	0	3,000	2,000	0	0	0	0	5,000
(05) Equipment	1,327	1,327	0	0	0	0	0	0	0	0	0	0
(06) IT Requirements Development/Systems Design	15,205	13,810	361	1,034	0	1,800	3,000	2,875	4,000	0	0	11,675
(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>67,838</b>	<b>66,306</b>	<b>404</b>	<b>1,128</b>	<b>0</b>	<b>7,032</b>	<b>5,000</b>	<b>2,875</b>	<b>4,000</b>	<b>0</b>	<b>0</b>	<b>18,907</b>

Funding By Source - Prior Funding						Approved Funding						
Source	Allotments	Spent	Enc/ID-Adv	Pre-Enc	Balance	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	6 Yr Total
GO Bonds - New (0300)	22,262	22,262	0	0	0	0	0	0	0	0	0	0
Pay Go (0301)	4,792	4,792	0	0	0	100	0	0	0	0	0	100
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)	2,175	643	404	1,128	0	6,932	5,000	2,875	4,000	0	0	18,807
Capital (9000)	35,992	35,993	-1	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>67,838</b>	<b>66,306</b>	<b>404</b>	<b>1,128</b>	<b>0</b>	<b>7,032</b>	<b>5,000</b>	<b>2,875</b>	<b>4,000</b>	<b>0</b>	<b>0</b>	<b>18,907</b>

Additional Appropriation Data			Estimated Operating Impact Summary								
First Appropriation FY		2001	Expenditure (+) or Cost Reduction (-)		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	6 Yr Total
Original 6-Year Budget Authority		78,318	No estimated operating impact								
Budget Authority Through FY 2024		67,840									
FY 2019 Budget Authority Changes			Full Time Equivalent Data								
Capital Reprogrammings FY 2019 YTD		-2	Object	FTE	FY 2020 Budget	% of Project					
6-Year Budget Authority Through FY 2024		67,838	Personal Services	0.0	0	0.0					
Budget Authority Request Through FY 2025		86,745	Non Personal Services	0.0	7,032	100.0					
Increase (Decrease)		18,907									

## CR0-ISM11-DCRA BUSINESS PORTAL

**Agency:** DEPT. OF CONSUMER AND REGULATORY AFFAIRS (CR0)  
**Implementing Agency:** DEPT. OF CONSUMER AND REGULATORY AFFAIRS (CR0)  
**Project No:** ISM11  
**Ward:**  
**Location:** DISTRICT-WIDE  
**Facility Name or Identifier:** INFORMATION TECHNOLOGY  
**Status:** Under design  
**Useful Life of the Project:** 10+  
**Estimated Full Funding Cost:** \$6,675,000

### Description:

This project will enhance businesses' ability to comply with D.C. Government business regulations when applying and renewing business license(s) by providing these resources:

An online information portal with regulatory information relevant to business licensing in one place and online wizards to provide step-by-step compliance guidance to businesses

An enterprise technology solution that would centralize information from the disparate systems used across agencies to manage the District's business licensing -single point of entry for all businesses to apply or review D.C. business license(s)

### Justification:

The business-impacting regulations are enforced by a number of different agencies, primarily:

1.DCRA, 2. DDOT, 3. DSLBD, 4. DOH, 5. ABRA, 6. OTR

Systems within DC Government are much improved over the last five years, but we have not reached a state of true interagency automation and communication.

### Progress Assessment:

Progress is proceeding as planned

### Related Projects:

N/A

(Dollars in Thousands)

Funding By Phase - Prior Funding						Approved Funding						
Phase	Allotments	Spent	Enc/ID-Adv	Pre-Enc	Balance	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	6 Yr Total
(04) Construction	1,675	1,538	43	93	0	3,000	2,000	0	0	0	0	5,000
TOTALS	1,675	1,538	43	93	0	3,000	2,000	0	0	0	0	5,000

Funding By Source - Prior Funding						Approved Funding						
Source	Allotments	Spent	Enc/ID-Adv	Pre-Enc	Balance	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	6 Yr Total
GO Bonds - New (0300)	1,000	1,000	0	0	0	0	0	0	0	0	0	0
Short-Term Bonds – (0304)	675	538	43	93	0	3,000	2,000	0	0	0	0	5,000
TOTALS	1,675	1,538	43	93	0	3,000	2,000	0	0	0	0	5,000

### Additional Appropriation Data

First Appropriation FY	2015
Original 6-Year Budget Authority	1,675
Budget Authority Through FY 2024	1,675
FY 2019 Budget Authority Changes	0
6-Year Budget Authority Through FY 2024	1,675
Budget Authority Request Through FY 2025	6,675
Increase (Decrease)	5,000

### Estimated Operating Impact Summary

Expenditure (+) or Cost Reduction (-)	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	6 Yr Total
No estimated operating impact							

Milestone Data	Projected	Actual
Environmental Approvals		
Design Start (FY)		10/1/2014
Design Complete (FY)		
Construction Start (FY)		
Construction Complete (FY)		
Closeout (FY)	09/30/2021	

Full Time Equivalent Data			
Object	FTE	FY 2020 Budget	% of Project
Personal Services	0.0	0	0.0
Non Personal Services	0.0	3,000	100.0

## 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:** \$26,597,000

### 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.

### 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)

Funding By Phase - Prior Funding						Approved Funding						
Phase	Allotments	Spent	Enc/ID-Adv	Pre-Enc	Balance	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	6 Yr Total
(06) IT Requirements Development/Systems Design	14,922	13,526	361	1,034	0	1,800	3,000	2,875	4,000	0	0	11,675
TOTALS	14,922	13,526	361	1,034	0	1,800	3,000	2,875	4,000	0	0	11,675

Funding By Source - Prior Funding						Approved Funding						
Source	Allotments	Spent	Enc/ID-Adv	Pre-Enc	Balance	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	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)	1,500	104	361	1,034	0	1,800	3,000	2,875	4,000	0	0	11,675
TOTALS	14,922	13,526	361	1,034	0	1,800	3,000	2,875	4,000	0	0	11,675

### Additional Appropriation Data

First Appropriation FY	2007
Original 6-Year Budget Authority	18,224
Budget Authority Through FY 2024	14,924
FY 2019 Budget Authority Changes	
Capital Reprogrammings FY 2019 YTD	-2
6-Year Budget Authority Through FY 2024	14,922
Budget Authority Request Through FY 2025	26,597
Increase (Decrease)	11,675

### Estimated Operating Impact Summary

Expenditure (+) or Cost Reduction (-)	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	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)	09/30/2020	
Closeout (FY)	12/31/2020	

### Full Time Equivalent Data

Object	FTE	FY 2020 Budget	% of Project
Personal Services	0.0	0	0.0
Non Personal Services	0.0	1,800	100.0

## CR0-ISMNE-SHORT-TERM RENTAL TECHNOLOGY

**Agency:** DEPT. OF CONSUMER AND REGULATORY AFFAIRS (CR0)  
**Implementing Agency:** DEPT. OF CONSUMER AND REGULATORY AFFAIRS (CR0)  
**Project No:** ISMNE  
**Ward:**  
**Location:** DISTRICT-WIDE  
**Facility Name or Identifier:** SHORT-TERM RENTAL TECHNOLOGY  
**Status:** New  
**Useful Life of the Project:** 10  
**Estimated Full Funding Cost:** \$2,232,000

**Description:**  
Improvements to IT systems needed to implement the Short-Term Rental Regulation Act of 2018 and regulate short-term rentals.

**Justification:**

N/A

**Progress Assessment:**

New project

**Related Projects:**

None

(Dollars in Thousands)

Funding By Phase - Prior Funding						Approved Funding						
Phase	Allotments	Spent	Enc/ID-Adv	Pre-Enc	Balance	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	6 Yr Total
(01) Design	0	0	0	0	0	2,232	0	0	0	0	0	2,232
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,232</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,232</b>

Funding By Source - Prior Funding						Approved Funding						
Source	Allotments	Spent	Enc/ID-Adv	Pre-Enc	Balance	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	6 Yr Total
Pay Go (0301)	0	0	0	0	0	100	0	0	0	0	0	100
Short-Term Bonds -- (0304)	0	0	0	0	0	2,132	0	0	0	0	0	2,132
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,232</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,232</b>

### Additional Appropriation Data

First Appropriation FY	
Original 6-Year Budget Authority	0
Budget Authority Through FY 2024	0
FY 2019 Budget Authority Changes	0
6-Year Budget Authority Through FY 2024	0
Budget Authority Request Through FY 2025	2,232
Increase (Decrease)	2,232

### Estimated Operating Impact Summary

Expenditure (+) or Cost Reduction (-)	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	6 Yr Total
No estimated operating impact							

Milestone Data	Projected	Actual
Environmental Approvals		
Design Start (FY)		
Design Complete (FY)	10/1/2019	
Construction Start (FY)	11/1/2019	
Construction Complete (FY)	09/30/2020	
Closeout (FY)		

Full Time Equivalent Data			
Object	FTE	FY 2020 Budget	% of Project
Personal Services	0.0	0	0.0
Non Personal Services	0.0	2,232	100.0