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# District of Columbia Sentencing Commission

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**Table FZ0-1**

Description	FY 2017	FY 2018	FY 2019	FY 2020	% Change
	Actual	Actual	Approved	Approved	from FY 2019
OPERATING BUDGET	\$947,750	\$1,066,561	\$1,185,927	\$1,267,332	6.9
FTEs	5.4	6.0	6.0	7.0	16.7

The mission of the District of Columbia Sentencing Commission (the Commission) is to implement, monitor, and support the District's voluntary sentencing guidelines; promote fair and consistent sentencing policies; increase public understanding of sentencing policies and practices; and evaluate the effectiveness of the guidelines system in order to recommend changes based on actual sentencing and corrections practice and research.

## Summary of Services

The Commission advises the District of Columbia on policy matters related to criminal law, sentencing, and corrections policy. The Sentencing and Criminal Code Revision Commission Amendment Act of 2007 established permanent voluntary felony sentencing guidelines and requires the Commission to monitor and make adjustments as needed to promote sentencing policies that limit unwarranted disparity, while allowing adequate judicial discretion and proportionality. The sentencing guidelines provide recommended sentences that enhance fairness so that offenders, victims, the community, and all parties will understand the sentence, and sentences will be both more predictable and consistent. The Commission provides analysis of sentencing trends and guideline compliance to the public and its representatives to assist in identifying sentencing patterns for felony convictions.

The agency's FY 2020 approved budget is presented in the following tables:

## FY 2020 Approved Gross Funds Operating Budget and FTEs, by Revenue Type

Table FZ0-2 contains the approved FY 2020 budget by revenue type compared to the FY 2019 approved budget. It also provides FY 2017 and FY 2018 actual data.

**Table FZ0-2**

(dollars in thousands)

Appropriated Fund	Dollars in Thousands						Full-Time Equivalents					
	Actual FY 2017	Actual FY 2018	Approved FY 2019	Approved FY 2020	Change from FY 2019	% Change*	Actual FY 2017	Actual FY 2018	Approved FY 2019	Approved FY 2020	Change from FY 2019	% Change
<b>GENERAL FUND</b>												
Local Funds	948	1,067	1,186	1,267	81	6.9	5.4	6.0	6.0	7.0	1.0	16.7
<b>TOTAL FOR GENERAL FUND</b>	<b>948</b>	<b>1,067</b>	<b>1,186</b>	<b>1,267</b>	<b>81</b>	<b>6.9</b>	<b>5.4</b>	<b>6.0</b>	<b>6.0</b>	<b>7.0</b>	<b>1.0</b>	<b>16.7</b>
<b>GROSS FUNDS</b>	<b>948</b>	<b>1,067</b>	<b>1,186</b>	<b>1,267</b>	<b>81</b>	<b>6.9</b>	<b>5.4</b>	<b>6.0</b>	<b>6.0</b>	<b>7.0</b>	<b>1.0</b>	<b>16.7</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 2020 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2020 Approved Operating Budget, by Comptroller Source Group

Table FZ0-3 contains the approved FY 2020 budget at the Comptroller Source Group (object class) level compared to the FY 2019 approved budget. It also provides FY 2017 and FY 2018 actual expenditures.

**Table FZ0-3**

(dollars in thousands)

Comptroller Source Group	Actual FY 2017	Actual FY 2018	Approved FY 2019	Approved FY 2020	Change from FY 2019	Percentage Change*
11 - Regular Pay - Continuing Full Time	471	556	583	663	80	13.6
13 - Additional Gross Pay	0	11	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	95	108	124	137	14	11.0
<b>SUBTOTAL PERSONAL SERVICES (PS)</b>	<b>567</b>	<b>675</b>	<b>707</b>	<b>800</b>	<b>93</b>	<b>13.2</b>
20 - Supplies and Materials	0	0	10	4	-6	-61.8
31 - Telecommunications	0	0	4	4	0	0.0
40 - Other Services and Charges	68	81	79	110	31	39.1
41 - Contractual Services - Other	307	310	386	345	-42	-10.8
70 - Equipment and Equipment Rental	6	0	0	6	6	N/A
<b>SUBTOTAL NONPERSONAL SERVICES (NPS)</b>	<b>381</b>	<b>391</b>	<b>479</b>	<b>467</b>	<b>-12</b>	<b>-2.4</b>
<b>GROSS FUNDS</b>	<b>948</b>	<b>1,067</b>	<b>1,186</b>	<b>1,267</b>	<b>81</b>	<b>6.9</b>

\*Percent change is based on whole dollars.

## FY 2020 Approved Operating Budget and FTEs, by Division/Program and Activity

Table FZ0-4 contains the approved FY 2020 budget by division/program and activity compared to the FY 2019 approved budget. It also provides FY 2017 and FY 2018 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

**Table FZ0-4**

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2017	Actual FY 2018	Approved FY 2019	Approved FY 2020	Change from FY 2019	Actual FY 2017	Actual FY 2018	Approved FY 2019	Approved FY 2020	Change from FY 2019
<b>(1000) MANAGEMENT</b>										
(1010) Personnel	83	111	111	115	4	0.9	1.0	1.0	1.0	0.0
(1015) Training	0	0	2	2	0	0.0	0.0	0.0	0.0	0.0
(1030) Property Management	1	6	9	7	-2	0.0	0.0	0.0	0.0	0.0
(1040) Information Technology	42	47	46	46	0	0.0	0.0	0.0	0.0	0.0
(1060) Legal Services	-19	0	5	1	-3	0.0	0.0	0.0	0.0	0.0
<b>SUBTOTAL (1000) MANAGEMENT</b>	<b>108</b>	<b>165</b>	<b>173</b>	<b>171</b>	<b>-1</b>	<b>0.9</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>
<b>(2000) DATA COLLECTION (AIP)</b>										
(2010) ACS Offense and Offender Database	154	204	224	327	103	1.8	2.0	2.0	3.0	1.0
(2020) Sentencing Guidelines Monitoring	300	304	379	373	-5	0.0	0.0	0.0	0.0	0.0
(2040) Policy Reports and Proposals	180	192	198	195	-3	0.9	1.0	1.0	1.0	0.0
(2050) Sentencing Guidelines Training	118	118	134	123	-11	0.9	1.0	1.0	1.0	0.0
(2060) Prep Sentencing Guidelines Materials	89	84	78	77	-1	0.9	1.0	1.0	1.0	0.0
<b>SUBTOTAL (2000) DATA COLLECTION (AIP)</b>	<b>840</b>	<b>901</b>	<b>1,013</b>	<b>1,096</b>	<b>83</b>	<b>4.5</b>	<b>5.0</b>	<b>5.0</b>	<b>6.0</b>	<b>1.0</b>
<b>TOTAL APPROVED OPERATING BUDGET</b>	<b>948</b>	<b>1,067</b>	<b>1,186</b>	<b>1,267</b>	<b>81</b>	<b>5.4</b>	<b>6.0</b>	<b>6.0</b>	<b>7.0</b>	<b>1.0</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 2020 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 Sentencing Commission operates through the following 2 programs:

**Data Collection, Analysis, and Implementation** – undertakes sentencing-related research for the Commission and the Council; monitors and evaluates sentencing practices and trends in the District; and provides the sentencing guideline manual, assistance with the application of the guidelines, and training for criminal justice professional to effectively and efficiently work within a structured sentencing system.

This program contains the following 5 activities:

- **ACS Offense and Offender Sentencing Database** – transfers data electronically from the court into the agency's database, which includes both historic and real-time sentencing information. Criminal history information provided by Court Services and Offender Supervision Agency (CSOSA) is integrated into

the agency database and matched with court sentencing information, enabling offender and offense-based analysis of the application of the sentencing guidelines and sentencing trends in the District;

- **Sentencing Guidelines Monitoring** – monitors compliance with the recommended sentencing guidelines by using the agency's database. Departures from the sentencing guidelines are examined to determine if the guidelines may require modification or revision by the Commission to ensure their effectiveness;
- **Policy Reports and Proposals** – develops reports and recommendations for the Commission to improve and modify criminal justice programs focused on sentencing policy. In addition, revises and proposes recommendations to the D.C. Criminal Code to ensure clarity and consistency in the District's criminal laws making their application more fair and efficient;
- **Sentencing Guidelines Training** – provides training to criminal justice professionals focusing on the calculation of criminal history, proper application of the guidelines, determination of the recommended guideline sentence, and recent revisions or modification to the sentencing guidelines. The Commission also monitors both Appellate and Supreme Court sentencing-related decisions and provides training on the impact of these rulings on the D.C. Sentencing Guidelines; and
- **Prep Sentencing Guidelines Materials** – develops and updates yearly the D.C. Sentencing Guideline manual, which contains offense rankings, sentencing protocol, special sentencing provisions, and other guideline related information. The Guideline manual is used by practitioners on a daily basis when applying the guidelines to felony convictions.

**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 District of Columbia Sentencing Commission has no program structure changes in the FY 2020 approved budget.

## FY 2019 Approved Budget to FY 2020 Approved Budget, by Revenue Type

Table FZ0-5 itemizes the changes by revenue type between the FY 2019 approved budget and the FY 2020 approved budget. For a more comprehensive explanation of changes, please see the FY 2020 Approved Budget Changes section, which follows the table.

**Table FZ0-5**

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2019 Approved Budget and FTE</b>		<b>1,186</b>	<b>6.0</b>
Removal of One-Time Costs	Data Collection (AIP)	-72	0.0
<b>LOCAL FUNDS: FY 2020 Recurring Budget</b>		<b>1,114</b>	<b>6.0</b>
Increase: To adjust the Contractual Services budget	Multiple Programs	30	0.0
Increase: To support operational requirements	Management	6	0.0
Decrease: To realize programmatic cost savings in nonpersonal services	Multiple Programs	-11	0.0
Decrease: To align personal services and Fringe Benefits with projected costs	Multiple Programs	-15	0.0
<b>LOCAL FUNDS: FY 2020 Mayor's Proposed Budget</b>		<b>1,124</b>	<b>6.0</b>
Enhance: To support additional FTE(s)	Data Collection (AIP)	108	1.0
Enhance: To support nonpersonal service costs (one-time)	Data Collection (AIP)	35	0.0
<b>LOCAL FUNDS: FY 2020 District's Approved Budget</b>		<b>1,267</b>	<b>7.0</b>
<b>GROSS FOR FZ0 - DC SENTENCING COMMISSION</b>		<b>1,267</b>	<b>7.0</b>

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

## **FY 2020 Approved Budget Changes**

The District of Columbia Sentencing Commission's (the Commission) approved FY 2020 gross budget is \$1,267,332 which represents a 6.9 percent increase from its FY 2019 approved gross budget of \$1,185,927. The budget is comprised entirely of Local funds.

### **Recurring Budget**

The FY 2019 budget for the Commission includes a one-time enhancement of \$71,500 in the Data Collection (AIP) program to provide analysis on the agency's sentencing guidelines.

### **Mayor's Proposed Budget**

**Increase:** The Commission's proposed Local funds budget includes a net increase of \$29,916 in Contractual Services primarily in the Data Collection (AIP) program. The proposed FY 2020 budget includes an increase of \$5,500 in Equipment and Equipment Rental in Agency Management to support sentencing guideline training.

**Decrease:** The Commission's proposed Local funds budget reflects a reduction of \$10,644, primarily in supplies and Other Services and Charges across the Agency Management and the Data Collection programs. The proposed budget also includes a decrease of \$14,893 to align agency personal services and Fringe Benefits with projected costs.

### **District's Approved Budget**

**Enhance:** The D.C. Sentencing Commission's FY 2020 approved budget in Local funds reflects personal service increases of \$108,026, to support an IT Specialist in the Data Collection Program. Additionally, there is a one-time nonpersonal service increase of \$35,000 to support the Data Collection Program, specifically Sentencing Guidelines Monitoring.

## Agency Performance Plan\*

The District of Columbia Sentencing Commission (the Commission) has the following strategic objectives for FY 2020:

### 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 fair, consistent and transparent sentencing policy for felony sentences imposed in the District of Columbia to ensure that similar offenders who are convicted of similar offenses receive similar sentences.
2. Provide effective education and support to improve understanding and awareness of the District's Voluntary Sentencing Guidelines to ensure citizens of the District have a clear understanding of the sentencing process.
3. Provide high quality analysis and evaluation of sentencing data to inform the development of effective sentencing policy in the District of Columbia that increases public safety while decreasing unwarranted disparity in sentences.

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## 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.

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### 1. Provide fair, consistent and transparent sentencing policy for felony sentences imposed in the District of Columbia to ensure that similar offenders who are convicted of similar offenses receive similar sentences. (2 Activities)

Activity Title	Activity Description	Type of Activity
Identify Irregularities and Inconsistencies in Felony Sentences Imposed	Review sentencing data received from the D.C. Superior Court to identify data quality issues to be resolved; identify sentences that are outside the recommended guideline sentence; and identify emerging sentencing trends that may require review by the Commission and potential policy modifications.	Daily Service
Review and Verify All Felony Sentences	Review and verify each felony sentence imposed by the D.C. Superior Court is accurate, legal; and complete. Once the verification process is completed, calculate whether the sentence imposed matches the recommended guideline sentence in an accurate and timely manner.	Daily Service

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### 2. Provide effective education and support to improve understanding and awareness of the District's Voluntary Sentencing Guidelines to ensure citizens of the District have a clear understanding of the sentencing process. (4 Activities)

Activity Title	Activity Description	Type of Activity
Provide Sentencing Guideline Training	Provide Sentencing Guideline training to criminal justice professional that will increase their understanding of sentencing practices under the Guidelines and ensure proper application of the	Daily Service

**2. Provide effective education and support to improve understanding and awareness of the District's Voluntary Sentencing Guidelines to ensure citizens of the District have a clear understanding of the sentencing process. (4 Activities)**

Activity Title	Activity Description	Type of Activity
	Guidelines thus reducing potential sentencing errors.	
Maintain and Update Agency Website	Update the agency's website with Guideline Alerts to ensure the public and criminal justice community are notified of changes to sentencing policy or practices under the sentencing guidelines. Monthly update training and other guideline related materials to ensure public access to accurate and timely information about sentencing in the District of Columbia.	Daily Service
Respond to Guideline Questions	On an ongoing basis the agency responds to questions from a number of sources including, Court Services and Offender Supervision Agency, judges, attorneys, and the public regarding criminal history scoring, sentence options, and offense rankings. Responding to these questions in an accurate and timely manner avoids procedural delays and ensure that the parties understand the sentencing options available under the Sentencing Guidelines.	Daily Service
Public Access to Sentencing Data	Provide a yearly data set on the agency's website to allow researchers and the public direct access to felony sentencing related data in the District.	Key Project

**3. Provide high quality analysis and evaluation of sentencing data to inform the development of effective sentencing policy in the District of Columbia that increases public safety while decreasing unwarranted disparity in sentences. (2 Activities)**

Activity Title	Activity Description	Type of Activity
Respond to Data Requests	Effectively and efficiently respond to data requests from legislators, criminal justice professionals, and the public by providing accurate and timely sentencing information.	Daily Service
Monitor and Maintain the Guideline Reporting Information Data (GRID) System	Monitor and maintain the data analysis module of the agency's GRID system used to identify and evaluate sentencing trends throughout the year to inform the development of effective sentencing policy for the District. Technical and operational issues identified will be reported to the vendor for resolution within 14 days.	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. Provide fair, consistent and transparent sentencing policy for felony sentences imposed in the District of Columbia to ensure that similar offenders who are convicted of similar offenses receive similar sentences. (4 Measures)**

Measure	New Measure/ Benchmark Year	FY 2017 Actual	FY 2018 Target	FY 2018 Actual	FY 2019 Target	FY 2020 Target
Compliant Departures	No	91.1%	93.2%	94.1%	93%	93%

**1. Provide fair, consistent and transparent sentencing policy for felony sentences imposed in the District of Columbia to ensure that similar offenders who are convicted of similar offenses receive similar sentences. (4 Measures)**

Measure	New Measure/ Benchmark Year	FY 2017 Actual	FY 2018 Target	FY 2018 Actual	FY 2019 Target	FY 2020 Target
Compliant In-The-Box Sentences Imposed	No	87.8%	87%	89.9%	87.5%	87.5%
Percent of Compliant Guideline Sentences	No	96.4%	96.7%	96.8%	96.5%	96.5%
Percent of compliant sentences that represent 11(C)(1)(c) pleas	No	Not Available	New in 2019	New in 2019	New in 2019	12%

**2. Provide effective education and support to improve understanding and awareness of the District's Voluntary Sentencing Guidelines to ensure citizens of the District have a clear understanding of the sentencing process. (2 Measures)**

Measure	New Measure/ Benchmark Year	FY 2017 Actual	FY 2018 Target	FY 2018 Actual	FY 2019 Target	FY 2020 Target
Effective Guideline Trainings	No	Not Available	82%	90.7%	83%	83%
Guideline Questions Answered	No	98.2%	99.5%	99.5%	98.5%	98.5%

**3. Provide high quality analysis and evaluation of sentencing data to inform the development of effective sentencing policy in the District of Columbia that increases public safety while decreasing unwarranted disparity in sentences. (2 Measures)**

Measure	New Measure/ Benchmark Year	FY 2017 Actual	FY 2018 Target	FY 2018 Actual	FY 2019 Target	FY 2020 Target
Data Request Response Time	No	Not Available	75.5%	90.9%	76%	76%
GRID/GSS tickets resolved within 14 days	No	Not Available	65%	75.8%	68%	68%

**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. Provide Sentencing Guideline Training**

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Agency Website Updates Completed	No	42	64	43
Number of individuals receiving Sentencing Guideline Training	No	Not Available	Not Available	New in 2019
Number of Sentencing Guideline Trainings Provided	No	20	15	19

**2. Identify Irregularities and Inconsistencies in Felony Sentences Imposed**

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Number of DQA's Identified and Submitted	No	Not Available	Not Available	Not Available
Number of Sealed Cases	No	1690	2144	3026



### 3. Review and Verify All Felony Sentences

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Departure Letter Responses	No	71.7%	79.1%	85.1%
Number of CSOSA Criminal History Scores Submitted	No	1656	2004	2833
Number of Departure Letters Sent	No	60	124	114
Number of Felony Cases Sentenced	No	1843	2182	1813
Number of Felony Counts Sentenced	No	2388	2658	2316
Number of Probation Revocations Sentenced	No	Not Available	Not Available	355
Number of sentences imposed as the result of 11(C)(1)(c) pleas	No	Not Available	Not Available	New in 2019

### 4. Maintain and Update Agency Website

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Number of Agency Website Hits	No	23,424	14,495	19,151

### 5. Respond to Data Requests

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Number of Data Requests Received	No	47	38	47

### 6. Monitor and Maintain the Guideline Reporting Information Data (GRID) System

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Number Hours required to complete data requests	No	826	1688	971
Number of Critical GRID Tickets Submitted	No	Not Available	Not Available	Not Available
Number of GRID Tickets Entered	No	67	45	69
Number of new charge codes mapped in GRID	No	Not Available	Not Available	21

#### Performance Plan End Notes:

\*For more information about the structure and components of FY 2020 draft performance plans, please see the FY 2020 Proposed Budget and Financial Plan, Volume 1, Appendix E.

\*\*Key Performance Indicators that are new may not have historical data and may only have FY 2020 targets.

\*\*\* District wide measures for the objective "Create and maintain a highly efficient, transparent and responsive District government" have been introduced as part of FY 2019 and FY 2020 Performance Plans and will be reported by the Office of the City Administrator (OCA). FY 2019 and FY 2020 are pilot years for this initiative, therefore not all data are available.