



**THE GOVERNMENT OF THE  
DISTRICT OF COLUMBIA**



**FY 2013 PROPOSED BUDGET AND FINANCIAL PLAN**

**VOLUME 2 AGENCY BUDGET CHAPTERS – PART I**

Governmental Direction and Support, Economic Development and Regulation, and Public Safety and Justice



**SEIZING OUR FUTURE**



Submitted to the **Congress of the United States**

by the **Government of the District of Columbia** | **June 22, 2012**

Government of the District of Columbia

**FY 2013**

**Proposed Budget and Financial Plan**

**Volume 2**

**Agency Budget Chapters - Part I**

(Governmental Direction and Support, Economic Development and Regulation, and Public Safety and Justice)

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**Seizing Our Future**

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**Congress of the United States**

by the

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**District of Columbia Government**

For the Fiscal Year Beginning

**October 1, 2010**

Two handwritten signatures in black ink. The signature on the left is for the President, and the signature on the right is for the Executive Director.

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to District of Columbia Government, District of Columbia, for its annual budget for the fiscal year beginning October 1, 2010. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device. This award is the eleventh in the history of the District of Columbia.

The Office of Budget and Planning (OBP) submitted the FY 2012 Budget and Financial Plan for consideration by GFOA and will also submit the FY 2013 Budget and Financial Plan to GFOA. OBP believes this budget continues to conform to the GFOA's requirements.

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# Government of the District of Columbia

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Deputy Mayor for Education

**Beatriz Otero**  
Deputy Mayor for Health and Human Services

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**Christopher Murphy**  
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**Eric Goulet**  
Deputy Chief of Staff and Budget Director

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**Natwar M. Gandhi**  
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**Michael A. Brown** ..... At Large  
**Vincent Orange**..... At Large  
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A special thank you to the analysts from other District agencies who assisted the Office of Budget and Planning during the preparation of the budget.

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**Photo:** Lateef Mangum, D.C. Government

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# **District of Columbia - Organization Chart**



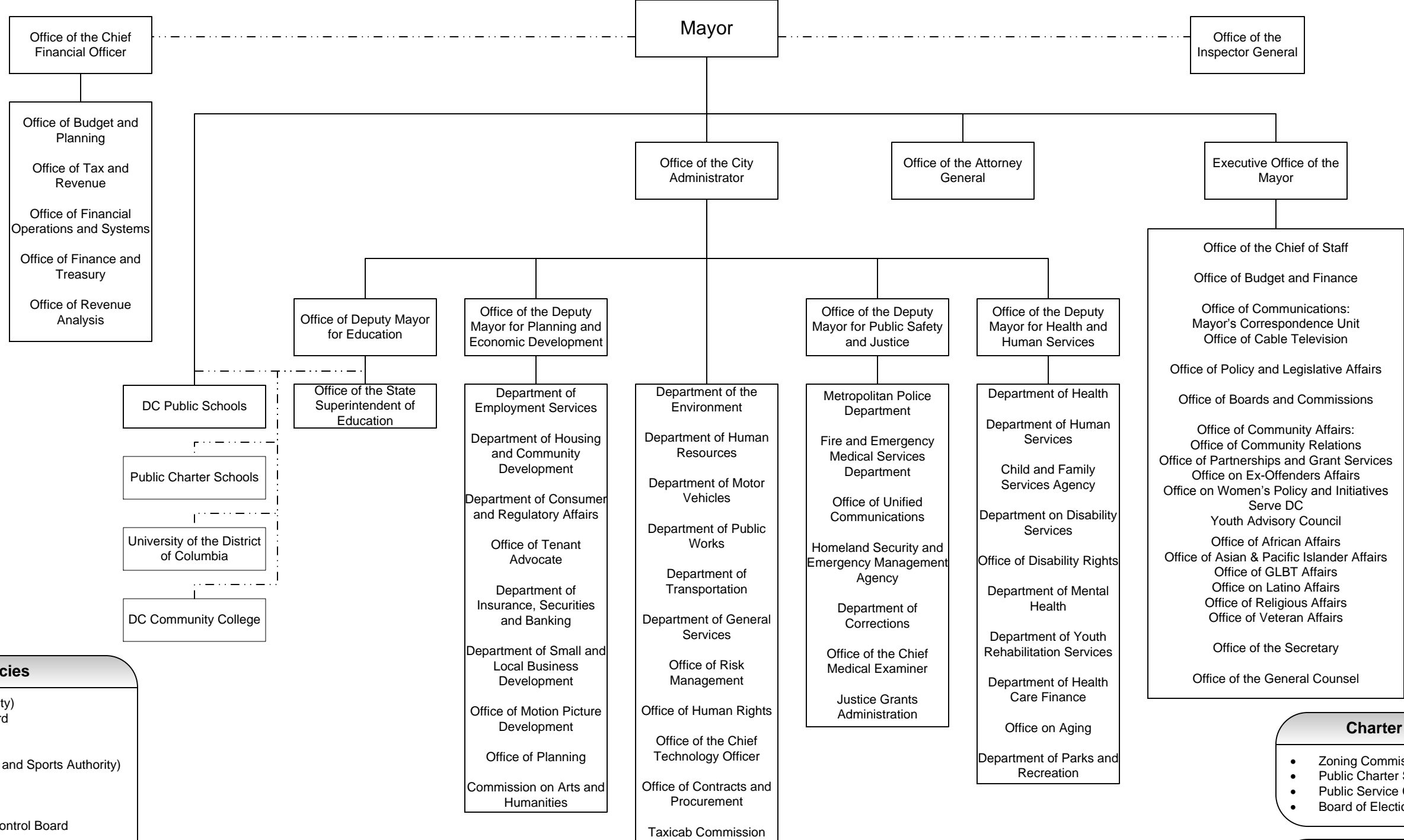


# GOVERNMENT OF THE DISTRICT OF COLUMBIA

## LEGISLATIVE BRANCH

- Council of the District of Columbia
- DC Auditor
- Advisory Neighborhood Commissions

## EXECUTIVE BRANCH



## JUDICIAL BRANCH

- DC Court of Appeals
- DC Superior Court
- Joint Commission on Judicial Administration
- Commission on Judicial Disabilities and Tenure
- Judicial Nomination Commission
- District of Columbia Bar
- Sentencing and Criminal Code Revision Commission

- ### Independent Agencies
- DC Water (Water and Sewer Authority)
  - District of Columbia Retirement Board
  - Office of Employee Appeals
  - Public Employee Relations Board
  - Events DC (Washington Convention and Sports Authority)
  - Housing Finance Agency
  - Public Defender Service
  - Pretrial Services Agency
  - DC Lottery and Charitable Games Control Board
  - Board of Library Trustees
  - University of the District of Columbia Board of Trustees
  - Office of the People's Counsel
  - DC Housing Authority
  - Contract Appeals Board
  - Board of Real Property Assessment and Appeals
  - Alcoholic Beverage Regulation Administration
  - Criminal Justice Coordinating Council

- ### Charter Independent Agencies
- Zoning Commission
  - Public Charter Schools
  - Public Service Commission
  - Board of Elections and Ethics

- ### Regional Bodies
- Metropolitan Washington Council of Governments
  - National Capital Planning Commission
  - Washington Metropolitan Area Transit Authority
  - Washington Metropolitan Area Transit Commission
  - Washington Metropolitan Airports Authority

FY 2013 Proposed Budget and Financial Plan

Volume 2

**Agency Budget Chapters - Part I**  
*(by Appropriation Title)*

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Volume 5 - FY 2013 Proposed Budget and Financial Plan - *Operating Appendices - Part II*

Volume 6 - FY 2013 Proposed Budget and Financial Plan - *FY 2013 - FY 2018 Capital Improvements Plan (Including Highway Trust Fund)*

# **Transmittal Letter**





VINCENT C. GRAY  
MAYOR

June 22, 2012

The Honorable Barack H. Obama  
President of the United States  
1600 Pennsylvania Avenue, NW  
Washington, DC 20500

Dear Mr. President:

On behalf of the residents of the District of Columbia, I submit to you the District of Columbia Fiscal Year 2013 Budget and Financial Plan entitled "Seizing our Future," our seventeenth consecutive balanced budget.

The last year has posed significant economic challenges for the nation as a whole, and the District of Columbia is no different than jurisdictions across the country. As my administration approached budget formulation at the beginning of this year, the District faced a \$172 million gap for Fiscal Year 2013. Despite this, my goals for the Fiscal Year 2013 budget remained steady: to provide the resources to foster a vibrant, sustainable city, where all residents have an opportunity to provide for themselves and their families, where every neighborhood is safe, where every student goes to a good school, where every tax dollar is spent wisely on a government that works, and where citizens' voices really count.

To that end, the \$9.4 billion general operating budget, including \$2.8 billion in federal funds, maintains fiscal stability and continues to provide investments in key areas of priority, including: economic development and training programs that lead to jobs for District of Columbia residents; continuation and enhancement of a birth-to-age-24 quality education system; and provision of a responsive, effective public safety program that keeps our neighborhoods and businesses safe.

Mr. President, we appreciate that your Fiscal Year 2013 federal budget proposes support for the continued development of the St. Elizabeths campus and dedication to the continued development of our workforce. The \$9.8 million proposed to fund the Center of Innovation illustrates our common goal of development that fuels long-term economic growth and job creation. A more diverse economy gives the city resilience in economic downturns and provides a more robust set of opportunities for District residents, and by focusing on sectors with growth potential, we will distribute benefits throughout the whole city. Your continued assistance in our quest to provide a world-class education to the youth of

the District of Columbia is also greatly appreciated. We hope to encourage our children to excel in the very qualities that will make them excellent candidates in the innovative technology hub we will create.

Your support for a change in the Home Rule Charter to establish local budget autonomy for the District of Columbia is also critical, and appreciated. Simply stated, there is absolutely no reason for the District of Columbia's local funds budget to be part of the federal budget process. The District raises over \$5.9 billion in local funds annually, which should be subject to the decision-making authority of only the District's locally elected representatives. We look forward to your advocacy on behalf of budget autonomy and the matters of basic self-determination and democracy for the residents of the District of Columbia.

The District's Fiscal Year 2013 Budget and Financial Plan represents the outcome of difficult choices that were required to build a fiscally sound budget and financial plan. Our intention was to strike a balance between costs savings, program realignments, and new sources of revenue so that we can maintain services while meeting our economic challenges. In addition, it is noteworthy that the budget relies on no new taxes or fees to meet this goal. The budget is balanced, structurally sound, and was formulated in the spirit of fiscal discipline.

I look forward to prompt and favorable federal consideration of the District's Fiscal Year 2013 Budget and Financial Plan.

Sincerely,

A handwritten signature in black ink that reads "Vincent C. Gray". The signature is written in a cursive style with a large, looping "V" and a long, sweeping tail on the "y".

Vincent C. Gray

# How to Read the Budget and Financial Plan



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# How to Read the Budget and Financial Plan

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The District of Columbia's FY 2013 Proposed Budget and Financial Plan is a communication tool that presents and explains policy priorities, agency operations, including programmatic/organizational structures, and performance measures in the context of the Financial Plan, which shows the District's sources of revenue and planned expenditures. The Budget and Financial Plan include forecasts of economic and financial conditions, current and planned long-term debt financing, policy decisions, and other important financial information for the District's government, all of which are essential elements for accurate financial reporting and sound management of public resources.

This chapter, **How to Read the Budget and Financial Plan**, is a guide for understanding the sections of this budget volume that define the budget priorities for the District. These sections are consistent with the National Advisory Council on State and Local Budgeting's recommended budget practices, which call for a presentation of information to provide readers with a guide to government programs and organizational structure. Additionally, these sections are consistent with the standards of the Government Finance Officers Association for the Distinguished Budget Presentation Award.

The FY 2013 Budget and Financial Plan is presented in six volumes summarized as follows:

**Executive Summary (Volume 1)** - provides a high-level summary of the budget and financial information, including sections describing new initiatives within the District's proposed budget, the transmittal letter from the Mayor, information on the strategic budgeting process, the District's five-year financial plan, detailed information on the District's projected revenues and expenditures, and summary information about the Capital Improvements Plan. In addition, this volume includes information about the District's budgetary and financial management policies, grant match and maintenance of effort, a glossary of budget terms, budget summary tables by agency and fund type, and the Budget Request Act legislation that serves as the basis for the District's federal appropriations act.

**Agency Budget Chapters (Volumes 2 and 3)** - describes, by appropriation title, the operating budgets for each of the District's agencies. Appropriation titles categorize the general areas of services provided by the District, on behalf of its citizens and are listed on the table of contents. Examples are Economic Development and Regulation, Public Education System, and Human Support Services.

**Operating Appendices (Volumes 4 and 5)** - includes detailed supporting tables displaying the proposed expenditures and full-time equivalents in the operating budgets that are described in Volumes 2 and 3. Please note: these volumes are available exclusively on the Government of the District of Columbia website at <http://cfo.dc.gov/>.

**Capital Improvements Plan (Including Highway Trust Fund) (Volume 6)** - describes the District's proposed six-year Capital Improvements Plan for all of the District's agencies. The Highway Trust Fund describes the District's proposed FY 2013 to FY 2018 planned transportation projects including federal highway grants.

Detailed information on the chapter contents of each volume include:

## **Volume 1: Executive Summary**

Includes the following sections:

### **Introduction: FY 2012 Proposed Budget and Financial Plan**

This chapter is a narrative and graphic summary of the proposed budget and financial plan. It describes the overall proposed budget, including the sources and uses of public funds, and compares the prior year's approved budget to the current one. The chapter also explains the budget development process and calendar for FY 2013.

### **Strategic Budgeting**

This chapter describes the initiatives that the District is undertaking to improve budgeting and management of resources. It includes a description of the District's continued efforts in and progress toward Performance-Based Budgeting (PBB), which is the District's initiative to align resources with results through benchmarking, performance measurement, performance planning, and service-level budgeting.

### **Financial Plan**

The Financial Plan summarizes planned revenues and expenditures from FY 2013 through FY 2016. This chapter includes financing sources, uses, and the assumptions used to derive the District's short-term and long-term economic outlook.

### **Revenue**

This chapter shows current revenue projections for each revenue type as certified by the Office of the Chief Financial Officer. It also details the District's revenue sources, provides an overview of the District's and regional economy and economic trends, and the revenue outlook from FY 2013 through FY 2016.

### **Operating Expenditures**

This chapter describes the District's recent local expenditures. It includes analysis of expenditures between FY 2008 and FY 2011, both by agency and by expense category, e.g. personnel, supplies, and fixed costs.

### **Capital Improvements Plan (CIP)**

This chapter describes the overall CIP, including the sources and uses of Capital funds.

## Appendices

The last section of the Executive Summary includes explanations of specific items to the District's budget:

- The D.C. Comprehensive Financial Management Policy provides a framework for fiscal decision-making by the District to ensure that financial resources are available to meet the present and future needs of District citizens;
- The Grant Match and Maintenance of Effort section includes a table by agency and grant number that provides the required grant match and maintenance of effort contributions for federal and private grants received by the District;
- The Basis of Budgeting and Accounting section describes the basis of budgeting and accounting, enabling the readers to understand the presentation methods of the District's finances;
- The Glossary of Budget Terms section describes unique budgeting, accounting, and District terms that may not be known by the general reader;
- The Summary Tables detail the District's proposed operating budget by agency and fund type for both budgeted dollars and positions; and
- The Budget Request Act section is the legislation that the District uses to enact the District's budget via local law, and serves as the basis for the District's federal appropriations act to be enacted into law by the United States Congress and President through the federal appropriations process.

## Volumes 2 and 3: Agency Budget Chapters - Part I & II

These volumes include agency chapters that describe available resources, their uses, and the achieved and anticipated outcomes as a result of these expenditures. Chapters in these volumes are grouped by appropriation title, and each chapter contains the following sections, as applicable:

### Header Information:

- Agency name and budget code;
- Website address and telephone; and
- FY 2013 proposed operating budget table.

### Introduction:

- Agency mission; and
- Summary of Services

### Financial and Program Information:

- Proposed Funding by Source table;
- Proposed Full-Time Equivalents table;
- Proposed Expenditure by Comptroller Source Group table;
- Division/Program descriptions;
- Proposed Expenditure by Division/Program table;
- FY 2013 Proposed Budget Changes;
- FY 2012 Approved Budget to FY 2013 Proposed Budget reconciliation table;
- Agency Performance Plan Objectives; and
- Agency Performance Measures table.

## FY 2013 Proposed Budget Changes

The FY 2013 Proposed Budget Changes section within each agency chapter provides a comprehensive explanation of the FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type table that appears in nearly every chapter. The following are descriptions of calculations done for the specific assumptions applied to certain categories within one particular agency or within specific groups of agencies. Please see the Current Services Funding Level (CSFL) Development appendix in this volume for more information about the CSFL methodology.

- **Recurring Budget Items:** - Where applicable, recurring budget items were identified to adjust specific expenditure items.
- **Fixed Cost Inflation Factor:** – The fixed costs for the FY 2013 CSFL were derived from cost estimates provided by the Department of General Services (DGS). Additionally, the Office of Finance and Resource Management (OFRM) and the Office of the Chief Technology Officer (OCTO) will centrally manage certain costs within their agency budgets.
- **Medicaid Growth Factor:** The Medicaid growth factor on the cost of health care services in the District provided by the Department of Health Care Finance (DHCF) and the public provider agencies fluctuated based on the prevailing conditions of the economy and changes in the federal government’s Medicaid policy. Based on the 8.1 percent growth factor provided by DHCF, OBP calculated baseline funding for Medicaid in the FY 2013 CSFL.
- **Student Funding Formula Inflation Factor:** The funding formula was adjusted by the 2.0 CPI to account for inflationary costs that are generally associated with educating students in the District of Columbia Public Schools and Public Charters Schools.
- **Debt Service Adjustments:** Projected adjustments were provided by the Office of Finance and Treasury.
- **Other Adjustments (i.e., Operating Impact to Capital):** This category was used to capture adjustments that did not meet the criteria for all other adjustments.

This section includes major changes within the agency budget by program, fund and full-time equivalents from the initial request through the policy decisions made by the Mayor. The FY 2013 Proposed Budget Changes section uses the following terms to describe budgetary or programmatic changes:

### I. Actions with an impact on services:

- **Create:** New funding for new programs that previously didn’t exist (e.g., Establish Permanent Supportive Housing program to transition vulnerable individuals from homeless to stable housing).
- **Enhance:** More funding to improve the quality or quantity of an existing service (e.g., Increase Summer Youth Employment Program to connect 21,000 youth with jobs).
- **Eliminate:** Total elimination of an existing services, with no anticipation of the service being provided by another entity (e.g. Eliminate funding for Motor Vehicle Theft Prevention Commission).
- **Reduce:** Reduction, but not elimination, of an existing service (e.g., Close Brentwood Service Center and provide services at other DMV locations; Realign staffing in the Fleet Management division).
- **Optimize:** Increase service while decreasing cost (e.g., Transition service provision from CSA to contracted providers).

### II. Actions with no service impact

- **Cost Increase:** Additional funds necessary to continue service at current levels (e.g., Fund annual contract escalator in Police/Fire Clinic contract).
- **Cost Decrease:** Reduction in cost without a service impact (e.g., Align energy budget with revised DGS estimate).

- **Transfer In:** Shift of an existing program or operation from another District agency (e.g., Transfer video monitoring personnel from other agencies to VIPs center).
- **Transfer Out:** Shift of an existing program or operation to another District agency (e.g., Transfer 911 call center to OUC).
- **Shift:** Shift an existing program or operation from one Fund type to another (e.g., Shift eligible administrative expenses to CDBG grant).
- **Correct:** Make a change with no dollar impact, such as eliminating unfunded FTE positions.
- **No Change:** The agency has no changes in funding and/or budget structures from FY 2012 to FY 2013.
- **Technical Adjustments:** An increase or decrease to the budget that is required because of a legislative mandate and/or to correct an error/omission.

Please see an example of an agency narrative at the end of this chapter to help the reader navigate the Agency Budget Chapter volume. The example shows an agency with a performance plan. Callout boxes highlight the features discussed above.

## Volumes 4 and 5: Operating Appendices - Part I and II

These two volumes provide supporting tables to each agency's proposed operating budget. The tables generally include FY 2011 actual expenditures, the FY 2012 approved budget, the FY 2013 proposed budget, and the change from FY 2012 to FY 2013 (unless noted). The following tables are provided:

**Schedule 30-PBB** - dollars summarized by program, activity, and governmental fund (governmental fund breakout is for FY 2013 only and includes general fund detail);

**Schedule 40-PBB** - dollars summarized by program, comptroller source group and governmental fund;

**Schedule 40G-PBB** - dollars summarized by program, comptroller source group and appropriated fund within the General Fund;

**Schedule 41** - dollars and FTEs summarized by comptroller source group and governmental fund;

**Schedule 41G** - dollars and FTEs summarized by comptroller source group and appropriated fund within the General Fund; and

**Schedule 80** - dollars and FTEs summarized by revenue type, appropriated fund, and revenue source (for the FY 2013 Proposed Budget only).

## Volume 6: Capital Improvements Plan (Including Highway Trust Fund)

This volume covers the District's FY 2013 - FY 2018 Capital Improvements Plan (CIP) and the Highway Trust Fund. The Capital Appendices chapter includes:

- An **Introduction** chapter that describes the overall CIP, including the sources and uses of capital funds, the District's policies and procedures for its capital budget and debt, and the FY 2013 planning process;
- **Project Description Forms** that comprise the major portion of the capital appendices volume. The project description forms provide details on capital projects funded by general obligation bonds, pay-as-you-go (PAYGO) capital, the Master Equipment Lease program, and the Local Street Maintenance Fund. Each page shows one subproject's planned allotments for FY 2013 through FY 2018, including a description, its annual operating impact, milestone data, and its location; and

- **Appendices** that provide supporting tables and a glossary about the District's capital budget, including:
  - The **FY 2013 Appropriated Budget Authority Request** table that summarizes proposed new projects and changes (increase or decrease) for ongoing projects by agency, subproject, and funding source;
  - The **FY 2013 - FY 2018 Planned Expenditures from New Allotments** table that summarizes the new allotments' planned FY 2013-FY 2018 expenditures by agency, project, and subproject;
  - The **FY 2013 - FY 2018 Planned Funding** table that summarizes the FY 2013 and six-year funding sources for all new allotments by agency, subproject, and funding source;
  - The **Balance of Capital Budget Authority, All Projects** table that summarizes the lifetime budget authority, life-to-date expenditures, total commitments, and balance of budget authority for all ongoing capital projects by agency, project, and authority (District versus federal);
  - The **Capital Project Cost Estimate Variance** table displays changes to project costs since the FY 2013 Budget;
  - Rescissions, Redirections, and Reprogrammings; and
  - An overview of the District of Columbia's Water and Sewer Authority's FY 2011 - FY 2020 capital improvements plan.

### **Highway Trust Fund**

This chapter covers the District's FY 2013 through FY 2018 proposed Highway Trust Fund expenditures, including:

- An Introduction chapter, which describes the Highway Trust Fund program, including the sources and uses of the funds, the District's policies and procedures for the trust fund, and the FY 2013 planning process;
- The Project Description Forms, which comprise the majority of the Highway Trust Fund volume. Each page shows planned allotments for FY 2013 through FY 2018, description, annual operating impact, milestone data, and location for two sub-projects; and
- Appendices that provide supporting tables for the District's Highway Trust Fund program.

Agency budget code

(BX0)

Agency name

# D.C. Commission on the Arts and Humanities

www.dccarts.dc.gov  
Telephone: 202-724-5613

This shows the agency's FY 2011 actual expenditures, FY 2012 approved budget, the FY 2013 proposed budget, and the percent variance from FY 2013 to FY 2012. This includes the agency's operating budget and FTEs.

Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$5,694,956	\$4,798,246	\$7,635,142	59.1
FTEs	12.6	16.0	18.0	12.5

Agency Website address and Telephone number

This section describes the agency's mission and purpose.

The mission of the D.C. Commission on the Arts and Humanities (DCCAH) is to provide grants, programs, and educational activities that encourage diverse artistic expressions and learning opportunities so that all District of Columbia residents and visitors can experience the rich culture of our city.

## Summary of Services

DCCAH offers a wide range of grant programs to support practicing artists and arts organizations in the District of Columbia. In partnership with both national and community-based organizations, CAH promotes excellence in the arts by initiating and supporting programs and activities that reflect the diversity of art forms and population in the District.

The agency's FY 2013 proposed budget is presented in the following table:

A Summary of Services is a concise explanation of the agency's key functions.

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table BX0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table BX0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	5,160	4,182	3,920	4,290	370	9.4
Special Purpose Revenue Funds	51	542	100	100	0	0.0
<b>Total for General Fund</b>	<b>5,211</b>	<b>4,724</b>	<b>4,020</b>	<b>4,390</b>	<b>370</b>	<b>9.2</b>
<b>Federal Resources</b>						
Federal Payments	0	0	0	2,500	2,500	N/A
Federal Grant Funds	1,028	816	779	746	-33	-4.2
<b>Total for Federal Resources</b>	<b>1,028</b>	<b>816</b>	<b>779</b>	<b>3,246</b>	<b>2,467</b>	<b>316.8</b>
<b>Intra-District Funds</b>						
Intra-District Funds	289	155	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>289</b>	<b>155</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>6,527</b>	<b>5,695</b>	<b>4,798</b>	<b>7,635</b>	<b>2,837</b>	<b>59.1</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

**This table presents the agency's total operating budget from each funding source (Local, Dedicated Taxes, Special Purpose Revenue, Federal Payments, Federal Grants, Medicaid, Private Grants, or Intra-District sources). It shows a comparison of the FY 2010 actual, FY 2011 actual, FY 2012 approved, and FY 2013 proposed budgets.**



## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table BX0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table BX0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	4.4	3.6	8.0	10.0	2.0	25.0
<b>Total for General Fund</b>	<b>4.4</b>	<b>3.6</b>	<b>8.0</b>	<b>10.0</b>	<b>2.0</b>	<b>25.0</b>
<b>Federal Resources</b>						
Federal Grant Funds	8.5	9.0	8.0	8.0	0.0	0.0
<b>Total for Federal Resources</b>	<b>8.5</b>	<b>9.0</b>	<b>8.0</b>	<b>8.0</b>	<b>0.0</b>	<b>0.0</b>
		<b>12.6</b>	<b>16.0</b>	<b>18.0</b>	<b>2.0</b>	<b>12.5</b>

This table lists the agency's FTEs for two prior years, the current year, and upcoming fiscal year by revenue type.

## Budget, by Comptroller Source Group

Table BX0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table BX0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
11 - Regular Pay - Continuing Full Time	482	207				
12 - Regular Pay - Other	255	439				
13 - Additional Gross Pay	12	53				
14 - Fringe Benefits - Current Personnel	135	135				
<b>Subtotal Personal Services (PS)</b>	<b>883</b>	<b>833</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0.0</b>
20 - Supplies and Materials	18	7	7	7	0	0.0
31 - Telephone, Telegraph, Telegram, Etc.	25	1	0	2	2	N/A
32 - Rentals - Land and Structures	213	0	0	0	0	N/A
35 - Occupancy Fixed Costs	2	0	0	0	0	N/A
40 - Other Services and Charges	322	119	100	110	10	10.3
41 - Contractual Services - Other	15	331	150	305	155	103.1
50 - Subsidies and Transfers	5,032	4,392	3,328	5,792	2,465	74.1
70 - Equipment and Equipment Rental	17	11	7	7	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>5,644</b>	<b>4,862</b>	<b>3,592</b>	<b>6,223</b>	<b>2,631</b>	<b>73.3</b>
<b>Gross Funds</b>	<b>6,527</b>	<b>5,695</b>	<b>4,798</b>	<b>7,635</b>	<b>2,837</b>	<b>59.1</b>

This table lists the agency's total operating expenditures for FY 2010, FY 2011, FY 2012 approved budget, and FY 2013 proposed budget at the Comptroller Source Group level.

\*Percent change is based on whole dollars.

## Program Description

The D.C. Commission on the Arts and Humanities operates through the following 5 programs:

**Arts Building Communities** – provides grants, performances, exhibitions, and other services to individual artists, arts organizations, and neighborhood and community groups so that they can express, experience, and access the rich cultural diversity of the District. A particular emphasis is placed on traditionally underserved populations, including first-time applicants, seniors, young emerging artists, experimental artists, folk and traditional artists, and artists in East of the River neighborhoods.

**D.C. Creates Public Art** – provides the placement of high-quality art installations and administrative support services for the public so that they can benefit from an enhanced visual and cultural environment, with a particular emphasis on geographically challenged areas of the city. This program places artwork within the Metro transit system and the numerous murals and sculptures in and around the city's neighborhoods. The goals are promoting economic development and building sustainable neighborhoods.

This program contains the following 2 activities:

- **Neighborhood and Public Art** – Projects are identified through the culmination of intensive public realm planning processes in partnership with neighborhood advisory groups, Main Street programs, other District government agencies, and private developers. Large-scale works are permanently installed in prominent public locations throughout all eight wards of the District. The program is a citywide benefit because it produces tangible art installations for display in public spaces. The art is inventoried, maintained and owned by the District. The program also provides partial financial support for artists and organizations to produce public art in public space that the artist or arts organization owns, manages, and maintains; and
- **Lincoln Theatre** - provides for the maintenance of the Lincoln Theatre and associated projects.

**Arts Learning and Outreach** – provides grants, educational activities, and outreach services for youth, young adults, and the general public so that they can gain a deeper appreciation for the arts, and to enhance the overall quality of their lives. Specific focus is on providing quality arts education and training experiences to District youth from those in pre-kindergarten through 21 years of age, as well as grants and cultural events to the general public so that they can access and participate in educational opportunities in the arts.

This program contains the following 2 activities:

- **Arts Learning for Youth** - provides grants, program consulting, and advocacy services to school and community partners so that they can deliver quality and age-appropriate arts learning opportunities both in and out of school. The goal is to ensure a quality arts experience for District youth from pre-kindergarten through 21 years of age; and
- **Lifelong Learning** - provides grants, program consulting, and advocacy services to school and community partners so that they can deliver quality and age-appropriate arts learning opportunities both in and out of school. The goal is to ensure a quality arts experience for District youth from pre-kindergarten through 21 years of age; and

**This indicates the specific programs (or divisions) and activities within an agency. It contains detailed descriptions of their purpose and how they contribute to the lives of District residents and visitors.**

**Administration** – 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.

**Agency Management Program** – 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 D.C. Commission on the Arts and Humanities has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table BX0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table BX0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1010) Personnel	25	27	26	-1	0.2	0.2	0.2	0.0
(1015) Training and Employee Development	21	29	27	-2	0.1	0.2	0.2	0.0
(1020) Contracting and Procurement	12	12	33	21	0.1	0.1	0.4	0.2
(1030) Property Management	24	25	33	8	0.1	0.2	0.3	0.1
(1040) Information Technology	33	4	8	4	0.0	0.0	0.0	0.0
(1050) Financial Services	12	19	47	28	0.1	0.1	0.5	0.4
(1055) Risk Management	9	17	19	2	0.1	0.1	0.2	0.0
(1080) Communications	34	50	46	-4	0.2	0.4	0.4	0.0
(1085) Customer Service	13	21	19	-2	0.1	0.2	0.2	0.0
(1090) Performance Management	65	92	84	-9	0.4	0.6	0.6	0.0
<b>Subtotal (1000) Agency Management Program</b>	<b>245</b>	<b>297</b>	<b>343</b>	<b>45</b>	<b>1.5</b>	<b>2.0</b>	<b>2.8</b>	<b>0.8</b>
<b>(2000) Arts Building Communities</b>								
(2010) Arts Building Communities	4,109	2,027	4,421	2,393	6.0	6.4	5.5	-0.9
<b>Subtotal (2000) Arts Building Communities</b>	<b>4,109</b>	<b>2,027</b>	<b>4,421</b>	<b>2,393</b>	<b>6.0</b>	<b>6.4</b>	<b>5.5</b>	<b>-0.9</b>
<b>(3000) D.C. Creates Public Art</b>								
(3010) Neighborhood and Public Art								
(3030) Lincoln Theatre								
<b>Subtotal (3000) D.C. Creates Public Art</b>								
<b>(4000) Arts Learning and Outreach</b>								
(4010) Arts Learning for Youth								
(4020) Lifelong Learning	234	141	244	103	3.8	2.1	3.7	1.6
<b>Subtotal (4000) Arts Learning and Outreach</b>	<b>735</b>	<b>2,232</b>	<b>2,286</b>	<b>55</b>	<b>4.8</b>	<b>4.1</b>	<b>5.2</b>	<b>1.1</b>
<b>(5000) Administration</b>								
(5010) Legislative and Grants Management	30	36	37	1	0.3	0.4	0.4	0.0
<b>Subtotal (5000) Administration</b>	<b>30</b>	<b>36</b>	<b>37</b>	<b>1</b>	<b>0.3</b>	<b>0.4</b>	<b>0.4</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>5,695</b>	<b>4,798</b>	<b>7,635</b>	<b>2,837</b>	<b>12.6</b>	<b>16.0</b>	<b>18.0</b>	<b>2.0</b>

This table provides an overall budgeted funding level and number of approved FTEs for FY 2011 actuals, FY 2012 approved budget and FY 2013 proposed budget for specific programs (or divisions) and activities.

(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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Budget Changes

D.C. Commission on the Arts and Humanities (DCCA) represents a 59.1 percent over its FY 2012 approved gross budget of \$4,289,642 of Local funds, \$100,000 in Special Purpose Revenue, and \$2,500,000 of Federal Payments.

The FY 2013 Proposed Budget Changes section provides a comprehensive explanation of Table 5; it includes major internal changes within the budget including CSFL changes, changes to the initial adjusted budget, and policy initiatives.

## 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, across multiple programs, and it estimates how current programs and operations into the following fiscal year. Changes that should be compared to the FY 2013 CSFL budget. The FY 2013 CSFL adjustments of this agency's budget chapter. Please see the CSFL for more information regarding the methodology used and components that comprise the CSFL.

New for FY 2013, an explanation of Current Services Funding Level (CSFL) changes is represented separately for within the budget. For more detail on the CSFL, please see the appendix in this volume.

DCCA's FY 2013 CSFL budget is \$3,936,312, which represents a \$16,656, or 0.4 percent, increase over the FY 2012 approved Local funds budget of \$3,919,657.

## Initial Adjusted Budget

**Cost Increase:** Local funds - DCCA increased Regular Benefits by \$7,635 for projected step increases. In addition, Other Services and Changes and \$1,500 in Telecom. Federal Payments - DCCA's budget was increased by \$2,500,000 to Congress.

This table describes the changes made to an agency during the overall budget formulation process by fund and by program (or divisions).

**Cost Decrease:** Local funds - Regular Pay - Continuing Full Time was decreased by \$97,921 and 1.0 FTE across multiple programs. In addition, Contractual Services were reduced by \$40,562, Additional Gross Pay by \$8,700, Supplies and Materials by \$140, Equipment and Equipment Rental by \$140, and Subsidies and Transfers by \$70. Federal Grant funds - Subsidies and Transfers were reduced by \$33,536 for Grants and Gratuities, Contractual Services by \$10,000, and Regular Pay - Continuing Full Time by \$8,418.

## Additionally Adjusted Budget

**Technical Adjustment:** Adjustment of Fringe Benefits health insurance from 72 percent, implemented in an increase of \$3,114 to DCCA's Local funds and

Describes policy changes that are the result of proposed cost-saving initiatives, transfers of funding or function from one agency to another, and other budget changes.

**Additional Adjustments:** Federal Grant funds - Subsidies and Transfers were reduced by \$1,613 to offset the cost of reversing the health insurance

## Policy Initiatives:

**Enhance:** Local funds - Regular Pay - Continuing Full Time was increased by \$147,816 and 1.0 FTE for an Executive Director to manage the Lincoln Theatre. Contractual Services were also increased by \$202,400 for the management of the Lincoln Theatre.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table BX0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table BX0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>3,920</b>	<b>8.0</b>
Fringe Benefit Rate Adjustment	Multiple Programs	9	0.0
Consumer Price Index	Multiple Programs	0	0.0
Personal Services Growth Factor	Multiple Programs	0	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>			<b>8.0</b>
Cost Increase: Increased Regular Pay - Other	Multiple Programs		2.0
Cost Increase: Align Fringe Benefits with projections	Multiple Programs		0.0
Cost Increase: Increase Other Services and Charges	Multiple Programs		0.0
Cost Increase: Increase Telephone, Telegraph, Telegram, etc.	Multiple Programs		0.0
Cost Decrease: Reduced Regular Pay - Continuing Full Time	Multiple Programs		-1.0
Cost Decrease: Reduce Contractual Services - Other	Arts Building Communities		0.0
Cost Decrease: Reduce Additional Gross Pay	Arts Building Communities	-9	0.0
Cost Decrease: Reduce Supplies and Materials, Equipment and Equipment Rental, and Subsidies and Transfers (less than \$500)	Multiple Programs	0	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>3,936</b>	<b>9.0</b>
Technical Adjustment: Health Insurance Contribution	Multiple Programs	3	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>3,939</b>	<b>9.0</b>
<b>FY 2013 Policy Initiatives</b>			
Enhance: New FTE to manage the Lincoln Theatre	D.C. Creates Public Art	148	1.0
Enhance: Contractual services for Lincoln Theatre	D.C. Creates Public Art	202	0.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>4,290</b>	<b>10.0</b>
<b>FEDERAL PAYMENTS: FY 2012 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
<b>FY 2013 Initial Adjusted Budget</b>		<b>2,500</b>	<b>0.0</b>
Cost Increase: Align CAH's budget with the President's 2013 budget submission to Congress	Arts Building Communities	2,500	0.0
<b>FEDERAL PAYMENTS: FY 2013 Proposed Budget and FTE</b>		<b>2,500</b>	<b>0.0</b>

Typically called Table 5, the FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type table describes the changes made to an agency from the CFSL to the policy decisions by fund and by program.

(Continued on next page)

## Agency Performance Plans

The agency's performance plan has the following objectives for FY 2013:

**Objective 1:** Provide access to the arts for all District residents.

**Objective 2:** Promote lifelong learning and interest in the arts and arts education for all ages.

**Objective 3:** Enhance communities through public and private engagement in the arts.

<b>Agency Performance Measures</b>						
<b>Measure</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Target</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Target</b>	<b>FY 2014 Actual</b>	<b>FY 2014 Projection</b>
Percentage of grants to new applicants <sup>1</sup>	41.70%	25%	7.43%	4%	5%	6%
Per capita spending on arts <sup>2</sup>	\$11.11	\$10.00	\$8.55	\$8.00	\$8.50	\$9.00
Number of DC schools; DPR Centers; and community centers benefitting from DCCAH grants. <sup>3</sup>	112	100	141	120	130	140
Dollars invested from non-District Government sources per \$1 investment by DCCAH. <sup>4</sup>	\$10.31	\$10.00	\$6.74	\$6.25	\$6.75	\$7.25
Percent of grant payments processed within six to eight weeks.	94.29%	97%	98.63%	97%	97%	97%
Percentage of scheduled monitoring reports as defined in agency monitoring plan completed for each grant award. <sup>5</sup>	Not Available	65%	90%	100%	100%	100%

**Agency performance measures describe specific agency performance objectives or goals from the FY 2010 actual through the FY 2014 projected result.**

### Performance Plan Endnotes:

1. New applicants are those who have not received funding from DCCAH within the prior five years.
2. NASAA uses the most recent population estimates from the U.S. Census Bureau and the total dollar amount appropriated to an agency by its state legislature.
3. This measure now reflects a hard number, rather than a percentage, because of constantly changing data on the number of active schools and recreation centers in the District.
4. This is the ratio of funds leveraged for DCCAH-funded projects to funds invested directly by DCCAH.
5. Pursuant to 11.4 percent of the Grants Manual and Source Book all District agencies must complete monitoring reports. All District agencies should be in compliance with this standard. The standard is 100 percent.

# **Agency Budget Chapters**

**A - Governmental Direction and Support**

**B - Economic Development and Regulation**

**C - Public Safety and Justice**

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# A

## Governmental Direction and Support

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# Council of the District of Columbia

www.dccouncil.us  
Telephone: 202-724-8000

Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$18,265,162	\$19,026,085	\$21,095,559	10.9
FTEs	187.2	189.0	195.5	3.4

The Council of the District of Columbia is the legislative branch of the District of Columbia government. The Council enacts laws; reviews and approves the government’s annual operating and capital budgets; and conducts oversight of the performance of agencies, boards and commissions to demand efficiency and accountability in service delivery and appropriate use of government resources.

### **Statistics for January 2011 through December 2011 from Council Period 19**

<u>Bills Introduced</u>		<u>Acts Adopted</u>	
Permanent:	697	Permanent:	298
Emergency:	210	Emergency:	174
Temporary:	97	Temporary:	54
Proposed Resolutions Introduced:		234	
Resolutions Adopted:		148	
Laws Adopted:		81	

The agency’s FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table AB0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table AB0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	18,768	18,265	19,026	21,007	1,980	10.4
<b>Total for General Fund</b>	<b>18,768</b>	<b>18,265</b>	<b>19,026</b>	<b>21,007</b>	<b>1,980</b>	<b>10.4</b>
<b>Intra-District Funds</b>						
Intra-District Funds	0	0	0	89	89	N/A
<b>Total for Intra-District Funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>89</b>	<b>89</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>18,768</b>	<b>18,265</b>	<b>19,026</b>	<b>21,096</b>	<b>2,069</b>	<b>10.9</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table AB0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table AB0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	187.7	187.2	189.0	195.5	6.5	3.4
<b>Total for General Fund</b>	<b>187.7</b>	<b>187.2</b>	<b>189.0</b>	<b>195.5</b>	<b>6.5</b>	<b>3.4</b>
<b>Total Proposed FTEs</b>	<b>187.7</b>	<b>187.2</b>	<b>189.0</b>	<b>195.5</b>	<b>6.5</b>	<b>3.4</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table AB0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table AB0-3**  
(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
11 - Regular Pay - Continuing Full Time	12,584	9,769	13,529	14,919	1,390	10.3
12 - Regular Pay - Other	1,778	3,702	537	0	-537	-100.0
13 - Additional Gross Pay	160	618	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	2,540	2,479	2,808	3,248	440	15.7
15 - Overtime Pay	4	2	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>17,065</b>	<b>16,570</b>	<b>16,874</b>	<b>18,167</b>	<b>1,293</b>	<b>7.7</b>
20 - Supplies and Materials	108	126	134	223	89	66.5
31 - Telephone, Telegraph, Telegram, Etc.	115	127	147	147	0	0.0
40 - Other Services and Charges	1,342	1,351	1,771	2,458	688	38.8
70 - Equipment and Equipment Rental	138	91	100	100	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>1,703</b>	<b>1,695</b>	<b>2,152</b>	<b>2,929</b>	<b>777</b>	<b>36.1</b>
<b>Gross Funds</b>	<b>18,768</b>	<b>18,265</b>	<b>19,026</b>	<b>21,096</b>	<b>2,069</b>	<b>10.9</b>

\*Percent change is based on whole dollars.

## Program Description

The Council of the District of Columbia operates through the following 4 programs:

**Council Administration** – provides administrative support and technical expertise to the Council of the District of Columbia through the Council Fixed Costs Account and Council Benefits activities, which provide funding for all Council-wide fixed costs and Fringe Benefits, respectively.

**Council Central Offices** – provides administrative support and technical expertise to the Council of the District of Columbia.

This program contains the following 4 activities:

- **Secretary to the Council** – provides records of Council actions including the filing of bills and proposed resolutions, amendments to bills and resolutions, and requests for hearings, committee reports, and other records and reports assigned by the Rules, the Council, or the Chairman; and is responsible for proposing and administering the fiscal year budget of the Council;
- **General Counsel** – provides advice to the Council on matters of parliamentary procedure, identifies legislative problems, provides members with alternatives in terms of policy options to solve those problems, represents the Council in any legal action to which it is a party, supervises the publication of the District of Columbia Official Code, makes legislative drafting assistance available to all members, engrosses and enrolls measures, and makes necessary technical and conforming changes in measures during enrollment;
- **Office of the Budget Director** – provides advice to Councilmembers on matters related to the budget including the development of annual and multi-year budgets and financial plans, reviews contracts and reprogramming actions, and analyzes the fiscal impact of legislation. The office coordinates the submission of budget reports and the annual Budget Support Act and provides the support needed for an efficient Council budget process; and
- **Office of Information Technology** – provides planning, acquisition, and maintenance support of information technology hardware and software for Council staff.

**Councilmembers** – provides for the budgets of the 13 elected Councilmembers of the District of Columbia. Eight of the elected Councilmembers represent identified Wards in the District, and the remaining five members, including the Chairman of the Council, are elected at-large.

This program contains the following 13 activities:

- The Chairman is the presiding and chief executive officer of the Council; and
- Each of the other 12 elected officials is under an activity defining the Ward represented or their position as an at-large representative.

**Council Committees** – includes the 13 standing committees of the Council of the District of Columbia. Much of the work of the Council of the District of Columbia is conducted by 12 standing committees and the Committee of the Whole, which is chaired by the Chairman of the Council. Every Councilmember is a member of the Committee of the Whole. Committees are responsible for conducting hearings on proposed legislation and for oversight matters.

This program contains the following 13 activities:

- Committee of the Whole, which includes all Councilmembers;
- Committee on Aging and Community Affairs;
- Committee on Jobs and Workforce Development;
- Committee on Finance and Revenue;

- Committee on Government Operations and the Environment;
- Committee on Health;
- Committee on Economic Development and Housing;
- Committee on Human Services;
- Committee on Libraries, Parks and Recreation;
- Committee on Public Safety and the Judiciary;
- Committee on Public Services and Consumer Affairs;
- Committee on Public Works and Transportation; and
- Committee on Small and Local Business Development.

### Program Structure Change

The Council of the District of Columbia has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table AB0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table AB0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Council Administration</b>								
(1100) Council Administration	12	0	0	0	0.0	0.0	0.0	0.0
(1101) Council Benefits	0	2,808	3,248	440	0.0	0.0	0.0	0.0
(1102) Council Fixed Cost	127	147	147	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Council Administration</b>	<b>139</b>	<b>2,955</b>	<b>3,395</b>	<b>440</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(2000) Council Central Offices</b>								
(0025) Secretary to the Council	3,099	2,506	2,885	379	30.2	23.0	23.0	0.0
(0026) General Counsel	985	1,020	1,234	214	9.4	10.0	11.5	1.5
(0027) Office of the Budget Director	791	641	641	0	6.6	7.0	7.0	0.0
(0028) Policy Office	168	0	0	0	5.7	0.0	0.0	0.0
(0029) Office of Communications	65	0	0	0	0.0	0.0	0.0	0.0
(0031) Office of Information Technology	475	1,010	1,413	403	0.0	6.0	6.0	0.0
<b>Subtotal (2000) Council Central Offices</b>	<b>5,582</b>	<b>5,176</b>	<b>6,173</b>	<b>996</b>	<b>52.0</b>	<b>46.0</b>	<b>47.5</b>	<b>1.5</b>
<b>(3000) Councilmembers</b>								
(0100) Councilmember Ward 1	617	429	429	0	5.7	6.0	6.0	0.0
(0200) Councilmember Ward 2	566	429	429	0	5.7	6.0	6.0	0.0
(0300) Councilmember Ward 3	598	429	429	0	5.7	6.0	6.0	0.0
(0400) Councilmember Ward 4	593	429	429	0	5.7	6.0	6.0	0.0
(0500) Councilmember Ward 5	671	429	429	0	5.7	6.0	6.0	0.0
(0600) Councilmember Ward 6	592	429	429	0	5.7	6.0	6.0	0.0
(0700) Councilmember Ward 7	622	429	429	0	5.7	6.0	6.0	0.0
(0800) Councilmember Ward 8	596	429	429	0	5.7	6.0	6.0	0.0

(Continued on next page)

**Table AB0-4 (Continued)**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(3000) Councilmembers (continued)</b>								
(0900) Councilmember At-Large A	686	429	429	0	5.7	6.0	6.0	0.0
(1010) Councilmember At-Large B	825	429	429	0	5.7	6.0	6.0	0.0
(1011) Councilmember At-Large C	611	429	429	0	5.7	6.0	6.0	0.0
(1012) Councilmember At-Large D	513	429	429	0	5.7	6.0	6.0	0.0
(1300) Chairman 13	902	780	780	0	9.5	10.0	6.0	-4.0
<b>Subtotal (3000) Councilmembers</b>	<b>8,392</b>	<b>5,925</b>	<b>5,925</b>	<b>0</b>	<b>77.6</b>	<b>82.0</b>	<b>78.0</b>	<b>-4.0</b>
<b>(4000) Committee</b>								
(4020) Committee of the Whole (COW)	577	618	700	82	7.6	8.0	10.0	2.0
(4025) Committee on Finance and Revenue	462	409	409	0	4.7	5.0	5.0	0.0
(4030) Committee on Economic Development	267	409	0	-409	4.7	5.0	0.0	-5.0
(4031) Committee on Small and Local Business Development	42	0	409	409	0.0	0.0	5.0	5.0
(4035) Committee on Health	293	409	409	0	4.7	5.0	5.0	0.0
(4040) Committee on Public Works and Transportation	332	409	409	0	4.7	5.0	5.0	0.0
(4041) Committee on Jobs and Workforce Development	0	0	409	409	0.0	0.0	5.0	5.0
(4045) Committee on Human Services	376	409	409	0	4.7	5.0	5.0	0.0
(4050) Committee on Libraries, Parks and Recreation	239	337	409	71	3.8	4.0	5.0	1.0
(4055) Committee on Public Services and Consumer Affairs	386	409	409	0	4.7	5.0	5.0	0.0
(4060) Committee on Government Operations and the Environment	292	409	409	0	4.7	5.0	5.0	0.0
(4065) Committee on Public Safety and Judiciary	359	409	409	0	4.7	5.0	5.0	0.0
(4070) Committee on Economic Development and Housing	366	409	409	0	4.7	5.0	5.0	0.0
(4090) Committee on Aging and Community Affairs	162	337	409	71	3.8	4.0	5.0	1.0
<b>Subtotal (4000) Committee</b>	<b>4,152</b>	<b>4,970</b>	<b>5,603</b>	<b>633</b>	<b>57.7</b>	<b>61.0</b>	<b>70.0</b>	<b>9.0</b>
<b>Total Proposed Operating Budget</b>	<b>18,265</b>	<b>19,026</b>	<b>21,096</b>	<b>2,069</b>	<b>187.2</b>	<b>189.0</b>	<b>195.5</b>	<b>6.5</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Council of the District of Columbia's proposed FY 2013 gross budget is \$21,095,559, which represents a 10.9 percent increase over the FY 2012 approved gross budget of \$19,026,085. The budget is comprised of \$21,006,559 of Local funds and \$89,000 of Intra-District funds.

The Council of the District of Columbia's budget reflects changes necessary to effectively serve the needs of District resident and the communities. The Council will continue to invest in technology, specifically, the Council website, so that the public can readily and effectively communicate with members of the Council.

### **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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

The Council's FY 2013 CSFL budget is \$19,334,832, which represents a \$308,747, or 1.6 percent, increase over the FY 2012 approved Local funds budget of \$19,026,085.

### **Initial Adjusted Budget**

**Create:** A total of \$408,570 and 5.0 FTEs in Local funds support the establishment of the Committee on Jobs and Workforce Development.

**Cost Increase:** To support continued technology improvements, the Council budget includes \$403,000 to establish a non-lapsing Information Technology Replacement fund within the Council Central Offices program (one-time). In the Council Administration program, the agency's budget increased by \$335,886 in Local funds and reflects certain Fringe Benefits adjustments. Also in this program, an increase of \$250,000 reflects costs related to the planning and implementing of Emancipation Day events. In the Council Central Offices program, the budget includes \$160,000 and 1.5 FTEs to support certain functions within the Council's General Counsel Office, which includes the publishing of District statutes. A net increase of \$45,313 in Local funds reflects operational changes within the agency including the conversion of term positions to full time, and modest increases in Fixed Costs, Professional Services, and salary costs within the Council Central Offices and Committee programs.

In Intra-District funds, the agency budget reflects the establishment of an \$89,000 agreement with the Office of the Attorney General to support the publishing and purchase of the several volumes of the District of Columbia Code.

### **Additionally Adjusted Budget**

**Technical Adjustment:** Adjustments of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$69,262 in Local funds.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table AB0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table AB0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>19,026</b>	<b>189.0</b>
Fringe Benefit Rate Adjustment	Multiple Programs	197	0.0
Consumer Price Index	Multiple Programs	40	0.0
Fixed Cost Inflation Factor	Multiple Programs	2	0.0
Personal Services Growth Factor	Multiple Programs	70	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>19,335</b>	<b>189.0</b>
Create: Establishment of a new Council Committee	Committee	409	5.0
Cost Increase: IT Replacement fund (One-time)	Council Central Offices	403	0.0
Cost Increase: Higher estimated Fringe Benefits costs	Council Administration	336	0.0
Cost Increase: Emancipation Day Celebration	Council Administration	250	0.0
Cost Increase: Staff within the General Counsel	Multiple Programs	160	1.5
Cost Increase: Supports changes in staff salaries and operational needs	Multiple Programs	45	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>20,938</b>	<b>195.5</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	69	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>21,007</b>	<b>195.5</b>
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>21,007</b>	<b>195.5</b>
<b>INTRADISTRICT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
Cost Increase: Purchase of D.C. Code volumes	Council Administration	89	0.0
<b>INTRADISTRICT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>89</b>	<b>0.0</b>
<b>Gross for AB0 - Council of the District of Columbia</b>		<b>21,096</b>	<b>195.5</b>

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



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# Office of the District of Columbia Auditor

[www.dcauditor.org](http://www.dcauditor.org)

Telephone: 202-727-3600

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$3,613,754	\$4,261,233	\$4,275,981	0.3
FTEs	30.9	32.0	34.0	6.2

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The mission of the Office of the District of Columbia Auditor (ODCA) is to conduct thorough audits of the accounts and operations of the District government with the goal of promoting economy, efficiency, and accountability.

## Summary of Services

The ODCA assists the Council of the District of Columbia in performing its oversight responsibilities; annually auditing the accounts, operations, and programs of the District of Columbia Government; and certifying revenue estimates in support of municipal bond issuances. In addition, the ODCA provides oversight and conducts audits of the financial activities of the District's 37 Advisory Neighborhood Commissions. The ODCA also performs audits of specific programs, funds, and organizational entities at intervals as required by law.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table AC0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table AC0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	3,858	3,436	3,686	3,951	265	7.2
<b>Total for General Fund</b>	<b>3,858</b>	<b>3,436</b>	<b>3,686</b>	<b>3,951</b>	<b>265</b>	<b>7.2</b>
<b>Intra-District Funds</b>						
Intra-District Funds	293	178	575	325	-250	-43.5
<b>Total for Intra-District Funds</b>	<b>293</b>	<b>178</b>	<b>575</b>	<b>325</b>	<b>-250</b>	<b>-43.5</b>
<b>Gross Funds</b>	<b>4,151</b>	<b>3,614</b>	<b>4,261</b>	<b>4,276</b>	<b>15</b>	<b>0.3</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalent, by Revenue Type

Table AC0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table AC0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	31.5	30.9	32.0	34.0	2.0	6.2
<b>Total for General Fund</b>	<b>31.5</b>	<b>30.9</b>	<b>32.0</b>	<b>34.0</b>	<b>2.0</b>	<b>6.2</b>
<b>Total Proposed FTEs</b>	<b>31.5</b>	<b>30.9</b>	<b>32.0</b>	<b>34.0</b>	<b>2.0</b>	<b>6.2</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table AC0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table AC0-3**  
(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
11 - Regular Pay - Continuing Full Time	2,515	2,342	2,396	2,604	208	8.7
12 - Regular Pay - Other	169	118	168	75	-93	-55.4
13 - Additional Gross Pay	27	32	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	473	448	540	623	83	15.4
15 - Overtime Pay	1	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>3,184</b>	<b>2,939</b>	<b>3,104</b>	<b>3,303</b>	<b>198</b>	<b>6.4</b>
20 - Supplies and Materials	11	16	9	9	0	0.0
31 - Telephone, Telegraph, Telegram, Etc.	4	15	15	17	2	11.5
32 - Rentals - Land and Structures	360	307	496	569	74	14.9
34 - Security Services	0	32	0	0	0	N/A
35 - Occupancy Fixed Costs	2	0	0	0	0	N/A
40 - Other Services and Charges	116	60	32	32	1	2.1
41 - Contractual Services - Other	371	214	592	332	-260	-43.9
70 - Equipment and Equipment Rental	101	31	14	14	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>966</b>	<b>675</b>	<b>1,157</b>	<b>973</b>	<b>-184</b>	<b>-15.9</b>
<b>Gross Funds</b>	<b>4,151</b>	<b>3,614</b>	<b>4,261</b>	<b>4,276</b>	<b>15</b>	<b>0.3</b>

\*Percent change is based on whole dollars.

### Program Description

The Office of District of Columbia Auditor operates through the following 2 programs:

**Audit, Financial Oversight and Investigations** – provides assistance to the Council of the District of Columbia in performing its oversight responsibilities; annually audits the accounts, operations, and programs of the District of Columbia government, pursuant to Section 455 of Public Law 93-198; and certifies revenue estimates in support of municipal bond issuances, pursuant to Section 603 of Public Law 93-198. Through this program, the agency is required by the Advisory Neighborhood Commissions Act of 1975, as amended, to provide financial oversight and management to the District government's 37 Advisory Neighborhood Commissions (ANCs) and to manage and administer the ANC Security Fund. The Office of the District of Columbia Auditor is also required (by various laws) to conduct 17 additional audits.

This program contains the following 2 activities:

- **Performance Compliance and Financial Audits** – conducts audits of the accounts, operations, and programs of the District of Columbia on a rotating basis and certifies revenue estimates in support of municipal bond issuances; and
- **Advisory Neighborhood Commissions Financial Oversight and Management** – provides financial oversight and conducts audits of the financial activities of the District government's 37 ANCs.

**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 Office of District of Columbia Auditor has no program structure changes in the FY 2013 proposed budget.

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## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table AC0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table AC0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1040) Information Technology	233	235	244	9	1.8	2.0	2.0	0.0
(1050) Financial Management	354	511	587	76	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Agency Management Program</b>	<b>587</b>	<b>746</b>	<b>831</b>	<b>85</b>	<b>1.8</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>
<b>(2000) Audit, Financial Oversight and Investigations</b>								
(2010) Performance Compliance and Financial Audit	2,875	3,350	3,289	-61	27.4	28.0	30.0	2.0
(2020) ANC Audit and Financial Oversight	152	165	156	-9	1.8	2.0	2.0	0.0
<b>Subtotal (2000) Audit, Fin. Oversight and Investigations</b>	<b>3,027</b>	<b>3,515</b>	<b>3,445</b>	<b>-70</b>	<b>29.1</b>	<b>30.0</b>	<b>32.0</b>	<b>2.0</b>
<b>Total Proposed Operating Budget</b>	<b>3,614</b>	<b>4,261</b>	<b>4,276</b>	<b>15</b>	<b>30.9</b>	<b>32.0</b>	<b>34.0</b>	<b>2.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Office of the District of Columbia Auditor's (ODCA) proposed FY 2013 gross budget is \$4,275,981, which represents a 0.3 percent decrease from its FY 2012 approved gross budget of \$4,261,233. The budget is comprised of \$3,950,981 in Local funds and \$325,000 in Intra-District 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

ODCA's FY 2013 CSFL budget is \$3,738,272, which represents a \$52,039, or 1.4 percent, increase over the FY 2012 approved Local funds budget of \$3,686,233.

### **Initial Adjusted Budget**

**Cost Increase:** \$64,932 in Local funds to support Rental - Land and Structure estimates from the Department of General Services.

**Cost Decrease:** \$64,933 in Local funds reflects changes in Regular Pay - Other and Regular Pay - Continuing full time salaries for certain agency position adjustments, and \$250,000 in Intra-District funds reflects the discontinuation of an audit engagement for an independent evaluation of the District of Columbia Public Schools (DCPS).

### **Additional Adjusted Budget**

**Technical Adjustment:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$12,709 in Local funds.

### **Policy Initiative**

**Cost Increase:** \$200,000 in Local funds to support an additional 2.0 FTEs to perform audit services.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table AC0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table AC0-5**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>3,686</b>	<b>32.0</b>
Fringe Benefit Rate Adjustment	Multiple Programs	38	0.0
Consumer Price Index	Multiple Programs	1	0.0
Personal Services Growth Factor	Multiple Programs	13	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>3,738</b>	<b>32.0</b>
Cost Increase: In nonpersonal services due to increase in Rental estimates	Multiple Programs	65	0.0
Cost Decrease: In personal services to absorb the increase in nonpersonal services - Rentals estimates	Multiple Programs	-65	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>3,738</b>	<b>32.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	13	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>3,751</b>	<b>32.0</b>
<b>FY 2013 Policy Initiative</b>			
Cost Increase: For additional staffing needed to perform audit services	Audit, Financial Oversight and Investigations	200	2.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>3,951</b>	<b>34.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>575</b>	<b>0.0</b>
Cost Decrease: In Intra-District arrangement for independent evaluation of DCPS	Audit, Financial Oversight and Investigations	-250	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>325</b>	<b>0.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>325</b>	<b>0.0</b>
<b>Gross for AC0 - Office of the District of Columbia Auditor</b>		<b>4,276</b>	<b>34.0</b>

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

## Agency Performance Plans

The agency's performance plan has the following objectives for FY 2013:

**Objective 1:** Conduct thorough audits of the accounts and operations of the District Government.

### Performance Measures

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Dollar value of potential savings or increased revenues, and/or unsupported costs identified from audits <sup>1</sup>	\$23 Million	\$13 Million	\$33.5 Million	\$14 Million	\$15 Million	\$15 Million
Percentage of financial, performance and mandatory and compliance audits completed within required time frame	100%	100%	100%	100%	100%	100%
Number of financial, performance, and recommendation compliance audit reports issued <sup>2</sup>	16	30	25	45	45	45
Number of Advisory Neighborhood Commissions that receive financial oversight and ministerial duties from the Office of the D.C. Auditor each quarter	37	37	37	37	37	37

#### Performance Plan Endnotes:

1. Dollar value of potential savings or increased revenues, and questioned or unsupported costs identified from audits, are quantified in published audit reports.
2. This includes 24 performance audits, 9 financial reviews, 7 reports on compliance with Certified Business Enterprise Goals, 3 reports on the implementation of recommendations presented in previous audit reports, and 2 reports on the financial activities of Advisory Neighborhood Commissions.

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# Advisory Neighborhood Commissions

[www.anc.dc.gov](http://www.anc.dc.gov)

Telephone: 202-727-9945

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<b>Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Approved</b>	<b>FY 2013 Proposed</b>	<b>% Change from FY 2012</b>
Operating Budget	\$833,010	\$889,414	\$893,680	0.5
FTEs	2.4	2.5	2.5	0.0

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The mission of the Advisory Neighborhood Commissions (ANC) is to advise the District government on matters of public policy, including decisions regarding planning, streets, recreation, social service programs, health, safety, and sanitation in respective neighborhood areas. This mission, supported by the Office of ANC, the Agency Management program, includes reviewing and making recommendations on zoning changes, variances, public improvements, licenses, and permits of significance for neighborhood planning and development.

The agency's FY 2013 proposed budget is presented in the following tables:



## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table DX0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table DX0-1**  
(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	920	833	889	894	4	0.5
<b>Total for General Fund</b>	<b>920</b>	<b>833</b>	<b>889</b>	<b>894</b>	<b>4</b>	<b>0.5</b>
<b>Gross Funds</b>	<b>920</b>	<b>833</b>	<b>889</b>	<b>894</b>	<b>4</b>	<b>0.5</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-time Equivalents, by Revenue Type

Table DX0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table DX0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change</b>
<b>General Fund</b>						
Local Funds	2.0	2.4	2.5	2.5	0.0	0.0
<b>Total for General Fund</b>	<b>2.0</b>	<b>2.4</b>	<b>2.5</b>	<b>2.5</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>2.0</b>	<b>2.4</b>	<b>2.5</b>	<b>2.5</b>	<b>0.0</b>	<b>0.0</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table DX0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table DX0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	78	148	145	148	3	2.1
12 - Regular Pay - Other	50	14	27	27	-1	-3.0
13 - Additional Gross Pay	1	0	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	29	25	35	39	4	10.2
<b>Subtotal Personal Services (PS)</b>	<b>159</b>	<b>188</b>	<b>208</b>	<b>214</b>	<b>6</b>	<b>2.8</b>
20 - Supplies and Materials	2	1	3	2	0	-9.4
40 - Other Services and Charges	2	0	1	0	-1	-100.0
50 - Subsidies and Transfers	757	645	678	678	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>761</b>	<b>645</b>	<b>682</b>	<b>680</b>	<b>-2</b>	<b>-0.2</b>
<b>Gross Funds</b>	<b>920</b>	<b>833</b>	<b>889</b>	<b>894</b>	<b>4</b>	<b>0.5</b>

\*Percent change is based on whole dollars.

### Program Description

The Advisory Neighborhood Commissions operates through the following 2 programs:

**Advisory Neighborhood Commissions** – consists of 37 independent commissions that provide advice and recommendations to the Council, the Mayor, and various agencies, boards, and commissions of government so that each neighborhood's needs and concerns receive full consideration in the formulation and implementation of governmental decision-making and in the delivery of public services.

**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 Changes

The Advisory Neighborhood Commissions has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table DX0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table DX0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1085) Customer Services	188	212	216	4	2.4	2.5	2.5	0.0
<b>Subtotal (1000) Agency Management Program</b>	<b>188</b>	<b>212</b>	<b>216</b>	<b>4</b>	<b>2.4</b>	<b>2.5</b>	<b>2.5</b>	<b>0.0</b>
<b>(2000) Advisory Neighborhood Commissions</b>								
(0200) Advisory Neighborhood Commissions	645	678	678	0	0.0	0.0	0.0	0.0
<b>Subtotal (2000) Advisory Neighborhood Commissions</b>	<b>645</b>	<b>678</b>	<b>678</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>833</b>	<b>889</b>	<b>894</b>	<b>4</b>	<b>2.4</b>	<b>2.5</b>	<b>2.5</b>	<b>0.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Budget Changes

The Advisory Neighborhood Commissions' (ANC) proposed FY 2013 gross budget is \$893,680, which represents a 0.5 percent increase over its FY 2012 approved gross budget of \$889,414. The budget is comprised entirely of Local 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

ANC's FY 2013 CSFL budget is \$892,837, which represents a \$3,423, or 0.4 percent, increase over the FY 2012 approved Local funds budget of \$889,414.

### Initial Adjusted Budget

**Cost Increase:** \$1,698 in Local funds to support salary step increases in FY 2013.

**Cost Decrease:** \$1,698 in Local funds from Other Services and Charges and Supplies to offset projected salary step increases in personal services.

### Additionally Adjusted Budget

**Technical Adjustment:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$843 in Local funds.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table DX0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table DX0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>889</b>	<b>2.5</b>
Fringe Benefit Rate Adjustment	Multiple Programs	2	0.0
Consumer Price Index (less than \$500)	Multiple Programs	0	0.0
Personal Services Growth Factor	Multiple Programs	1	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>893</b>	<b>2.5</b>
Cost Increase: In personal services to fund projected salary step increases	Multiple Programs	2	0.0
Cost Decrease: In nonpersonal services to offset projected cost of salary step increases	Multiple Programs	-2	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>893</b>	<b>2.5</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	1	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>894</b>	<b>2.5</b>
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>894</b>	<b>2.5</b>
<b>Gross for DX0 - Advisory Neighborhood Commissions</b>		<b>894</b>	<b>2.5</b>

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

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# Office of the Mayor

www.dc.gov

Telephone: 202-727-1000

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$46,061,256	\$12,788,389	\$12,352,118	-3.4
FTEs	85.8	87.5	87.5	0.0

Note: FY 2011 Actual figure includes a transfer of \$34,080,000 to the General Fund that is not part of the operations of the Office of the Mayor.

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The mission of the Office of the Mayor is to serve the public by leading the District government and ensuring residents are served with efficiency, accountability, and transparency.

## Summary of Services

The Executive Office of the Mayor (EOM) provides District agencies with vision and policy direction, and provides agencies with the leadership, support, and oversight to implement specific policy goals and objectives. To discharge these duties, the EOM is divided into five core offices: the Office of Boards and Commissions, the Office of Communications, the Office of Policy and Legislative Affairs, the Office of Budget and Finance, and the Office of Community Affairs.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table AA0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table AA0-1**  
(dollars in thousands)

<b>Appropriated Funds</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	4,333	42,090	8,259	8,435	176	2.1
<b>Total for General Fund</b>	<b>4,333</b>	<b>42,090</b>	<b>8,259</b>	<b>8,435</b>	<b>176</b>	<b>2.1</b>
<b>Federal Resources</b>						
Federal Grant Funds	0	3,487	4,093	3,556	-537	-13.1
<b>Total for Federal Resources</b>	<b>0</b>	<b>3,487</b>	<b>4,093</b>	<b>3,556</b>	<b>-537</b>	<b>-13.1</b>
<b>Private Funds</b>						
Private Donations	0	10	0	0	0	N/A
<b>Total for Private Funds</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Intra-District Funds</b>						
Intra-District Funds	5	474	436	360	-76	-17.4
<b>Total for Intra-District Funds</b>	<b>5</b>	<b>474</b>	<b>436</b>	<b>360</b>	<b>-76</b>	<b>-17.4</b>
<b>Gross Funds</b>	<b>4,338</b>	<b>46,061</b>	<b>12,788</b>	<b>12,352</b>	<b>-436</b>	<b>-3.4</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table AA0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table AA0-2**

Appropriated Funds	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	49.9	77.4	77.9	78.3	0.4	0.5
<b>Total for General Fund</b>	<b>49.9</b>	<b>77.4</b>	<b>77.9</b>	<b>78.3</b>	<b>0.4</b>	<b>0.5</b>
<b>Federal Resources</b>						
Federal Grant Funds	0.0	4.1	4.1	4.8	0.7	17.1
<b>Total for Federal Resources</b>	<b>0.0</b>	<b>4.1</b>	<b>4.1</b>	<b>4.8</b>	<b>0.7</b>	<b>17.1</b>
<b>Intra-District Funds</b>						
Intra-District Funds	0.0	4.2	5.5	4.4	-1.0	-19.2
<b>Total for Intra-District Funds</b>	<b>0.0</b>	<b>4.2</b>	<b>5.5</b>	<b>4.4</b>	<b>-1.0</b>	<b>-19.2</b>
<b>Total Proposed FTEs</b>	<b>49.9</b>	<b>85.8</b>	<b>87.5</b>	<b>87.5</b>	<b>0.0</b>	<b>0.0</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table AA0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table AA0-3**

(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	2,834	5,132	6,312	6,322	10	0.2
12 - Regular Pay - Other	254	975	584	773	189	32.3
13 - Additional Gross Pay	19	652	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	522	1,138	1,570	1,756	186	11.8
15 - Overtime Pay	0	1	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>3,629</b>	<b>7,898</b>	<b>8,467</b>	<b>8,851</b>	<b>384</b>	<b>4.5</b>
20 - Supplies and Materials	27	110	100	64	-36	-35.7
30 - Energy, Comm. and Building Rentals	38	241	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	261	9	0	0	0	N/A
40 - Other Services and Charges	366	515	788	494	-294	-37.3
41 - Contractual Services - Other	0	3	0	0	0	N/A
50 - Subsidies and Transfers	0	37,244	3,399	2,933	-467	-13.7
70 - Equipment and Equipment Rental	16	42	34	10	-24	-70.8
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>709</b>	<b>38,164</b>	<b>4,322</b>	<b>3,502</b>	<b>-820</b>	<b>-19.0</b>
<b>Gross Funds</b>	<b>4,338</b>	<b>46,061</b>	<b>12,788</b>	<b>12,352</b>	<b>-436</b>	<b>-3.4</b>

\*Percent change is based on whole dollars.

## Program Description

The Office of the Mayor operates through the following 7 programs:

**Executive Office of the Mayor** – provides staff support to the Mayor in leading the government and community.

This program contains the following 6 activities:

- **Office of the Mayor** – provides leadership, strategic direction, and policy guidance to EOM, Deputy Mayors, and agencies;
- **Scheduling and Advance Unit** – processes scheduling requests and correspondence for the Mayor and provides oversight of the Mayor's public engagements;
- **Office of Communications** – provides strategic communication directions, media relations, public information dissemination, agency communications review and coordination, government-wide communication standards, and guidance to and training opportunities for agency public information officers;
- **Mayor's Correspondence Unit** – responds to written correspondence sent to the Mayor in a timely, thoughtful, and helpful manner;
- **Office of the General Counsel** – advises the Mayor, and other activities of the EOM without legal counsel, on legal matters; and
- **Office of Support Services** – provides operational support to the EOM, Deputy Mayors, the Office of the City Administrator, Criminal Justice Coordinating Council, Office on Latino Affairs, Office of Veterans Affairs, Office of Asian and Pacific Islander Affairs, Office of the Secretary, and Office of Risk Management.

**Office of Policy and Legislative Affairs** – coordinates the policy decision-making process by offering policy analysis and advice to inform the implementation of the Mayor's legislative and policy agenda. Responsibilities include Council relations, policy development, federal relations, and legislative support.

**Office of Boards and Commissions** – provides assistance to the Mayor in appointing citizens to boards and commissions by recruiting quality candidates, ensuring timely processing of appointments, and providing excellent customer service and support to each participant in the mayoral appointment process.

**Mayor's Office of Budget and Finance** – advises the Mayor on financial and budgetary operations of the District government, assists the Mayor in the formulation of the annual operating and capital budgets for the District government, and monitors agency budget performance during the fiscal year.

**Office of Community Affairs** – provides coordinated leadership and administrative support.

This program contains the following 8 activities:

- **Office of Community Relations and Services (Neighborhood Engagement)** – provides constituent support through accessibility and coordination by resolving neighborhood obstacles and complaints, improving delivery of scheduled services, distributing educational materials, and attending community meetings;
- **Office of African Affairs** – provides constituent services and information to the African communities through programmatic activities and outreach material; serves as a liaison between the Mayor, African communities, and District government agencies; and briefs the Mayor and District government agencies about needs and interests of the African residents of the District of Columbia;
- **Office of Women's Policy and Initiatives (Commission for Women)** – provides constituent services and information to women through programmatic activities and outreach materials; serves as a liaison between the Mayor, women, and District government agencies; and briefs the Mayor and District government agencies about the needs and interests of the women of the District of Columbia;



- **Office of Lesbian, Gay, Bi-sexual and Transgender Affairs (LGBT)** – provides constituent services and information to the LGBT communities through programmatic activities and outreach materials; serves as a liaison between the Mayor, LGBT communities, and District government agencies; and briefs the Mayor and District government agencies about the needs and interests of the LGBT residents of the District of Columbia;
- **Youth Advisory Council** – provides influence surrounding changes in legislation and policies that impact youth and develops youth and adult partnerships. D.C. Youth Advisory Council (YAC) advises the Mayor, the District Council, the District of Columbia Public Schools, and other key District government decision makers;
- **Office on Returning Citizen Affairs** – provides constituent services and information to the returning citizen community through programmatic activities and outreach materials; serves as a liaison between the Mayor, the returning citizen community, and District government agencies; and briefs the Mayor and District government agencies about the needs and interests of returning citizens of the District of Columbia;
- **Office of Partnership and Grants** – enhances the capacity of the District government and non-profit organizations to obtain and manage diverse resources through effective management and oversight of the government’s donation solicitation, grant development and grant-making process; and
- **Office of Religious Affairs** – provides constituent services and information to religious community through programmatic activities and outreach materials; serves as a liaison between the Mayor, the religious community, and District government agencies; and briefs the Mayor.

**Serve DC – The Mayor’s Office on Volunteerism** – serves as the District of Columbia’s Commission on National and Community Service. The mission of the organization is to strengthen and promote the spirit of service through partnerships, national service, and volunteerism by coordinating regular and episodic volunteer opportunities, as well as serving as the nexus for all volunteer partnerships and related councils, coalitions, and commissions.

This program contains the following 3 activities:

- **AmeriCorps** – provides AmeriCorps programs to the District of Columbia and facilitates collaboration among all national service programs including AmeriCorps, National Civilian Community Corps, and Disability Inclusion.
- **Outreach** – leads the community outreach components of the DC Citizen Corps initiative; and
- **Administration** – provides support for staff and initiatives of State Service Commissions to fulfill the agency mission and goals to expand volunteerism service in the District, which includes but not limited to management of federal Corporation for National and Community Service grants;

**Agency Management Program** – 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 Office of the Mayor has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table AA0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table AA0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1030) Property Management	4	0	0	0	0.0	0.0	0.0	0.0
(1040) Information Technology	77	0	0	0	0.0	0.0	0.0	0.0
(1070) Fleet Management	254	141	142	1	0.0	0.0	0.0	0.0
(1085) Customer Service	-18	0	0	0	0.0	0.0	0.0	0.0
(1090) Performance Management	16	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Agency Management Program</b>	<b>334</b>	<b>141</b>	<b>142</b>	<b>1</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(2000) Office of the Mayor</b>								
(2001) Office of the Mayor	1,281	764	858	95	3.8	4.0	5.0	1.0
(2002) Scheduling Unit	121	372	379	8	3.8	4.0	4.0	0.0
(2003) Office of Communications	508	626	643	17	6.7	6.0	6.0	0.0
(2004) Office of Support Services	509	412	332	-80	5.3	4.5	4.5	0.0
(2005) Mayor's Correspondence Unit	424	356	354	-2	4.8	5.0	5.0	0.0
(2006) Office of the General Counsel	426	455	459	4	2.9	3.0	3.0	0.0
(2008) Office of Communications	50	0	0	0	0.0	0.0	0.0	0.0
(2010) Office of Support Services	2	0	0	0	0.0	0.0	0.0	0.0
(2018) Mayor's Correspondence Unit	8	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (2000) Office of the Mayor</b>	<b>3,330</b>	<b>2,984</b>	<b>3,026</b>	<b>41</b>	<b>27.3</b>	<b>26.5</b>	<b>27.5</b>	<b>1.0</b>
<b>(3000) Office of Policy and Legislative Affairs</b>								
(3001) Office of Policy and Legislative Affairs	742	819	843	24	8.6	9.0	8.0	-1.0
<b>Subtotal (3000) Office of Policy and Legislative Affairs</b>	<b>742</b>	<b>819</b>	<b>843</b>	<b>24</b>	<b>8.6</b>	<b>9.0</b>	<b>8.0</b>	<b>-1.0</b>
<b>(4000) Office of Boards and Commissions</b>								
(4001) Office of Boards and Commissions	227	308	333	25	2.9	3.0	3.0	0.0
<b>Subtotal (4000) Office of Boards &amp; Commissions</b>	<b>227</b>	<b>308</b>	<b>333</b>	<b>25</b>	<b>2.9</b>	<b>3.0</b>	<b>3.0</b>	<b>0.0</b>
<b>(5000) Office of Community Affairs</b>								
(5001) Office of Neighborhood Engagement, D.C.	1,006	1,037	1,051	14	12.4	13.0	13.0	0.0
(5003) Office of Partnerships and Grant Services	203	327	332	5	2.9	3.0	3.0	0.0
(5004) Office of African Affairs	221	198	200	1	1.9	2.0	2.0	0.0
(5005) Commission on Women	182	189	191	2	1.9	2.0	2.0	0.0
(5006) Office of LGBT Affairs	187	204	194	-10	1.9	2.0	2.0	0.0
(5007) Youth Advisory Council	190	189	194	4	1.9	2.0	2.0	0.0
(5008) Office on Returning Citizens Affairs	263	264	266	2	2.9	3.0	3.0	0.0
(5009) Office of Religious Affairs	0	113	115	2	1.0	1.0	1.0	0.0
<b>Subtotal (5000) Office of Community Affairs</b>	<b>2,251</b>	<b>2,522</b>	<b>2,543</b>	<b>20</b>	<b>26.8</b>	<b>28.0</b>	<b>28.0</b>	<b>0.0</b>

(Continued on next page)

**Table AA0-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(6000) Mayor's Office of Budget and Finance</b>								
(6001) Office of Budget and Finance	749	1,219	1,236	17	9.6	9.0	9.0	0.0
<b>Subtotal (6000) Mayor's Office of Budget and Finance</b>	<b>749</b>	<b>1,219</b>	<b>1,236</b>	<b>17</b>	<b>9.6</b>	<b>9.0</b>	<b>9.0</b>	<b>0.0</b>
<b>(7000) Serve DC</b>								
(7001) Administration	300	417	750	333	3.1	3.2	6.6	3.4
(7002) Americorps	3,077	3,202	3,119	-83	1.9	1.9	1.0	-1.0
(7003) Learn and Serve	568	735	0	-735	1.4	1.4	0.0	-1.4
(7004) Training	0	30	0	-30	0.4	0.4	0.0	-0.4
(7005) Outreach	403	407	360	-46	3.9	5.0	4.4	-0.6
(7008) Mayor's Community Service Award	0	4	0	-4	0.0	0.0	0.0	0.0
<b>Subtotal (7000) Serve DC</b>	<b>4,349</b>	<b>4,794</b>	<b>4,230</b>	<b>-565</b>	<b>10.6</b>	<b>12.0</b>	<b>12.0</b>	<b>0.0</b>
<b>(9960) Year End Close</b>								
No Activity Assigned	34,080	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (9960) Year End Close</b>	<b>34,080</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>46,061</b>	<b>12,788</b>	<b>12,352</b>	<b>-436</b>	<b>85.8</b>	<b>87.5</b>	<b>87.5</b>	<b>0.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Budget Changes

The Executive Office of the Mayor's (EOM) proposed FY 2013 gross budget is \$12,352,118, which represents a 3.4 percent decrease from its FY 2012 approved gross budget of \$12,788,389. The budget is comprised of \$8,435,479 in Local funds, \$3,556,300 in Federal Grant funds, and \$360,338 in Intra-District 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

EOM's FY 2013 CSFL Local budget is \$8,401,430, which represents a \$142,386, or 1.7 percent, increase over the FY 2012 approved Local funds budget of \$8,259,044.

### **Initial Adjusted Budget**

**Cost Increase:** EOM increased personal services in Local funds by \$47,457 and in Federal Grant funds by \$131,463 due to projected increases in salary, steps, and Fringe Benefits.

**Cost Decrease:** In Local funds, the agency made reductions of \$23,494 in Other Services and Charges, \$19,935 in Equipment, and \$4,028 in Supplies to offset for increased costs in personal services. Intra-District funds were decreased by \$76,815 in personal services due to the decrease in funding from the Homeland Security and Management Agency.

**Eliminate:** Federal Grant funds decreased by \$669,659 (\$466,647 in Subsidies and Transfers, \$191,893 in Other Services and Charges, and \$11,120 in Supplies) due to the expiration of the Learn and Serve American Higher Education/School Based LSAHED grant award.

### **Additionally Adjusted Budget**

**Technical Adjustments:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$34,048 to EOM's Local Funds, \$1,439 to Federal Grant funds, and \$866 to Intra-District funds.

**Policy Initiatives:** EOM's Local fund personal services increased \$113,449 in salaries and Fringe Benefits for adjustments to staffing. To offset the policy increases, Other Services and Charges were reduced by \$86,449, Office Supplies were reduced by \$22,000, and Equipment by \$5,000. The policy decisions had a net zero change to the budget and total FTE count.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table AA0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table AA0-5**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>8,259</b>	<b>77.9</b>
Fringe Benefit Rate Adjustment	Multiple Programs	101	0.0
Consumer Price Index	Multiple Programs	10	0.0
Personal Services Growth Factor	Multiple Programs	32	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>8,401</b>	<b>77.9</b>
Cost Increase: Adjustment for salary, step and Fringe Benefits costs	Multiple Programs	47	0.4
Cost Decrease: Adjustment to Other Services and Charges	Multiple Programs	-23	0.0
Cost Decrease: Equipment	Multiple Programs	-20	0.0
Cost Decrease: Adjustment to Supplies	Multiple Programs	-4	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>8,401</b>	<b>78.3</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	34	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>8,435</b>	<b>78.3</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: Adjustments in salaries and Fringe Benefits to staffing	Multiple Programs	113	0.0
Cost Decrease: Adjustments to Other Services and Charges	Multiple Programs	-86	0.0
Cost Decrease: Adjustments to Office Supplies	Multiple Programs	-22	0.0
Cost Decrease: Adjustment to Equipment	Office of the Mayor	-5	0.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>8,435</b>	<b>78.3</b>
<b>FEDERAL GRANT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>4,093</b>	<b>4.1</b>
Cost Increase: Adjustment to salary, step and Fringe Benefits costs	Serve DC	131	0.7
Eliminate: Subsidies reduction from end of Learn and Serve grant	Serve DC	-467	0.0
Eliminate: Other Services and Charges reduction from end of Learn and Serve grant	Serve DC	-192	0.0
Eliminate: Supplies reduction from end of Learn and Serve grant	Serve DC	-11	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>3,555</b>	<b>4.8</b>
Technical Adjustment: Health insurance contribution	Serve DC	1	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>3,556</b>	<b>4.8</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>3,556</b>	<b>4.8</b>
<b>INTRA-DISTRICT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>436</b>	<b>5.5</b>
Cost Decrease: Adjustment to salary, step and Fringe Benefits costs	Serve DC	-77	-1.1
<b>FY 2013 Initial Adjusted Budget</b>		<b>359</b>	<b>4.4</b>
Technical Adjustment: Health insurance contribution	Serve DC	1	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>360</b>	<b>4.4</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>360</b>	<b>4.4</b>
<b>Gross for AA0 - Office of the Mayor</b>		<b>12,352</b>	<b>87.5</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

### 1. Office of Boards and Commissions

**Objective 1:** Recruit highly qualified, diverse, ethically sound candidates who serve the District through appointment to various boards and commissions.

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### Office of Boards and Commissions

Measure	FY 2010 Actual	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Number of appointments to Boards and Commissions	Not Available	179	200	200	200

### 2. Office of Communications

**Objective 1:** Effectively communicate information, updates, goals, and accomplishments of the EOM through a variety of relevant communication vehicles in an effort to provide quality public affairs services to residents and stakeholders.

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### Office of Communications

Measure	FY 2010 Actual	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Number of communications issued	Not Available	Not Available	Baseline	Baseline	Baseline
Number of Twitter Followers	Not Available	6,000	7,000	7,500	7,700

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# Office of Community Affairs

[www.oco.eom.dc.gov](http://www.oco.eom.dc.gov)

Telephone: 202-442-8150

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$0	\$0	\$0	N/A

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The Office of Community Affairs has been absorbed into the Office of the Mayor.

## Summary of Services

In FY 2011, the Office of Community Affairs was absorbed into the Office of the Mayor as part of the Fiscal Year 2011 Supplemental Budget Support Act of 2010, which represents the amended version of the FY 2011 Proposed Budget and Financial Plan published July 1, 2010. All property, records, unexpended balances, and other funds available to the agency were transferred to the Office of the Mayor. No appropriation for the Office of Community Affairs is included in the FY 2013 Proposed Budget. The proposed programs and services for FY 2013 are shown in the Office of the Mayor's budget chapter within the Governmental Direction and Support appropriation title.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table RP0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table RP0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	2,678	0	0	0	0	N/A
<b>Total for General Fund</b>	<b>2,678</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>2,678</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table RP0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table RP0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	271	0.0	0.0	0.0	0.0	N/A
<b>Total for General Fund</b>	<b>271</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>N/A</b>
<b>Total Proposed FTEs</b>	<b>271</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>N/A</b>



## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table RP0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table RP0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	1,580	0	0	0	0	N/A
12 - Regular Pay - Other	168	0	0	0	0	N/A
13 - Additional Gross Pay	34	0	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	340	0	0	0	0	N/A
15 - Overtime Pay	1	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>2,123</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
20 - Supplies and Materials	40	0	0	0	0	N/A
30 - Energy, Comm. and Building Rentals	180	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	45	0	0	0	0	N/A
33 - Janitorial Services	13	0	0	0	0	N/A
34 - Security Services	5	0	0	0	0	N/A
35 - Occupancy Fixed Costs	7	0	0	0	0	N/A
40 - Other Services and Charges	165	0	0	0	0	N/A
41 - Contractual Services - Other	91	0	0	0	0	N/A
70 - Equipment and Equipment Rental	7	0	0	0	0	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>555</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>2,678</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>

\*Percent change is based on whole dollars.

### Program Description

Please see the Office of the Mayor's budget chapter for a description of activities related to the functions of the Office of Community Affairs.

### Program Structure Change

The Office of Community Affairs has no program structure changes in the FY 2013 proposed budget.

### FY 2013 Proposed Budget Changes

In FY 2011, the programs, activities, funding and functions of the Office of Community Affairs were transferred to the Office of the Mayor pursuant to the amended version of the FY 2011 proposed budget.

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# Serve DC

[www.serve.dc.gov](http://www.serve.dc.gov)

Telephone: 202-727-7925

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$0	\$0	\$0	N/A

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Serve DC, the Mayor's Office on Volunteerism and the District of Columbia's Commission on National and Community Service, has been absorbed into the Office of the Mayor.

In FY 2011, Serve DC was absorbed into the Office of the Mayor as part of the Fiscal Year 2011 Supplemental Budget Support Act of 2010, which represents the amended version of the FY 2011 Proposed Budget and Financial Plan published July 1, 2010. All property, records, unexpended balances, and other funds available to the agency were transferred to the Office of the Mayor. No appropriation for Serve DC is included in the FY 2013 Proposed Budget. The proposed programs and services for FY 2013 are shown in the Office of the Mayor's budget chapter within the Governmental Direction and Support appropriation title.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table RS0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table RS0-1**  
(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	355	0	0	0	0	N/A
<b>Total for General Fund</b>	<b>355</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Federal Resources</b>						
Federal Grant Funds	3,087	0	0	0	0	N/A
<b>Total for Federal Resources</b>	<b>3,087</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Private Funds</b>						
Private Donations	5	0	0	0	0	N/A
<b>Total for Private Funds</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Intra-District Funds</b>						
Intra-District Funds	453	0	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>453</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>3,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Full-Time Equivalents, by Revenue Type**

Table RS0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table RS0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change</b>
<b><u>General Fund</u></b>						
Local Funds	2.4	0.0	0.0	0.0	0.0	N/A
<b>Total for General Fund</b>	<b>2.4</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>N/A</b>
<b><u>Federal Resources</u></b>						
Federal Grant Funds	6.0	0.0	0.0	0.0	0.0	N/A
<b>Total for Federal Resources</b>	<b>6.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>N/A</b>
<b><u>Intra-District Funds</u></b>						
Intra-District Funds	0.8	0.0	0.0	0.0	0.0	N/A
<b>Total for Intra-District Funds</b>	<b>0.8</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>N/A</b>
<b>Total Proposed FTEs</b>	<b>9.2</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>N/A</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table RS0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table RS0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	319	0	0	0	0	N/A
12 - Regular Pay - Other	499	0	0	0	0	N/A
13 - Additional Gross Pay	7	0	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	154	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>979</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
20 - Supplies and Materials	20	0	0	0	0	N/A
30 - Energy, Comm. and Building Rentals	3	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	26	0	0	0	0	N/A
33 - Janitorial Services	11	0	0	0	0	N/A
34 - Security Services	12	0	0	0	0	N/A
35 - Occupancy Fixed Costs	18	0	0	0	0	N/A
40 - Other Services and Charges	186	0	0	0	0	N/A
50 - Subsidies and Transfers	2,627	0	0	0	0	N/A
70 - Equipment and Equipment Rental	17	0	0	0	0	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>2,921</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>3,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>

\*Percent change is based on whole dollars.

### Program Description

Please see the Office of the Mayor's budget chapter for a description of activities related to the functions of Serve DC.

### Program Structure Change

Serve DC has no program structure changes in the FY 2013 proposed budget.

### FY 2013 Proposed Budget Changes

For FY 2011, the programs, activities, funding, and functions of Serve DC were transferred to the Office of the Mayor pursuant to the amended version of the FY 2011 proposed budget.

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# Office of the Secretary

www.os.dc.gov

Telephone: 202-727-6306

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$2,871,082	\$2,905,017	\$3,245,931	11.7
FTEs	21.2	21.0	24.0	14.3

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The mission of the Office of the Secretary of the District of Columbia is to provide protocol, authentication, ceremonial, and records management services on behalf of the Mayor and District government agencies in a manner that is efficient, accountable, and customer friendly.

## Summary of Services

The Office of the Secretary of the District of Columbia provides document management through the Office of Notary Commissions and Authentications, the Office of Documents and Administrative Issuances (publishers of the D.C. Register and the D.C. Municipal Regulations), and the Office of Public Records (managers of the D.C. Records Center and the District of Columbia Archives). The Ceremonial Services Unit is responsible for all Mayoral proclamations and ceremonial documents, and the Office of Protocol and International Affairs manages sister city relationships and communication between the executive branch and foreign government representatives.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table BA0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table BA0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	2,520	2,013	2,206	2,246	40	1.8
Special Purpose Revenue Funds	427	858	699	1,000	301	43.1
<b>Total for General Fund</b>	<b>2,947</b>	<b>2,871</b>	<b>2,905</b>	<b>3,246</b>	<b>341</b>	<b>11.7</b>
<b>Private Funds</b>						
Private Donations	8	0	0	0	0	N/A
<b>Total for Private Funds</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>2,955</b>	<b>2,871</b>	<b>2,905</b>	<b>3,246</b>	<b>341</b>	<b>11.7</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table BA0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table BA0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	19.7	18.0	17.0	18.0	1.0	5.9
Special Purpose Revenue Funds	3.6	3.2	4.0	6.0	2.0	50.0
<b>Total for General Fund</b>	<b>23.3</b>	<b>21.2</b>	<b>21.0</b>	<b>24.0</b>	<b>3.0</b>	<b>14.3</b>
<b>Total Proposed FTEs</b>	<b>23.3</b>	<b>21.2</b>	<b>21.0</b>	<b>24.0</b>	<b>3.0</b>	<b>14.3</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table BA0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table BA0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	1,522	1,558	1,640	1,833	192	11.7
12 - Regular Pay - Other	12	0	0	0	0	N/A
13 - Additional Gross Pay	34	43	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	262	278	322	391	69	21.5
<b>Subtotal Personal Services (PS)</b>	<b>1,829</b>	<b>1,880</b>	<b>1,963</b>	<b>2,224</b>	<b>261</b>	<b>13.3</b>
20 - Supplies and Materials	6	28	40	29	-11	-27.5
30 - Energy, Comm. and Building Rentals	133	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	35	0	0	0	0	N/A
33 - Janitorial Services	54	0	0	0	0	N/A
34 - Security Services	8	0	0	0	0	N/A
35 - Occupancy Fixed Costs	109	0	0	0	0	N/A
40 - Other Services and Charges	137	163	251	183	-68	-27.0
41 - Contractual Services - Other	486	598	439	597	158	36.0
50 - Subsidies and Transfers	158	200	200	200	0	0.0
70 - Equipment and Equipment Rental	0	2	13	13	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>1,126</b>	<b>992</b>	<b>942</b>	<b>1,022</b>	<b>79</b>	<b>8.4</b>
<b>Gross Funds</b>	<b>2,955</b>	<b>2,871</b>	<b>2,905</b>	<b>3,246</b>	<b>341</b>	<b>11.7</b>

\*Percent change is based on whole dollars.

### Program Description

The Office of the Secretary operates through the following 7 programs:

**International Relations and Protocol** – provides liaison and outreach services to the diplomatic and international communities on behalf of the Mayor and local residents. This program is responsible for all international visitors to the District government, sister city relationships, and relations between embassies and their neighbors.

**Ceremonial Services** – provides ceremonial document services to individuals, businesses, organizations, and government agencies so that they can have their activities and events recognized by the Mayor. Proclamations, greeting letters, and condolence letters are among the most requested documents.



**Office of Documents and Administrative Issuances** – provides technical, professional and other legal services to the Mayor, District agencies, and the general public so that they can give and/or have official notice of all proposed and adopted legal mandates.

This program contains the following 2 activities:

- **D.C. Register** – provides review and technical assistance services to District executive and independent agencies so that they can comply with editorial standards and legal requirements of the District of Columbia’s Administrative Procedures Act, implementing regulations, and District of Columbia Documents Act of 1978; and
- **Administrative Issuances** – provides professional and technical assistance services to the Mayor and executive agencies so that they can implement major policies and programs and make appointments in a timely manner to foster the activities of government.

**Notary Commissions and Authentications** – provides commissions for all notaries public in the District of Columbia and authenticates documents signed by District notaries public for domestic and foreign use. The office also serves as an official passport application acceptance facility for the U.S. Department of State.

**Office of Public Records** – provides archives and records management services to District government agencies and the public so that they can gain access to official government documents.

This program contains the following 3 activities:

- **Records Management** – provides temporary records management services to District government agencies and the public so that they can have access to public records stored in the District of Columbia Records Center;
- **Archival Administration** – provides historical records management services to District government agencies and the public so that they can have access to historical public records stored in the District of Columbia Archives; and
- **Library of Government Information** – provides publication management services to District government agencies and the public so that they can have access to publications created by the District government agencies.

**Executive Management** – manages the work of several commissions, provides official signatory services for the Mayor of the District of Columbia, takes on special projects at the request of the Mayor, and provides support for the Emancipation Day celebration and related activities to commemorate District of Columbia Emancipation Day.

**Agency Management Program** – 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 Changes**

The Office of the Secretary has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table BA0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table BA0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1020) Contracting and Procurement	152	160	162	2	1.0	1.0	1.0	0.0
(1030) Property Management	0	9	4	-5	0.0	0.0	0.0	0.0
(1040) Info Tech	32	0	0	0	0.0	0.0	0.0	0.0
(1070) Fleet Management	71	2	76	74	1.0	0.0	1.0	1.0
(1080) Communication	125	137	141	4	2.0	2.0	2.0	0.0
(1085) Customer Service	72	82	83	1	0.5	1.0	1.0	0.0
(1090) Performance Management	262	373	366	-7	2.0	2.0	2.0	0.0
<b>Subtotal (1000) Agency Management Program</b>	<b>714</b>	<b>763</b>	<b>833</b>	<b>70</b>	<b>6.5</b>	<b>6.0</b>	<b>7.0</b>	<b>1.0</b>
<b>(1002) International Relations and Protocol</b>								
(1200) International Relations and Protocol	141	113	181	68	1.0	1.0	2.0	1.0
<b>Subtotal (1002) International Relations and Protocol</b>	<b>141</b>	<b>113</b>	<b>181</b>	<b>68</b>	<b>1.0</b>	<b>1.0</b>	<b>2.0</b>	<b>1.0</b>
<b>(1003) Ceremonial Services</b>								
(1300) Ceremonial Services	199	222	253	30	2.0	2.0	2.0	0.0
<b>Subtotal (1003) Ceremonial Services</b>	<b>199</b>	<b>222</b>	<b>253</b>	<b>30</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>
<b>(1004) Office of Documents and Administrative Issuances</b>								
(1400) Regulations	20	108	0	-108	1.0	1.0	0.0	-1.0
(1401) D.C. Register	173	192	191	-1	2.0	2.0	2.0	0.0
(1402) Administrative Issuances	77	76	79	3	1.0	1.0	1.0	0.0
<b>Subtotal (1004) Office of Documents and Administrative Issuances</b>	<b>270</b>	<b>375</b>	<b>271</b>	<b>-105</b>	<b>4.0</b>	<b>4.0</b>	<b>3.0</b>	<b>-1.0</b>
<b>(1005) Notary Commissions and Authentications</b>								
(1501) Notary Authentications	354	317	474	157	3.2	4.0	6.0	2.0
<b>Subtotal (1005) Notary Commissions and Authentications</b>	<b>354</b>	<b>317</b>	<b>474</b>	<b>157</b>	<b>3.2</b>	<b>4.0</b>	<b>6.0</b>	<b>2.0</b>
<b>(1006) Office of Public Records</b>								
(1600) Records Management	846	749	867	118	2.0	2.0	2.0	0.0
(1601) Archival Administration	76	97	98	2	1.0	1.0	1.0	0.0
(1602) Library of Government Information	71	68	69	1	1.0	1.0	1.0	0.0
<b>Subtotal (1006) Office of Public Records</b>	<b>993</b>	<b>914</b>	<b>1,035</b>	<b>121</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>0.0</b>

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**Table BA0-4 (Continued)**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1007) Executive Management</b>								
(1700) Executive Management	0	1	0	-1	0.0	0.0	0.0	0.0
(1701) Emancipation Day Activities	200	200	200	0	0.5	0.0	0.0	0.0
<b>Subtotal (1007) Executive Management</b>	<b>200</b>	<b>201</b>	<b>200</b>	<b>-1</b>	<b>0.5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>2,871</b>	<b>2,905</b>	<b>3,246</b>	<b>341</b>	<b>21.2</b>	<b>21.0</b>	<b>24.0</b>	<b>3.0</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Budget Changes

The Office of the Secretary's (OS) proposed FY 2013 gross budget is \$3,245,931, which represents an 11.7 percent increase over its FY 2012 approved gross budget of \$2,905,017. The budget is comprised of \$2,245,931 in Local funds and \$1,000,000 in Special Purpose Revenue.

### 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

OS' FY 2013 CSFL budget is \$2,239,273, which represents a \$32,984, or 1.5 percent, increase over the FY 2012 approved Local funds budget of \$2,206,289.

### Initial Adjusted Budget

**Cost Increase:** Local funds – OS increased salaries by \$60,000 and Fringe Benefits by \$12,000 in support of projected step increases. Special Purpose Revenue - OS increased Contractual Services by \$210,759 for projected costs for the National Archives and Records Administration (NARA) contract. In addition, salary and Fringe Benefits were increased by \$4,231.

**Cost Decrease:** Local funds – Other Services and Charges were reduced by \$56,000 and Supplies and Materials by \$12,000 to offset step increases and Fringe Benefits. Contractual Services were reduced by \$4,000 and Equipment and Equipment Rental by \$260. Special Purpose Revenue - Other Services and Charges for professional service fees were decreased by \$13,718.

### Additionally Adjusted Budget

**Technical Adjustments:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$6,658 to OS' Local funds and \$960 to Special Purpose Revenue.

**Additional Adjustments:** Special Purpose Revenue - OS increased Contractual Services – Other by \$99,040 based upon revenue collection projections for public records services.

### Policy Initiatives

**Enhance:** Special Purpose Revenue – OS' personal services budget was increased by \$151,685 and 2.0 FTEs for the Notary Commissions and Authentications program.

**Reduce:** Special Purpose Revenue – Contractual Services in OS' Office of Public Records program was reduced by \$151,685 to offset the cost of 2.0 FTEs added for notary and authentication services.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table BA0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table BA0-5**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>2,206</b>	<b>17.0</b>
Fringe Benefit Rate Adjustment	Multiple Programs	19	0.0
Consumer Price Index	Multiple Programs	7	0.0
Personal Services Growth Factor	Multiple Programs	7	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>2,239</b>	<b>17.0</b>
Cost Increase: Adjust salary to projected step increases	Multiple Programs	60	1.0
Cost Increase: Align Fringe Benefits with projected costs	Multiple Programs	12	0.0
Cost Decrease: Reduce Other Services and Charges	Multiple Programs	-56	0.0
Cost Decrease: Reduce Supplies and Materials	Agency Management Program	-12	0.0
Cost Decrease: Reduce Contractual Services - Other	Office of Public Records	-4	0.0
Cost Decrease: Reduce Equipment and Equipment Rental (less than \$500)	Office of Public Records	0	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>2,239</b>	<b>18.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	7	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>2,246</b>	<b>18.0</b>
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>2,246</b>	<b>18.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE</b>		<b>699</b>	<b>4.0</b>
Cost Increase: Adjust Contractual Services with projected costs for the National Archives and Records Administration (NARA) contract	Office of Public Records	211	0.0
Cost Increase: Align salary and Fringe Benefits with projected costs	Notary Commissions and Authentications	4	0.0
Cost Decrease: Reduce Other Services and Charges	Ceremonial Services	-14	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>900</b>	<b>4.0</b>

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**Table BA0-5 (continued)**  
(dollars in thousands)

	<b>PROGRAM</b>	<b>BUDGET</b>	<b>FTE</b>
Additional Adjustments: Increased Contractual Services - Other based upon revenue projections	Office of Public Records	99	0.0
Technical Adjustment: Health insurance contribution	Multiple Programs	1	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>1,000</b>	<b>4.0</b>
<b>FY 2013 Policy Initiatives</b>			
Enhance: Add FTEs for notary and authentication services	Notary Commission and Authentications	152	2.0
Reduce: Decreased Contractual Services to offset salaries for new FTEs	Office of Public Records	-152	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposal Budget and FTE</b>		<b>1,000</b>	<b>6.0</b>
<b>Gross for BA0 - Office of the Secretary</b>		<b>3,246</b>	<b>24.0</b>

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

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# Office of the City Administrator

www.oca.dc.gov

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$4,105,213	\$3,283,292	\$3,689,056	12.4
FTEs	34.1	35.0	26.0	-25.7

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The mission of the Office of the City Administrator (OCA) is to facilitate the effective and efficient implementation of the Mayor's policies by providing leadership, support, and oversight of District agencies.

## Summary of Services

The Office of the City Administrator provides oversight and support to the Deputy Mayors and increases government effectiveness with cross-agency and targeted improvement initiatives, including the integration of strategic policy priorities, budgetary constraints, and operational directives.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table AE0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table AE0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	5,017	4,012	3,283	3,401	118	3.6
<b>Total for General Fund</b>	<b>5,017</b>	<b>4,012</b>	<b>3,283</b>	<b>3,401</b>	<b>118</b>	<b>3.6</b>
<b>Private Funds</b>						
Private Donations	15	63	0	0	0	N/A
<b>Total for Private Funds</b>	<b>15</b>	<b>63</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Intra-District Funds</b>						
Intra-District Funds	52	30	0	288	288	N/A
<b>Total for Intra-District Funds</b>	<b>52</b>	<b>30</b>	<b>0</b>	<b>288</b>	<b>288</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>5,085</b>	<b>4,105</b>	<b>3,283</b>	<b>3,689</b>	<b>406</b>	<b>12.4</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table AE0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table AE0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	45.5	34.1	35.0	22.4	-12.6	-36.1
<b>Total for General Fund</b>	<b>45.5</b>	<b>34.1</b>	<b>35.0</b>	<b>22.4</b>	<b>-12.6</b>	<b>-36.1</b>
<b>Intra-District Funds</b>						
Intra-District Funds	0.0	0.0	0.0	3.6	3.6	N/A
<b>Total for Intra-District Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>3.6</b>	<b>3.6</b>	<b>N/A</b>
<b>Total Proposed FTEs</b>	<b>45.5</b>	<b>34.1</b>	<b>35.0</b>	<b>26.0</b>	<b>-9.0</b>	<b>-25.7</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table AE0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table AE0-3**  
(dollars in thousands)

	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>Comptroller Source Group</b>						
11 - Regular Pay - Continuing Full Time	3,517	2,830	2,039	2,604	564	27.7
12 - Regular Pay - Other	348	160	276	110	-166	-60.3
13 - Additional Gross Pay	43	207	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	677	530	498	635	137	27.4
15 - Overtime Pay	0	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>4,585</b>	<b>3,727</b>	<b>2,814</b>	<b>3,349</b>	<b>535</b>	<b>19.0</b>
20 - Supplies and Materials	27	26	22	23	0	2.2
30 - Energy, Comm. and Building Rentals	65	6	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	146	5	0	0	0	N/A
33 - Janitorial Services	21	0	0	0	0	N/A
34 - Security Services	12	0	0	0	0	N/A
35 - Occupancy Fixed Costs	26	0	0	0	0	N/A
40 - Other Services and Charges	203	208	147	162	15	10.5
41 - Contractual Services - Other	0	134	300	150	-150	-50.0
70 - Equipment and Equipment Rental	0	0	0	5	5	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>500</b>	<b>378</b>	<b>469</b>	<b>341</b>	<b>-129</b>	<b>-27.5</b>
<b>Gross Funds</b>	<b>5,085</b>	<b>4,105</b>	<b>3,283</b>	<b>3,689</b>	<b>406</b>	<b>12.4</b>

\*Percent change is based on whole dollars.



## **Division Description**

The Office of the City Administrator operates through the following 3 divisions:

**City Administrator** – provides support to the City Administrator and District agencies in the areas of budget, management, and policy; organizes accountability sessions with the Mayor and City Administrator; and manages the city's Performance Management activity.

This division contains the following 2 activities:

- **Resource and Program Management** – provides support to the City Administrator and District agencies in the areas of budget, management, and policy implementation; and
- **DCStat** – organizes accountability sessions with the Mayor and City Administrator and manages the city's Performance Management activity.

**Labor Relations and Collective Bargaining** – represents the District of Columbia as the principal management advocate during labor negotiations and in administering the District's Labor Relations activity.

**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 the City Administrator is reinstating the Agency Management division in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Division and Activity

Table AE0-4 contains the proposed FY 2013 budget by division and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table AE0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1090) Performance Management	142	0	364	364	1.9	0.0	1.0	1.0
<b>Subtotal (1000) Agency Management Program</b>	<b>142</b>	<b>0</b>	<b>364</b>	<b>364</b>	<b>1.9</b>	<b>0.0</b>	<b>1.0</b>	<b>1.0</b>
<b>(2000) City Administrator</b>								
(2005) Resource and Program Management Division	2,222	1,527	1,484	-43	14.9	19.0	9.0	-10.0
(2010) CapStat Division	183	169	183	14	2.9	2.0	2.0	0.0
(2020) Labor Relations/Collective Bargaining	16	10	0	-10	0.0	0.0	0.0	0.0
<b>Subtotal (2000) City Administrator</b>	<b>2,422</b>	<b>1,706</b>	<b>1,667</b>	<b>-39</b>	<b>17.8</b>	<b>21.0</b>	<b>11.0</b>	<b>-10.0</b>
<b>(3000) Labor Relations and Collective Bargaining</b>								
(3005) Labor Relations/Collective Bargaining	1,541	1,578	1,658	81	14.4	14.0	14.0	0.0
<b>Subtotal (3000) Labor Relations and Collective Bargaining</b>	<b>1,541</b>	<b>1,578</b>	<b>1,658</b>	<b>81</b>	<b>14.4</b>	<b>14.0</b>	<b>14.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>4,105</b>	<b>3,283</b>	<b>3,689</b>	<b>406</b>	<b>34.1</b>	<b>35.0</b>	<b>26.0</b>	<b>-9.0</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 divisions, please see Schedule 30-PBB Program Summary by Activity in the FY 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

### FY 2013 Proposed Budget Changes

The Office of the City Administrator's (OCA) proposed FY 2013 gross budget is \$3,689,056, which represents a 12.4 percent increase over its FY 2012 approved gross budget of \$3,283,292. The budget is comprised of \$3,401,249 in Local funds and \$287,806 in Intra-District 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

OCA's FY 2013 CSFL budget is \$3,339,130, which represents a \$55,838, or 1.7 percent, increase over the FY 2012 approved Local funds budget of \$3,283,292.

### **Initial Adjusted Budget**

**Cost Increase:** The proposed Local funds budget reflects an increase of \$950,936 in Local funds as a result of changes in salaries and Fringe Benefit costs within the agency, which include organizational changes associated with the FY 2012 reorganization of the agency. OCA also reallocated \$362,555 and 1.0 FTE in Local funds to its Agency Management division from the City Administrator division to support increased salary and benefits costs. The Agency Management division was eliminated in the FY 2012 approved budget pursuant to the Fiscal Year 2011 Supplemental Budget Support Act of 2010 and the agency's subsequent reorganization, and the agency reinstated the division in FY 2013 to enhance transparency. Additionally, the agency's Supplies and Other Services and Charges costs increased by \$49,820 to cover planned spending in the Labor Relations and Collective Bargaining division.

**Cost Decrease:** The agency eliminated 8.0 FTEs totaling \$573,370 in Local funds as a result of efficiencies from OCA's FY 2012 reorganization. OCA moved \$362,555 and 1.0 FTE from the City Administrator division to the Agency Management division. OCA reduced its Contractual Services budget by \$82,613 in Local funds within the City Administrator program to reflect a reduction in costs for certain consulting contracts.

**Shift:** The agency shifted a total of \$294,769 and 3.0 FTEs from Local funds to Intra-District funds in the Labor Relations and Collective Bargaining division to support services provided to District agencies that require collective bargaining assistance.

### **Additionally Adjusted Budget**

**Technical Adjustment:** Adjustments of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in increases of \$12,118 in Local funds and \$678 in Intra-District funds.

### **Policy Initiatives**

To ensure that the agency complies with its mission, the OCA realigned its budget by adjusting salaries and Fringe Benefits costs and creating efficiencies across its programmatic areas.

**Cost Increase:** A net increase of \$161,700 in Local funds supports the realignment of salary, Fringe Benefit and step increases across programs and \$5,760 in the City Administrator program to support modest changes in agency functions. An increase of \$50,000 in Local one-time funds supports a study of food services in schools.

**Cost Decrease:** A decrease of \$117,387 in Local funds reflects realignment cost savings associated with Contractual Services spending and a net cost savings of \$34,302 in supplies and Other Services and Charges adjustments also appear within the City Administrator program. In Intra-District funds, a decrease of \$73,658 reflects adjustments to Salary and Fringe Benefits costs.

**Shift:** The agency reallocated \$65,685 of funding and 0.6 FTE from Local to Intra-District funds to cover a portion of a position in the Labor Relations and Collective Bargaining program.

**Correct:** The OCA eliminated a vacant position, a reduction of 1.0 FTE.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table AE0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table AE0-5**

(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>3,283</b>	<b>35.0</b>
Fringe Benefit Rate Adjustment	Multiple Programs	35	0.0
Consumer Price Index	Multiple Programs	9	0.0
Personal Services Growth Factor	Multiple Programs	12	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>3,339</b>	<b>35.0</b>
Cost Increase: Adjustments to Supplies and Other Services and Charges	Labor Relations and Collective Bargaining	50	0.0
Cost Increase: Miscellaneous salary and Fringe Benefits adjustments	Multiple Programs	951	0.0
Cost Increase: Aligns personal services costs with agency's staffing needs	Agency Management Program	363	1.0
Cost Decrease: Reduction in positions	City Administrator	-573	-8.0
Cost Decrease: Moves certain personal services costs to the Agency Management division	Multiple Programs	-363	-1.0
Cost Decrease: Reduction in contractual spending	City Administrator	-83	0.0
Shift: Salary and Fringe Benefits costs to Intra-District	Labor Relations and Collective Bargaining	-295	-3.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>3,389</b>	<b>24.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	12	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>3,401</b>	<b>24.0</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: Salaries and Fringe Benefits adjustments	Multiple Programs	162	0.0
Cost Increase: Equipment purchases	City Administrator	6	0.0
Cost Increase: Food services in schools study (One-Time)	City Administrator	50	0.0
Cost Decrease: Contractual Services savings	City Administrator	-117	0.0
Cost Decrease: Adjustments to Supplies and Other Services and Charges	City Administrator	-34	0.0
Shift: Position funding to Intra-District	Multiple Programs	-66	-0.6
Correct: Elimination of vacant position	City Administrator	0	-1.0
<b>LOCAL FUND: FY 2013 Proposed Budget and FTE</b>		<b>3,401</b>	<b>22.4</b>
<b>INTRA-DISTRICT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
Shift: Salary and Fringe Benefits costs from Local funds	Labor Relations and Collective Bargaining	295	3.0
<b>FY 2013 Initial Adjusted Budget:</b>		<b>295</b>	<b>3.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	1	0.0
<b>FY 2013 Additionally Adjusted Budget:</b>		<b>295</b>	<b>3.0</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Decrease: Adjustments to salaries and Fringe Benefits	Multiple Programs	-74	0.0
Shift: Position funding from Local	Multiple Programs	66	0.6
<b>INTRA-DISTRICT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>288</b>	<b>3.6</b>
<b>Gross for AE0 - Office of the City Administrator</b>		<b>3,689</b>	<b>26.0</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

**Objective 1:** Pursue implementation of approved One City Performance Review (OCPR) Initiatives.

**Objective 2:** Examine citywide procurement in an effort to increase efficiency and streamline processes.

**Objective 3:** Enhance performance management across District agencies.

**Objective 4:** Ensure progress on the new Department of General Services (DGS).

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## Agency Performance Measures

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of Fiscal Year agency key performance targets fully achieved	21.68%	75%	46%	75%	75%	75%
Percentage of Fiscal Year agency key performance targets either fully or partially achieved	83.50%	95%	60%	95%	95%	95%
Percentage of Fiscal Year agency initiatives fully achieved	64.44%	75%	55.79	75%	75%	75%
Percentage of Fiscal Year agency initiatives either fully or partially achieved	86.40%	95%	73.6%	95%	95%	95%
Percentage of Fiscal Year items assigned to agencies either fully or partially achieved	0%	95%	100%	95%	95%	95%
Percentage of agencies with new Industry Standard Benchmarks across District agencies	Not Available	Not Available	Not Available	Not Available	50% (Baseline)	75%
Percentage of Performance Management Council participated in training	Not Available	Not Available	Not Available	75%	95%	95%
Percentage of District agencies completed Fiscal Year Performance Plan	Not Available	Not Available	Not Available	Not Available	95%	95%

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# D.C. Office of Risk Management

[www.orm.dc.gov](http://www.orm.dc.gov)

Telephone: 202-727-8600

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$1,520,035	\$2,727,602	\$2,961,531	8.6
FTEs	15.3	22.0	23.0	4.5

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The mission of the Office of Risk Management (ORM) is to reduce the probability, occurrence and cost of risk to the District of Columbia government by providing risk identification and insurance analysis and support to District agencies, and by efficiently and fairly administering the District's public sector workers' compensation, tort liability, and captive insurance programs.

## Summary of Services

ORM's Risk Identification, Analysis and Control Division conducts risk management assessments of District agencies' facilities and operations by identifying gaps in risk management practices and conducting building inspections, making related recommendations and overseeing their implementation, providing risk management training to District employees, and overseeing the formulation of agency emergency response plans. The Public Sector Workers' Compensation Program (PSWCP) receives workers' compensation claims from injured District government employees, adjusts and manages those claims through its Third-Party Administrator (TPA), and provides compensation and services to claimants, including medical and return-to-work services. The Tort Liability Program receives and investigates claims against the District government with the goal of negotiating and preparing claims for fair and timely settlement. The Insurance Program oversees the District's Medical Liability Captive Insurance Agency, which provides medical malpractice insurance to non-profit community health centers, and also provides advice to District agencies on risk and insurance policies and practices.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table RK0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table RK0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	1,016	722	2,728	2,962	234	8.6
<b>Total for General Fund</b>	<b>1,016</b>	<b>722</b>	<b>2,728</b>	<b>2,962</b>	<b>234</b>	<b>8.6</b>
<b>Intra-District Funds</b>						
Intra-District Funds	814	798	0	0	0	-100.0
<b>Total for Intra-District Funds</b>	<b>814</b>	<b>798</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-100.0</b>
<b>Gross Funds</b>	<b>1,830</b>	<b>1,520</b>	<b>2,728</b>	<b>2,962</b>	<b>234</b>	<b>8.6</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table RK0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table RK0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	10.7	6.8	22.0	23.0	1.0	4.5
<b>Total for General Fund</b>	<b>10.7</b>	<b>6.8</b>	<b>22.0</b>	<b>23.0</b>	<b>1.0</b>	<b>4.5</b>
<b>Intra-District Funds</b>						
Intra-District Funds	11.0	8.5	0.0	0.0	0.0	N/A
<b>Total for Intra-District Funds</b>	<b>11.0</b>	<b>8.5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>N/A</b>
<b>Total Proposed FTEs</b>	<b>21.7</b>	<b>15.3</b>	<b>22.0</b>	<b>23.0</b>	<b>1.0</b>	<b>4.5</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table RK0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table RK0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	954	913	1,364	1,433	69	5.0
12 - Regular Pay - Other	414	275	408	324	-85	-20.8
13 - Additional Gross Pay	10	53	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	266	245	345	372	27	7.8
15 - Overtime Pay	2	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>1,646</b>	<b>1,486</b>	<b>2,118</b>	<b>2,129</b>	<b>11</b>	<b>0.5</b>
20 - Supplies and Materials	9	7	17	17	0	0.0
30 - Energy, Comm. and Building Rentals	46	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	27	0	0	0	0	N/A
33 - Janitorial Services	24	0	0	0	0	N/A
34 - Security Services	12	0	0	0	0	N/A
35 - Occupancy Fixed Costs	30	0	0	0	0	N/A
40 - Other Services and Charges	36	27	593	806	213	35.9
70 - Equipment and Equipment Rental	0	0	0	10	10	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>184</b>	<b>34</b>	<b>610</b>	<b>833</b>	<b>223</b>	<b>36.6</b>
<b>Gross Funds</b>	<b>1,830</b>	<b>1,520</b>	<b>2,728</b>	<b>2,962</b>	<b>234</b>	<b>8.6</b>

\*Percent change is based on whole dollars.

## Division Description

The Office of Risk Management operates through the following 5 divisions:

**Risk Identification and Analysis (RIA)** – integrates the work of agency risk management representatives who systematically identify, measure, analyze and document the District Government’s exposure to risk. The risk control measures are implemented to reduce the District’s liability associated with the risk.

This division contains the following 2 activities:

- **Coordination and Integrity of ARMRs** – coordinates the work of the Agency Risk Management Representatives (ARMRs), including systematic identification, measurement, analysis, and documentation of agency exposure to risk; and
- **Review and Guide Risk Assessment Control Committees (RACC)** – reviews and guides agency RACC activities relative to risk management plans. The purpose of the RACC is to maintain, in cooperation with ORM, a proactive and comprehensive program of risk assessment and control for agencies that minimize the frequency, severity, and probability of losses to which agencies are exposed.



**Risk Control Division** – effectively minimizes the probability, frequency, and severity of pre- and post-loss accidental losses through a compliance-monitoring program of safety, security, and contingency planning of emergencies affecting District agencies. Also provides training to increase the participant's knowledge of emergency planning and the features of good evacuation floor plans, to include guidance on how to incorporate the threat of terrorism (for example, intentional releases of hazardous materials, use of explosive devices, or acts of arson) into evacuation planning and preparedness.

**Risk Financing Division** – manages the adjudication of claims and recoveries, and anticipates and plans for funding loss payments.

This division contains the following 2 activities:

- **Claims Examination** – reviews and manages Public Sector Workers' Compensation claims filed against the District government and the adjudication of tort liability claims and recoveries, and anticipates and plans for funding loss payments; and
- **Claims Management** – provides the District government's oversight of the claims administration process by third-party administrators.

**Return to Work Division** – The Return to Work Program will decrease workers' compensation costs by improving management of the program and returning injured workers to the workforce. The program is designed to provide injured employees with the best medical treatment as well as avenues by which the employees can quickly return to the workforce. The District will benefit from the program by minimizing the cost of workers' compensation and providing agencies with a stronger workforce.

**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 Risk Management has no division structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Division and Activity

Table RK0-4 contains the proposed FY 2013 budget by division and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table RK0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1010) Personnel	49	92	47	-45	0.4	1.0	0.5	-0.5
(1030) Property Management	-3	0	0	0	0.0	0.0	0.0	0.0
(1055) Risk Management	16	4	127	122	0.0	0.0	0.0	0.0
(1085) Customer Service	58	116	60	-56	0.9	2.0	1.0	-1.0
(1090) Performance Management	301	315	369	55	1.6	2.0	2.8	0.8
<b>Subtotal (1000) Agency Management Program</b>	<b>421</b>	<b>527</b>	<b>603</b>	<b>76</b>	<b>2.9</b>	<b>5.0</b>	<b>4.3</b>	<b>-0.7</b>
<b>(2000) Risk Identification and Analysis</b>								
(2010) Coordination and Integ. of ARMRS	151	184	270	86	1.6	2.0	2.8	0.8
(2030) Review and Guide RA Control Committee	72	69	73	3	0.9	1.0	1.0	0.0
<b>(Subtotal (2000) Risk Identification and Analysis</b>	<b>223</b>	<b>253</b>	<b>343</b>	<b>89</b>	<b>2.4</b>	<b>3.0</b>	<b>3.8</b>	<b>0.8</b>
<b>(3000) Risk Control Division</b>								
(3010) Safety, Security Emergency Planning	115	122	124	2	0.9	1.0	1.0	0.0
<b>Subtotal (3000) Risk Control Division</b>	<b>115</b>	<b>122</b>	<b>124</b>	<b>2</b>	<b>0.9</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>
<b>(4000) Risk Financing Division</b>								
(4010) Claims Examination	683	695	886	190	6.8	8.0	10.5	2.5
(4040) Claims Management	77	247	155	-92	2.3	2.0	1.4	-0.6
<b>Subtotal (4000) Risk Financing Division</b>	<b>760</b>	<b>942</b>	<b>1,041</b>	<b>98</b>	<b>9.0</b>	<b>10.0</b>	<b>12.0</b>	<b>2.0</b>
<b>(6000) Return to Work Program</b>								
(6010) Return to Work	0	883	851	-32	0.0	3.0	2.0	-1.0
<b>Subtotal (6000) Return to Work Program</b>	<b>0</b>	<b>883</b>	<b>851</b>	<b>-32</b>	<b>0.0</b>	<b>3.0</b>	<b>2.0</b>	<b>-1.0</b>
<b>Total Proposed Operating Budget</b>	<b>1,520</b>	<b>2,728</b>	<b>2,962</b>	<b>234</b>	<b>15.3</b>	<b>22.0</b>	<b>23.0</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 divisions, please see **Schedule 30-PBB Program Summary By Activity** in the **FY 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Office of Risk Management's (ORM) proposed FY 2013 gross budget is \$2,961,531, which represents an 8.6 percent increase over its FY 2012 approved gross budget of \$2,727,602. The budget is comprised entirely of Local 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

ORM's FY 2013 CSFL budget is \$2,772,817, which represents a \$45,215, or 1.7 percent, increase over the FY 2012 approved Local funds budget of \$2,727,602.

### **Initial Adjusted Budget**

The budget proposal enables the agency to continue to maximize support to District agencies and efficiently and fairly administers the District's public sector workers' compensation and tort liability programs.

**Cost Increase:** The budget proposal includes increases of \$22,215 of Local funds to adjust the budget for Supplies and Materials and Equipment and Equipment Rental, and \$111,889 for Other Services and Charges to align with historical spending.

**Cost Decrease:** The agency reduced \$110,767 of Local funds to align the budget with personal services cost projections, and \$23,337 to align the budget with cost projections for Supplies and Materials and Other Services and Charges.

### **Additionally Adjusted Budget**

**Technical Adjustment:** Adjustments of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$7,714 in Local funds.

### **Policy Initiatives**

**Technical Adjustment:** Adjustment to nonpersonal services to support the Memorandum of Understanding (MOU) with the Office of the Attorney General to provide legal services in administering the Public Sector Workers' Compensation Program, resulting in an increase of \$100,000 in Local funds.

**Cost Increase:** Local funds were increased by \$81,000 to provide funding for 1.0 new FTE to support settling tort claims, as well as pursuing subrogation claims against third parties who have committed negligent acts against the District of Columbia, its property, or its employees.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table RK0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table RK0-5**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>2,728</b>	<b>22.0</b>
Fringe Benefit Rate Adjustment	Multiple Programs	24	0.0
Consumer Price Index	Multiple Programs	12	0.0
Personal Services Growth Factor	Multiple Programs	9	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>2,773</b>	<b>22.0</b>
Cost Increase: Adjust the budget for Supplies and Materials and Equipment and Equipment Rental	Agency Management Program	22	0.0
Cost Increase: Adjust the budget for Other Services and Charges	Return To Work Program	112	0.0
Cost Decrease: Align the budget with personal services cost projections	Multiple Programs	-111	0.0
Cost Decrease: Align the budget with cost projections for Supplies and Materials and Other Services and Charges	Multiple Programs	-23	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>2,773</b>	<b>22.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	8	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>2,781</b>	<b>22.0</b>
<b>FY 2013 Policy Initiatives</b>			
Technical Adjustment: To support the Memorandum of Understanding (MOU) with the Office of the Attorney General in administering the Public Sector Workers' Compensation Program	Agency Management Program	100	0.0
Cost Increase: To provide funding for a new FTE for a claims adjustor position to support settling tort claims	Risk Financing Division	81	1.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>2,962</b>	<b>23.0</b>
<b>Gross for RK0 - D. C. Office of Risk Management</b>		<b>2,962</b>	<b>23.0</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

**Objective 1:** Reduce the level and cost of risk to the District government by increasing occupational safety.

**Objective 2:** Improve the management and efficiency of the Public Sector Workers' Compensation Program.

**Objective 3:** Reduce the number of lawsuits against the District government.

**Objective 4:** Recover money owed to the District as a result of tortious acts by third parties.

**Objective 5:** Increase contractual risk management and awareness of District agencies.

**Objective 6:** Ensure District residents' access to affordable health care and wellness education.

## Agency Performance Measures

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of District Government vendors in compliance with ORM minimum insurance requirements <sup>1</sup>	Not Available	100%	Not Available	100%	100%	100%
Number of environmental and safety inspections/re-inspections at District Government buildings	508; 82; 586	615	619	615	615	615
Reduce the number of "How Am I Driving?" 311 complaint calls (percent decrease and number of complaints)	-17% (991)	-15% (842) <sup>2</sup>	-1% (981)	-15% (834)	-15% (709)	-15% (603)
Total Cost of Public Sector Workers' Compensation Program (these amounts include settlements and adverse awards against PSWCP)	\$24.8M	\$21.5M	\$22.1M	\$17M	\$17M	\$17M
Average number of days an FY 2012 claimant receives workers' compensation benefits <sup>3</sup>	Not Available	Not Available	54.14	51.44	48.87	46.43
Overall average number of days off work <sup>4</sup>	Not Available	Not Available	1,778	1,689	1,520	1,368
Average cost per injury per claim per year	\$11,566	\$10,741	\$10,490.88	\$9,966.34	\$9,468.03	\$8,994.63
Number of employees participating in the return-to-work and/or District wide Intranet alternative work job depository	Not Available	Not Available	557	529	505	483
Tort claims received to closed ratio	61%	70%	103%	100%	100%	100%

**Performance Plan Endnotes:**

1. ORM started reviewing vendor insurance information in FY 2010, however, complete records of the total percentage of vendors in compliance are not available because it is not known what percentage of contracts were submitted by the Office of Contracting and Procurement (OCP) to ORM for review. As of the end of FY 2011, OCP has incorporated ORM's review system into the Procurement Automated Support System (PASS) to ensure that ORM is sent 100 percent of eligible contracts to review for compliance.
2. This represents a 15 percent reduction from the FY 2010 total number of calls (973). The FY 2012 target is a 15 percent reduction from the FY 2011 target; the FY 2013 target is a 15 percent reduction from the FY 2012 target; and the FY 2014 target is a 15 percent reduction from the FY 2013 target.
3. This number measures the average number of days a workers' compensation claimant whose claim was accepted within the noted fiscal year was not working and was receiving temporary total disability (TTD) payments.
4. This is a new measure added for FY 2012. The number measures the average number of days off work for the entire claimant population beginning from the onset of the claim until the present. No reliable data is available for previous fiscal years.
5. This measure was previously reported as the percentage of agencies participating in the Return to Work program. In FY 2012, it will be reported as a whole number to represent the number of employees returning to work.

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# D.C. Department of Human Resources

[www.dcop.dc.gov](http://www.dcop.dc.gov)

Telephone: 202-442-9700

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$11,907,490	\$9,871,867	\$10,318,724	4.5
FTEs	102.6	101.4	102.4	1.0

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The mission of the D.C. Department of Human Resources (DCHR) is to strengthen individual and organizational performance and enable the District government to attract, develop, and retain a highly qualified, diverse workforce.

## Summary of Services

DCHR offers executive management to District government officials and/or agencies by providing personnel-related services to help each agency meet daily mission mandates. Specific services provided include position classification and recruitment services, the interpretation of personnel-related policy, as well as oversight control (such as the adherence to regulatory requirements) for effective recruitment and staffing, strategic and financial restructuring through realignment assistance, and resource management. In addition, the agency provides D.C. government employees with a variety of services, including employee benefits and compensation guidance, performance management, compliance, audit assessments, legal guidance on personnel matters, and training/development.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table BE0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table BE0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	5,136	8,135	7,270	7,536	266	3.7
Special Purpose Revenue Funds	277	186	277	278	1	0.3
<b>Total for General Fund</b>	<b>5,414</b>	<b>8,321</b>	<b>7,547</b>	<b>7,814</b>	<b>267</b>	<b>3.5</b>
<b>Intra-District Funds</b>						
Intra-District Funds	7,858	3,587	2,325	2,505	180	7.7
<b>Total for Intra-District Funds</b>	<b>7,858</b>	<b>3,587</b>	<b>2,325</b>	<b>2,505</b>	<b>180</b>	<b>7.7</b>
<b>Gross Funds</b>	<b>13,271</b>	<b>11,907</b>	<b>9,872</b>	<b>10,319</b>	<b>447</b>	<b>4.5</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table BE0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table BE0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	58.3	86.1	82.6	79.0	-3.6	-4.3
Special Purpose Revenue Funds	3.6	1.2	3.8	3.7	-0.2	-3.9
<b>Total for General Fund</b>	<b>61.8</b>	<b>87.3</b>	<b>86.4</b>	<b>82.7</b>	<b>-3.7</b>	<b>-4.3</b>
<b>Intra-District Funds</b>						
Intra-District Funds	60.7	15.4	15.0	19.7	4.7	31.6
<b>Total for Intra-District Funds</b>	<b>60.7</b>	<b>15.4</b>	<b>15.0</b>	<b>19.7</b>	<b>4.7</b>	<b>31.6</b>
<b>Total Proposed FTEs</b>	<b>122.6</b>	<b>102.6</b>	<b>101.4</b>	<b>102.4</b>	<b>1.0</b>	<b>1.0</b>



## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table BE0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table BE0-3**  
(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
11 - Regular Pay - Continuing Full Time	6,459	6,011	6,446	6,317	-129	-2.0
12 - Regular Pay - Other	1,514	1,189	456	840	385	84.5
13 - Additional Gross Pay	47	262	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	1,519	1,145	1,473	1,657	184	12.5
15 - Overtime Pay	67	2	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>9,606</b>	<b>8,609</b>	<b>8,374</b>	<b>8,814</b>	<b>440</b>	<b>5.3</b>
20 - Supplies and Materials	69	43	39	39	0	0.8
30 - Energy, Comm. and Building Rentals	284	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	91	4	0	0	0	N/A
33 - Janitorial Services	126	0	0	0	0	N/A
34 - Security Services	87	0	0	0	0	N/A
35 - Occupancy Fixed Costs	148	0	0	0	0	N/A
40 - Other Services and Charges	560	209	38	35	-3	-6.9
41 - Contractual Services - Other	2,300	3,031	1,411	1,417	6	0.4
70 - Equipment and Equipment Rental	0	11	11	14	3	29.4
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>3,665</b>	<b>3,298</b>	<b>1,498</b>	<b>1,505</b>	<b>7</b>	<b>0.5</b>
<b>Gross Funds</b>	<b>13,271</b>	<b>11,907</b>	<b>9,872</b>	<b>10,319</b>	<b>447</b>	<b>4.5</b>

\*Percent change is based on whole dollars.

## Division Description

The D.C. Department of Human Resources operates through the following 7 divisions:

**Compensation and Classification** – provides position management, classification and compensation support services to District government agencies. Establishes official classifications and descriptions, designs and implements pay schedules, and develops classification/compensation policies, procedures and regulations. Provides expert advice to District government management in the areas of classification, compensation, administration of pay schedules, merit pay, compensation and classification policies, FLSA, and recruitment/retention issues.

**Recruitment and Staffing Administration** – provides recruitment, selection, and placement services to client agencies and oversight controls for effective recruitment and staffing, employee relations, and auditing of subordinate agencies delegated recruitment.

**Benefits and Retirement Services** – provides benefits services for the approximate 32,000 benefit-eligible employees and retirees to strengthen the individuals and organizational performance across the District. This includes plan management, contracting, and communication of all health, voluntary and retirement programs. Another function is the oversight and support of the Police and Firefighters Retirement Relief Board (PFRRB). The PFRRB hears and rules on optional, disability and survivor cases pertaining to sworn personnel of the Metropolitan Police Department, Fire and Emergency Medical Services Department, U.S. Park Police, and U.S. Secret Service.

**Workforce Development Administration** – provides training and development programs to District employees in order to attract, develop, and retain a highly qualified, diverse workforce. Administers a comprehensive set of programs to develop District leadership through the Certified Public Manager program; Capital City Fellows program; Centralized College Internship Program; and High School Intern Program.

This division contains the following 3 activities:

- **Training and Development** – provides training, a professional forum for implementing consortiums and programs that increase knowledge, skills, and competencies of District government employees;
- **Capital City Fellows** – provides central oversight for this two-year training program for recent graduates of master's degree programs in public administration, public policy, urban planning, and related fields while working for the District government; and
- **Special Programs** – provides central management of special programs designed to attract and recruit emerging leaders for the District government, and to make working in the District government a long-term career choice. Ranging in duration 6 weeks to 20 weeks, these programs promote leadership and competency development for local high school, undergraduate, and graduate students who want hands-on public policy municipal government experience. By extending outreach to the next generation of District employees, DCHR is responsive to city government challenges and proactive at arriving at modern solutions.

**Compliance and Legal Administration** – ensures that agencies comply with human resources laws, regulations, policies and procedures. Conducts criminal background investigations and drug and alcohol testing, and administers/enforces the District Residency Preference regulations for employment programs and the Domicile Requirement for District government employees, applicants and volunteers. Responsible for managing the HR control environment by identifying changes to applicable personnel laws, regulations and policies. Delivers training, continuing education and professional development programs and learning opportunities intended to enhance the knowledge, skills, and competencies of District government employees and residents alike.

This division contains the following 4 activities:

- **Legal** – provides legal assistance to DCHR and subordinate agencies to ensure that the District government attracts, develops, and retains a well-qualified, diverse workforce in compliance with the Comprehensive Merit

Personnel Act and other relevant District and federal laws, rules, and regulations. It also provides legal advice to the Director and agency management on a variety of complex legal issues in order to accomplish DCHR's mission, provides legal advice and guidance to both subordinate and independent agencies within the District government regarding matters involving personnel and employment law, and provides litigation support to the Office of the Attorney General in a variety of pending legal matters;

- **Compliance** – conducts criminal background investigations of District government employees, applicants and volunteers. Provides drug and alcohol testing services for specified employees and applicants. The unit administers and enforces the District Residency Preference regulations for employment programs and the Domicile Requirement. It also investigates complaints of violations of the District Personnel regulations and make recommendations for corrective action;

- **Police & Fire Retirement Relief Board** – provides oversight and support for the Police and Firefighters Retirement Relief Board (PFRRB). The PFRRB hears and rules on optional, disability and survivor cases pertaining to sworn personnel of the Metropolitan Police Department, Fire and Emergency Medical Services Department, U.S. Park Police, and U.S. Secret Service; and

- **Policy** – provides policy development and consultation services.

**Business Operation Group** – provides operational support to the agency's core HR functional service groups. More specifically, the group performs the following routine activities: (1) performs risk-based financial and operational performance audits and reviews of existing laws, regulations and policies; (2) conducts design and operational effectiveness reviews of existing business processes and functional Information Technology control activities; (3) designs and documents existing and new processes that are intended to drive process improvements; (4) provides monitoring and oversight over the end-to-end human resources lifecycle of activities, and provides performance management reports and updates; (5) serves as the agency's fiduciary custodians responsible for properly safeguarding the District's records management portfolio of Official Personnel Files (OPFs) and other personally identifiable information; and (6) provides senior management with comprehensive measurements, analysis and planning support to effectively manage the agency's resources (resource allocation and planning), facilities (i.e., Employee ID and Credentialing Services, Fleet Management, Facilities Operations) and financial obligations (i.e., P-Card, Direct Vouchers, Contracts and Procurements, Petty Cash, MOUs).

This division contains the following 2 activities:

- **Measurement, Analysis and Planning** – provides risk-based financial and operational performance audits and reviews of existing laws, regulations and policies; conducts design and operational effectiveness reviews of existing business processes and functional Information Technology control activities; designs and documents of existing and new processes that are intended to drive process improvements; provides monitoring and oversight over the end-to-end human resources lifecycle of activities; and provides performance management reports and updates; and

- **Resource Management Group** - serves as the agency's fiduciary custodians responsible for properly safeguarding the District's records management portfolio of OPFs and other personally identifiable information; and provides senior management with comprehensive measurements, analysis and planning support to effectively manage the agency's resources, facilities (i.e., Employee ID and Credentialing Services, Fleet Management, Facilities Operations) and financial obligations (i.e., P-Card, Direct Vouchers, Contracts and Procurements, Petty Cash, MOUs).

**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 D.C. Department of Human Resources added a new division, the Business Operations Group, in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Division and Activity

Table BE0-4 contains the proposed FY 2013 budget by division and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table BE0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1010) Personnel	804	823	1,007	184	6.7	7.0	8.0	1.0
(1020) Contracting and Procurement	0	0	0	0	0.0	0.0	0.0	0.0
(1030) Property Management	2	2	3	0	0.0	0.0	0.0	0.0
(1040) Human Resources Information Systems	656	523	602	79	4.8	0.0	7.0	7.0
(1040) Information Technology	0	0	0	0	0.0	5.0	0.0	-5.0
(1080) Communications	-2	0	112	112	0.0	0.0	1.0	1.0
(1085) Customer Service	625	728	252	-476	10.6	11.0	5.0	-6.0
<b>Subtotal (1000) Agency Management Program</b>	<b>2,086</b>	<b>2,075</b>	<b>1,974</b>	<b>-101</b>	<b>22.2</b>	<b>23.0</b>	<b>21.0</b>	<b>-2.0</b>
<b>(2000) Policy and Staffing Administration</b>								
(2010) Policy	0	0	0	0	0.0	5.0	0.0	-5.0
(2030) Recruiting and Staffing	0	0	0	0	0.0	12.0	0.0	-12.0
(2050) Audit	0	0	0	0	0.0	2.0	0.0	-2.0
<b>Subtotal (2000) Policy and Staffing Administration</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>19.0</b>	<b>0.0</b>	<b>-19.0</b>
<b>(2000) Recruitment and Staffing Administration</b>								
(2010) Recruiting and Staffing	487	489	670	181	4.8	0.0	8.0	8.0
(2030) Recruiting and Staffing	964	933	0	-933	12.5	0.0	0.0	0.0
(2050) Audit	158	174	0	-174	1.9	0.0	0.0	0.0
<b>Subtotal (2000) Recruitment and Staffing Administration</b>	<b>1,609</b>	<b>1,595</b>	<b>670</b>	<b>-925</b>	<b>19.2</b>	<b>0.0</b>	<b>8.0</b>	<b>8.0</b>
<b>(2100) Compliance and Legal Administration</b>								
(2120) Legal	187	214	123	-90	2.0	2.0	1.0	-1.0
(2130) Compliance	769	823	476	-347	5.8	6.0	6.0	0.0
(2140) Police and Fire Retirement Relief Board	0	0	240	240	0.0	0.0	3.3	3.3
(2150) Policy	0	0	431	431	0.0	0.0	4.0	4.0
<b>Subtotal (2100) Compliance and Legal Administration</b>	<b>956</b>	<b>1,037</b>	<b>1,271</b>	<b>234</b>	<b>7.8</b>	<b>8.0</b>	<b>14.3</b>	<b>6.3</b>
<b>(2200) Benefits and Retirement Services</b>								
(2210) Benefits Operation Unit	3,377	2,474	1,165	-1,309	18.8	20.4	15.1	-5.3
<b>Subtotal (2200) Benefits and Retirement Services</b>	<b>3,377</b>	<b>2,474</b>	<b>1,165</b>	<b>-1,309</b>	<b>18.8</b>	<b>20.4</b>	<b>15.1</b>	<b>-5.3</b>
<b>(2600) Compensation and Classification</b>								
(2610) Compensation	205	197	1,060	863	1.9	2.0	10.0	8.0
(2620) Classification	1,417	898	0	-898	8.7	9.0	0.0	-9.0
(2630) Performance Management	0	7	0	-7	0.0	0.0	0.0	0.0
<b>Subtotal (2600) Compensation and Classification</b>	<b>1,622</b>	<b>1,103</b>	<b>1,060</b>	<b>-42</b>	<b>10.6</b>	<b>11.0</b>	<b>10.0</b>	<b>-1.0</b>

(Continued on next page)

**Table BE0-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(3000) Workforce Development Administration</b>								
(3100) Training and Development	1,362	981	614	-367	9.6	10.0	6.0	-4.0
(3200) Capital City Fellows	758	607	641	34	14.4	10.0	10.0	0.0
(3300) Special Programs	137	0	288	288	0.0	0.0	3.0	3.0
<b>Subtotal (3000) Workforce Development Administration</b>	<b>2,257</b>	<b>1,588</b>	<b>1,543</b>	<b>-45</b>	<b>24.0</b>	<b>20.0</b>	<b>19.0</b>	<b>-1.0</b>
<b>(4000) Business Operations Group</b>								
(4100) Measurement, Analysis and Planning	0	0	772	772	0.0	0.0	10.0	10.0
(4200) Resource Management Group	0	0	1,863	1,863	0.0	0.0	5.0	5.0
<b>Subtotal (4000) Business Operations Group</b>	<b>0</b>	<b>0</b>	<b>2,635</b>	<b>2,635</b>	<b>0.0</b>	<b>0.0</b>	<b>15.0</b>	<b>15.0</b>
<b>Total Proposed Operating Budget</b>	<b>11,907</b>	<b>9,872</b>	<b>10,319</b>	<b>447</b>	<b>102.6</b>	<b>101.4</b>	<b>102.4</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 divisions, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Budget Changes

The District Department of Human Resources' (DCHR) proposed FY 2013 gross budget is \$10,318,724, which represents a 4.5 percent increase over its FY 2012 approved budget of \$9,871,867. The budget is comprised of \$7,536,269 in Local funds, \$277,688 in Special Purpose Revenue funds, and \$2,504,767 in Intra-District 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

DCHR's FY 2013 CSFL budget is \$7,390,937, which represents a \$120,584, or 1.7 percent, increase over the FY 2012 approved Local funds budget of \$7,270,353.

## Initial Adjusted Budget

**Cost Increase:** Local funds – DCHR reclassified \$298,088 of positions to Regular Pay - Other. Contractual Services increased by \$251,517 and Equipment and Equipment Rental by \$3,248 due to projected costs. Special Purpose Revenue – within personal services, Fringe Benefits increased by \$2,565, and salaries increase by \$2,292 in the Compliance and Legal Administration program. Intra-District funds – salaries were increased by \$243,410 for projected step increases and 4.7 new FTEs in the Capital City Fellow program. In addition,

Fringe Benefits increased by \$86,983; \$82,317 reallocated in personal services from multiple programs to the new Business Operations Group program; and Supplies and Materials increased by \$15,300.

**Cost Decrease:** Local funds – reduced by \$490,936 in personal services across multiple programs. Fringe Benefits reduced by \$43,826 to align with projected costs, and Other Services and Charges reduced by \$2,791. Special Purpose Revenue – Regular Pay – Continuing Full-Time salaries reduced by \$4,857 to offset step and fringe increases in Regular Pay – Other.

**Shift:** Local funds– Supplies were reduced by \$15,300 and shifted to Intra-District funds. Intra-District funds - Contractual Services were reduced by \$251,517 and shifted to Local funds.

### **Additionally Adjusted Budget**

**Technical Adjustment:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$25,589 to DCHR's Local funds, \$897 to Special Purpose Revenue, and \$3,551 to Intra-District funds.

### **Policy Initiatives**

**Transfer In:** Local funds – DCHR received a net increase of \$119,742 and 1.0 FTE from the Office of the Chief Technology Officer for salary and Fringe Benefits for Human Resources Information Systems (HRIS) functional support.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table BE0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table BE0-5**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>7,270</b>	<b>82.6</b>
Fringe Benefit Rate Adjustment	Multiple Programs	86	0.0
Consumer Price Index	Multiple Programs	6	0.0
Personal Services Growth Factor	Multiple Programs	29	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>7,391</b>	<b>82.6</b>
Cost Increase: Reclassification of personal services	Multiple Programs	298	0.0
Cost Increase: In Contractual Services - Other	Business Operations Group	252	0.0
Cost Increase: In Equipment and Equipment Rental	Business Operations Group	3	0.0
Cost Decrease: Personal services	Multiple Programs	-491	-4.6
Cost Decrease: Adjust Fringe Benefits with projected costs	Multiple Programs	-44	0.0
Cost Decrease: Other Services and Charges	Multiple Programs	-3	0.0
Shift: Supplies and shifted to Intra-District funds	Multiple Programs	-15	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>7,391</b>	<b>78.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	26	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>7,417</b>	<b>78.0</b>
<b>FY 2013 Policy Initiatives</b>			
Transfer In: Transfer FTE from the Office of the Chief Technology Officer to DCHR	Agency Management Program	120	1.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>7,536</b>	<b>79.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE</b>		<b>277</b>	<b>3.8</b>
Cost Increase: Align Fringe Benefits with projected costs	Compliance and Legal Administration	3	0.0
Cost Increase: Net increase of personal services moved from the Benefits and Retirement Services program	Compliance and Legal Administration	2	0.0
Cost Decrease: Net decrease of personal services	Compliance and Legal Administration	-5	-0.1
<b>FY 2013 Initial Adjusted Budget</b>		<b>277</b>	<b>3.7</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	1	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>278</b>	<b>3.7</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>278</b>	<b>3.7</b>
<b>INTRA-DISTRICT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>2,325</b>	<b>15.0</b>
Cost Increase: Adjust salary with projected step increases plus Capital City Fellow FTEs	Multiple Programs	243	4.7
Cost Increase: Align Fringe Benefits with projected costs	Multiple Programs	87	0.0
Cost Increase: Increase in personal services for new program	Business Operations Group	82	0.0
Cost Increase: Net increase of Supplies and Materials	Business Operations Group	15	0.0
Shift: Reduced Contractual Services and shifted to Local funds	Multiple Programs	-252	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>2,501</b>	<b>19.7</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	4	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>2,505</b>	<b>19.7</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>2,505</b>	<b>19.7</b>
<b>Gross for BE0 - D. C. Department of Human Resources</b>		<b>10,319</b>	<b>102.4</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

### 1. Administrative Services

Objective 1: Attract a highly qualified and diverse workforce for the District.

Objective 2: Retain and develop a quality work force through a re-engineering of key DCHR processes.

Objective 3: Enhance customer service to job applicants.

## Administrative Services

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of overall customer satisfaction <sup>1</sup>	72%	75%	Not Available	80%	85%	85%
Percentage of applicants reporting satisfied or extremely satisfied with DCHR customer service	98.5%	90%	98.58%	95%	97%	98%
Percentage of non-management employees reporting satisfaction with human resources services	99.2%	97%	99.08%	98%	99%	99%
Percentage of management employees reporting satisfaction with human resources services	99.3%	97%	100%	98%	99%	99%
Percentage of MSS employees that are District residents	37%	40%	35%	45%	50%	50%
Percentage of responses to customer inquiries received by "Ask the Director" within 24 hours	82%	90%	99.17%	95%	97%	98%

### 2. Benefits and Retirement

Objective 1: Attract a highly qualified and diverse workforce for the District of Columbia.

Objective 2: Retain and develop a quality work force through a re-engineering of key DCHR processes.

Objective 3: Enhance customer service to job applicants.

## Benefits and Retirement

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of employees participating in Deferred Compensation	39.1%	40%	40.44%	55%	58%	58%
Percentage of employees enrolled in Employee Self Service	93.1%	90%	97.73%	95%	95%	97%
Percentage of employees enrolled in Direct Deposit	93.5%	90%	95.73%	92%	95%	97%
Number of sick leave hours used per 1,000 hours worked <sup>2</sup>	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available



### 3. Compensation and Classification

**Objective 1:** Attract a highly qualified and diverse workforce for the District of Columbia.

**Objective 2:** Retain and develop a quality workforce through a re-engineering of key DCHR processes.

**Objective 3:** Establish organizational and position structures that promote the development of effective agency missions and operations.

#### Compensation and Classification

<b>Measure</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Target</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Projection</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>
Percentage of new position descriptions written with minimum qualifications	23.1%	25%	27.68%	90%	90%	90%
Number of classification actions (new job specifications or re-certifications) completed	786	400	455	100	200	200
Number of audit reports submitted to agency leadership on compensation and classification issues	5	4	7	4	4	4
Number of ePerformance training sessions offered to District employees	143	20	19	30	45	50
Percentage of external salary surveys completed within 14 days or survey deadline	97.2%	95%	80%	95%	100%	100%
Number of job specifications in the District	Not Available	4,000	Not Available	2,000	2,000	2,000
Number of HR advisors and other management staff trained on position management	Not Available	90	Not Available	90	90	90
Number of employee appeals for classification or compensation review received	Not Available	Baseline	Not Available	400	100	100
Number of position management consultations	Not Available	12	Not Available	24	48	50
Percentage of employee performance reviews completed on schedule <sup>3</sup>	Not Available	Baseline	Not Available	TBD	TBD	TBD

#### 4. Compliance and Legal

**Objective 1:** Retain and develop a quality workforce through a re-engineering of key DCHR processes.

**Objective 2:** Enhance customer service to job applicants.

**Objective 3:** Produce fair, timely and quality legal written decisions in disability retirement cases involving the police and firefighters.

**Objective 4:** Maintain a certified pool of eligible Police Firefighters' Retirement and Relief Board members.

### Compliance and Legal

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Number of criminal background checks of incumbent employees	2,145	648	559	750	800	800
Number of criminal background checks of applicants	1,493	900	849	1,015	1,200	1,200
Number of criminal background checks of volunteers	2,619	1,900	1,656	2,500	3,000	3,000
Number of drug tests of incumbents	837	1,150	996	1,208	1,268	1,268
Number of alcohol tests of incumbents	141	355	179	374	393	400
Number of drug tests of applicants	1,521	1,150	1,048	1,200	1,350	1,350
Number of cases that are continued for hearings	Not Available	Baseline	23	23	TBD	TBD
Number of cases reversed/remanded by D.C. Court of Appeals	Not Available	Baseline	0	1	TBD	TBD
Percentage of cases decided within two years	Not Available	Baseline	100%	100%	TBD	TBD
Number of training seminars for PFRRB members	0	4	4	5	5	5

PFRRB: Police Firefighter Retirement and Relief Board

#### 5. Policy and Audit

**Objective 1:** Attract a highly qualified and diverse workforce for the District of Columbia.

**Objective 2:** Retain and develop a quality workforce through a re-engineering of key DCHR processes.

**Objective 3:** Enhance customer service to job applicants.

**Objective 4:** Training for Human Resources Advisors (HRAs).

### Policy and Audit

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Total number of vacancies <sup>4</sup>	1,978	1,000	775	800	800	800
Number of audits conducted in District government agencies	7	9	Not Available	13	13	13
Percentage of electronic recruitment processing completed within 48 hours for Tier III agencies <sup>5</sup>	29%	80%	3.35%	90%	90%	90%

## 6. Workforce Development Division

**Objective 1:** Attract a highly qualified and diverse workforce for the District of Columbia.

**Objective 2:** Retain and develop a quality workforce through a re-engineering of key DCHR processes.

**Objective 3:** Enhance training opportunities.

### Workforce Development Division

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Number of Certified Public Managers transitioning into management positions and/or leadership roles within one year of certification <sup>6</sup>	27.3%	35%	38.89%	40%	45%	46%
Percentage of Capital City Fellows and Emerging Leaders accepting District positions upon completion of program	47.4%	40%	22.22%	45%	50%	55%
Average time (hours) spent per employee in WDA instructor led training	5.4	6	5	10	12	15
Average time (hours) spent per employee in WDA training online	4.8	3	2.89	5	7	10
Number of employees utilizing the new Learning Management System (LMS)	Not Available	2,000	Not Available	3,000	4,000	5,000

#### Performance Plan Endnotes:

1. This is an industry standard. According to the FY 2007 International City/County Management Association (ICMA) Center for Performance Measurement, the average percent of overall satisfaction is 75.4 percent based on responses from 9 jurisdictions.
2. This is a baseline measure. There are no projections for out years. This is an industry standard. According to FY 2007 ICMA Center for Performance Measurement, the average number of sick leave hours used per 1,000 hours worked is 30 hours based on the responses of 73 jurisdictions.
3. This is an industry standard. According to the FY 2007 ICMA Center for Performance Measurement, the average percentage of employee performance reviews completed on schedule was 78.7 percent based on responses from 76 jurisdictions.
4. The number of vacancies in Fiscal Year 2010 was impacted by a District-wide hiring freeze, which resulted in a reduced rate of the backfilling of positions vacated by attrition.
5. A Tier III agency referenced in the table above is an agency (subordinate or independent) for which the DCHR provides the full cadre of HR services.
6. This measure tracks the number of all graduates (grades 13 and above) who progress into new leadership positions/roles, and those who continue their leadership/management progression beyond the management role they encumbered at the time of application.

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# Office of Disability Rights

<http://odr.dc.gov>

Telephone: 202-724-5055

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$1,207,286	\$1,616,156	\$1,839,671	13.8
FTEs	10.6	11.0	11.0	0.0

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The mission of the Office of Disability Rights (ODR) is to ensure that every program, service, benefit, and activity operated or funded by the District of Columbia is fully accessible to, and usable by, qualified people with disabilities with or without reasonable accommodations or modifications.

## Summary of Services

ODR is responsible for oversight of the District's obligations under the Americans with Disabilities Act (ADA), as well as other federal and local disability rights laws. ODR provides technical assistance, training, informal dispute resolution, policy guidance, and expertise on disability rights issues to District agencies and the disability community. ODR coordinates the ADA compliance efforts of all District agencies and works with agency ADA coordinators to ensure that the District is responsive to the needs of the disability community and employees with disabilities.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table JR0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table JR0-1**  
(dollars in thousands)

Appropriated Funds	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	961	819	952	970	18	1.9
<b>Total for General Fund</b>	<b>961</b>	<b>819</b>	<b>952</b>	<b>970</b>	<b>18</b>	<b>1.9</b>
<b>Federal Resources</b>						
Federal Grant Funds	220	379	664	718	54	8.1
<b>Total for Federal Resources</b>	<b>220</b>	<b>379</b>	<b>664</b>	<b>718</b>	<b>54</b>	<b>8.1</b>
<b>Intra-District Funds</b>						
Intra-District Funds	0	9	0	152	152	N/A
<b>Total for Intra-District Funds</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>152</b>	<b>152</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>1,181</b>	<b>1,207</b>	<b>1,616</b>	<b>1,840</b>	<b>224</b>	<b>13.8</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table JR0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table JR0-2**

Appropriated Funds	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	7.7	7.6	8.0	8.0	0.0	0.0
<b>Total for General Fund</b>	<b>7.7</b>	<b>7.6</b>	<b>8.0</b>	<b>8.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Federal Resources</b>						
Federal Grant Funds	0.0	3.0	3.0	3.0	0.0	0.0
<b>Total for Federal Resources</b>	<b>0.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>7.7</b>	<b>10.6</b>	<b>11.0</b>	<b>11.0</b>	<b>0.0</b>	<b>0.0</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table JR0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table JR0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	734	797	879	891	11	1.3
12 - Regular Pay - Other	44	0	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	161	161	157	179	22	13.8
15 - Overtime Pay	0	0	0	0	0	0
<b>Subtotal Personal Services (PS)</b>	<b>940</b>	<b>958</b>	<b>1,036</b>	<b>1,069</b>	<b>33</b>	<b>3.2</b>
20 - Supplies and Materials	12	9	12	14	2	20.9
30 - Energy, Comm. and Building Rentals	5	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	6	0	0	0	0	N/A
34 - Security Services	4	0	0	0	0	N/A
35 - Occupancy Fixed Costs	11	0	0	0	0	N/A
40 - Other Services and Charges	181	179	150	305	155	103.2
41 - Contractual Services - Other	11	53	400	433	33	8.2
70 - Equipment and Equipment Rental	11	8	19	19	0	2.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>242</b>	<b>249</b>	<b>580</b>	<b>771</b>	<b>190</b>	<b>32.8</b>
<b>Gross Funds</b>	<b>1,181</b>	<b>1,207</b>	<b>1,616</b>	<b>1,840</b>	<b>224</b>	<b>13.8</b>

\*Percent change is based on whole dollars.

## Program Description

The Office of Disability Rights operates through the following 2 programs:

**Disability Rights** – promotes the accessibility of District of Columbia government programs and services for individuals with disabilities by coordinating and overseeing a District-wide compliance program.

This program contains the following 6 activities:

- **Operations** – provides overall direction, leadership, and coordination of, and guidance on, activities related to the centralized administrative support system; establishes procedures and protocols for unified operations within the agency; and assists in facilities management;
- **Training and Technical Assistance** – provides ongoing training and technical assistance to the agency's ADA coordinators and personnel;
- **Public Information and Outreach** – provides information through published literature, assistance and referrals to individuals who have questions about disability rights or are experiencing obstacles to receiving services;
- **Evaluation and Compliance** – evaluates the District's compliance with the ADA, section 504 of the Rehabilitation Act, and the disability rights provisions of the Human Rights Act; reports deficiencies to the

Office of Human Rights; makes recommendations for addressing deficiencies to the Mayor; and coordinates, facilitates, and supports the Mayor's Committee on Persons with Disabilities;

- **Investigations** – provides informal dispute resolution into actions or inactions of agencies in alleged violation of the ADA, the District of Columbia Disability Rights Protection Act, other federal disability civil rights legislation, and other disability-related civil rights legislation; and
- **State Developmental Disabilities Council (DDC)** – functions as the Designated State Agency; provides support services; maintains fiscal responsibilities, records, access, and financial reports; and supports the DDC state plan.

**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 Office of Disability Rights has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table JR0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table JR0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1030) Property Management	0	2	3	0	0.0	0.0	0.0	0.0
(1040) Information Technology	8	6	6	0	0.0	0.0	0.0	0.0
(1090) Performance Management	215	295	299	4	2.8	3.0	3.0	0.0
<b>Subtotal (1000) Agency Management Program</b>	<b>224</b>	<b>303</b>	<b>308</b>	<b>4</b>	<b>2.8</b>	<b>3.0</b>	<b>3.0</b>	<b>0.0</b>
<b>(2000) Disability Rights</b>								
(2005) Operations	1	11	11	0	0.9	0.0	0.0	0.0
(2010) Training and Technical Assistance	150	154	159	4	0.9	1.6	1.6	0.0
(2015) Public Information and Outreach	0	1	1	0	0.0	0.0	0.0	0.0
(2020) Evaluation and Compliance	410	445	603	158	1.4	3.0	3.0	0.0
(2030) Investigations	44	37	41	4	1.4	0.4	0.4	0.0
(2040) State Developmental Disabilities Council	379	664	718	54	3.0	3.0	3.0	0.0
<b>Subtotal (2000) Disability Rights</b>	<b>984</b>	<b>1,313</b>	<b>1,532</b>	<b>219</b>	<b>7.7</b>	<b>8.0</b>	<b>8.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>1,207</b>	<b>1,616</b>	<b>1,840</b>	<b>224</b>	<b>10.6</b>	<b>11.0</b>	<b>11.0</b>	<b>0.0</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Office of Disability Rights' (ODR) proposed FY 2013 gross budget is \$1,839,671, which represents a 13.8 percent increase over its FY 2012 approved gross budget of \$1,616,156. The budget is comprised of \$970,136 in Local funds, \$717,535 in Federal Grants funds, and \$152,000 in Intra-District 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

ODR's FY 2013 CSFL budget is \$967,257, which represents a \$15,074, or 1.6 percent, increase over the FY 2012 approved Local funds budget of \$952,183.

### **Initial Adjusted Budget**

The budget proposal enables the agency to continue to maximize all available resources to ensure that every program, service, benefit, and activity operated or funded by the District of Columbia is fully accessible to, and usable by, people with disabilities.

**Cost Increase:** The budget proposal includes adjustments in personal services for projected salary, steps and Fringe Benefit cost increases of \$14,579 in Local funds and \$3,596 in Federal Grant funds. The proposed budget includes adjustments in nonpersonal services for Supplies and Materials of \$2,100, Other Services and Charges of \$14,900 and Contractual Services of \$31,900 in Federal Grants. The budget proposal also includes nonpersonal services adjustments of \$152,000 in Intra-District funds for Other Services and Charges based on new District-wide Memoranda of Understanding (MOU) with 31 agencies for Sign Language Interpretation Services.

**Cost Decrease:** The budget proposal includes a reduction of \$14,579 in Local funds that reflects cost reductions in Other Services and Charges.

### **Additionally Adjusted Budget**

**Technical Adjustment:** Adjustments of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in increases of \$2,880 in Local funds and \$776 in Federal Grants funds.



## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table JR0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table JR0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>952</b>	<b>8.0</b>
Fringe Benefit Rate Adjustment	Multiple Programs	8	0.0
Consumer Price Index	Multiple Programs	4	0.0
Personal Services Growth Factor	Multiple Programs	3	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>967</b>	<b>8.0</b>
Cost Increase: Projected salary, steps and Fringe Benefit increases	Multiple Programs	15	0.0
Cost Decrease: Cost reduction of Other Services and Charges	Multiple Programs	-15	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>967</b>	<b>8.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	3	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>970</b>	<b>8.0</b>
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>970</b>	<b>8.0</b>
<b>FEDERAL GRANT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>664</b>	<b>3.0</b>
Cost Increase: Projected salary, steps and Fringe Benefit increases	Disability Rights	4	0.0
Cost Increase: Supplies and Materials	Disability Rights	2	0.0
Cost Increase: Other Services and Charges	Disability Rights	15	0.0
Cost Increase: Contractual Services	Disability Rights	32	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>717</b>	<b>3.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	1	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>718</b>	<b>3.0</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>718</b>	<b>3.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
Cost Increase: Other Services and Charges (District-wide MOU with 31 agencies for Sign Language Interpretation services)	Disability Rights	152	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>152</b>	<b>0.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>152</b>	<b>0.0</b>
<b>Gross for JR0 - Office of Disability Rights</b>		<b>1,840</b>	<b>11.0</b>

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

**Objective 1:** Be a model city of accessibility for people with disabilities.

**Objective 2:** Improve the responsiveness of government systems and employees to the needs of people with disabilities.

**Objective 3:** Increase employment of people with disabilities in District government.

**Objective 4:** Expand opportunities for people with disabilities to live in integrated community settings.

## Agency Performance Measures

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Number of District-owned and leased buildings modified for accessibility	78	50	71	60	70	Not Available
Number of District facilities assessed for accommodation needs	102	60	357	Not Available	Not Available	Not Available
Percentage of sign language interpretation requests filled within 5-7 days from the date of the request	100%	100%	100%	100%	100%	Not Available
Number of agencies trained on Section 508 and content management	22	18	Not Available	22	30	Not Available
Percentage of video and audio files posted to new content management system with captioning or written transcript	Not Available	80%	Not Available	Not Available	Not Available	Not Available
Number of agency Section 508 compliance plans to improve web accessibility submitted	Not Available	14	Not Available	Not Available	Not Available	Not Available
Number of District employees, contractors, and grantees receiving ADA training	750	600	676	1,000	750	Not Available
Number of technical assistance calls/complaints/resource requests handled within 30 days	629	450	470	480	420	Not Available
Number of agency ADA compliance plans completed and being implemented	50	60	140	50	85	Not Available
Number of sign language requests completed	411	400	402	425	450	Not Available
Number of reasonable accommodations provided to District employees	29	40	35	30	30	Not Available
Number of people moved out of institutions into community-based settings	761	90	840	Not Available	Not Available	Not Available

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# Medical Liability Captive Insurance Agency

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<b>Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Approved</b>	<b>FY 2013 Proposed</b>	<b>% Change from FY 2012</b>
Operating Budget	\$196,378	\$3,181,640	\$2,495,850	-21.6

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The mission of the Medical Liability Captive Insurance Agency (“the Captive”) is to provide insurance for local non-profit health centers. The Captive was created by statute in 2008 and is administered by the Chief Risk Officer, Office of Risk Management (ORM). ORM incorporated the Captive and began writing insurance policies in FY 2008. The liability of the agency is limited to the funds available to the Captive participants.

The agency’s FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table RJ0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table RJ0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	0	196	2,584	2,430	-154	-6.0
Special Purpose Revenue Funds	210	0	598	66	-531	-88.9
<b>Total for General Fund</b>	<b>210</b>	<b>196</b>	<b>3,182</b>	<b>2,496</b>	<b>-686</b>	<b>-21.6</b>
<b>Gross Funds</b>	<b>210</b>	<b>196</b>	<b>3,182</b>	<b>2,496</b>	<b>-686</b>	<b>-21.6</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table RJ0-2 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table RJ0-2**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	37	-1	0	0	0	N/A
12 - Regular Pay - Other	60	88	0	0	0	N/A
13 - Additional Gross Pay	1	-1	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	16	16	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>115</b>	<b>102</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
20 - Supplies and Materials	0	0	10	10	0	N/A
40 - Other Services and Charges	95	95	3,172	2,486	-686	-21.6
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>95</b>	<b>95</b>	<b>3,182</b>	<b>2,496</b>	<b>-686</b>	<b>-21.6</b>
<b>Gross Funds</b>	<b>210</b>	<b>196</b>	<b>3,182</b>	<b>2,496</b>	<b>-686</b>	<b>-21.6</b>

\*Percent change is based on whole dollars.

## Program Description

The District of Columbia Medical Liability Captive Insurance Company operates through the following program:

**Medical Liability Captive Operations** - is developed to reduce the District's unlimited medical malpractice risks, while providing insurance for local non-profit health centers. The Office of Risk Management underwrites and administers medical malpractice insurance policies to non-profit community health centers and offers gap insurance to Federally Qualified Health Centers for claims that are not covered by the Federal Tort Claims Act.

This program contains the following 2 activities:

- **Oversight** - The Chief Risk Officer, with the assistance of the Captive Advisory Council, continues to advise and oversee the needs and interests of the health centers to ensure that they continue to meet the requirements of the Captive for providing services to their customers and the financial condition of its policyholders; and
- **Growth and Income Strategy and Management** - distributes payments and collects premium and interest income on behalf of the District Medical Liability Captive Insurance Agency for the establishment, operation, and administration of the agency.

## Program Structure Changes

The District of Columbia Medical Liability Captive Insurance Agency has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table RJ0-3 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table RJ0-3**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(2000) Medical Liability Captive Operations</b>								
(2001) Oversight	196	2,584	2,430	-154	0.0	0.0	0.0	0.0
(2002) Growth and Income Strategy and Management	0	598	66	-531	0.0	0.0	0.0	0.0
<b>Subtotal (2000) Medical Liability Captive Operations</b>	<b>196</b>	<b>3,182</b>	<b>2,496</b>	<b>-686</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>196</b>	<b>3,182</b>	<b>2,496</b>	<b>-686</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Budget Changes

The Medical Liability Captive Insurance Agency's (MLCIA) proposed FY 2013 gross budget is \$2,495,850, which represents a 21.6 percent decrease from its FY 2012 approved gross budget of \$3,181,640. The budget is comprised of \$2,429,757 in Local funds and \$66,093 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 Local funds budget are described in table 4 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.

MLCIA's FY 2013 CSFL Local budget is \$2,429,757, which represents a \$154,357, or 6.0 percent, decrease from the FY 2012 approved Local funds budget of \$2,584,114.

### Initial Adjusted Budget

Cost Decrease: Special Purpose Revenue funds were decreased by \$531,433 to align with projected resources.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table RJ0-4 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table RJ0-4**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>2,584</b>	<b>0.0</b>
Removal of One-Time Funding	Medical Liability Captive Operations	-202	0.0
Consumer Price Index	Medical Liability Captive Operations	48	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>2,430</b>	<b>0.0</b>
No Change		0	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>2,430</b>	<b>0.0</b>
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>2,430</b>	<b>0.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE</b>		<b>598</b>	<b>0.0</b>
Cost Decrease: To align with projected resources	Medical Liability Captive Operations	-531	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>66</b>	<b>0.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>66</b>	<b>0.0</b>
<b>Gross for RJ0 - Medical Liability Captive Insurance Agency</b>		<b>2,496</b>	<b>0.0</b>

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

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# Office of Finance and Resource Management

**www.cfo.dc.gov**  
**Telephone: 202-727-0333**

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<b>Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Approved</b>	<b>FY 2013 Proposed</b>	<b>% Change from FY 2012</b>
Operating Budget	\$31,708,152	\$31,056,301	\$32,637,894	5.1
FTEs	47.5	42.0	42.0	0.0

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The mission of the Office of Finance and Resource Management (OFRM) is to provide financial and resource management services to various District of Columbia government agencies. OFRM will promote the effective management of the District's resources by continuously seeking improvements in operational efficiency on behalf of the government and the residents of the District.

The agency's FY 2013 proposed budget is presented in the following tables:

## **FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type**

Table AS0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table AS0-1**  
(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	4,297	17,874	19,068	19,373	305	1.6
Special Purpose Revenue Funds	0	0	226	294	68	29.9
<b>Total for General Fund</b>	<b>4,297</b>	<b>17,874</b>	<b>19,294</b>	<b>19,667</b>	<b>373</b>	<b>1.9</b>
<b>Intra-District Funds</b>						
Intra-District Funds	250,197	13,834	11,762	12,971	1,209	10.3
<b>Total for Intra-District Funds</b>	<b>250,197</b>	<b>13,834</b>	<b>11,762</b>	<b>12,971</b>	<b>1,209</b>	<b>10.3</b>
<b>Gross Funds</b>	<b>254,495</b>	<b>31,708</b>	<b>31,056</b>	<b>32,638</b>	<b>1,582</b>	<b>5.1</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Full-Time Equivalents, by Revenue Type**

Table AS0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table AS0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change</b>
<b>General Fund</b>						
Local Funds	46.5	39.8	37.6	37.4	-0.3	-0.8
<b>Total for General Fund</b>	<b>46.5</b>	<b>39.8</b>	<b>37.6</b>	<b>37.4</b>	<b>-0.3</b>	<b>-0.8</b>
<b>Intra-District Funds</b>						
Intra-District Funds	4.3	7.8	4.4	4.6	0.3	6.9
<b>Total for Intra-District Funds</b>	<b>4.3</b>	<b>7.8</b>	<b>4.4</b>	<b>4.6</b>	<b>0.3</b>	<b>6.9</b>
<b>Total Proposed FTEs</b>	<b>50.9</b>	<b>47.5</b>	<b>42.0</b>	<b>42.0</b>	<b>0.0</b>	<b>0.0</b>



## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table AS0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table AS0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	3,764	3,806	3,615	3,811	196	5.4
12 - Regular Pay - Other	28	0	0	0	0	N/A
13 - Additional Gross Pay	11	15	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	789	756	801	918	117	14.6
15 - Overtime Pay	8	10	0	4	4	N/A
<b>Subtotal Personal Services (PS)</b>	<b>4,600</b>	<b>4,587</b>	<b>4,416</b>	<b>4,734</b>	<b>317</b>	<b>7.2</b>
20 - Supplies and Materials	25	13	6	30	24	370.4
30 - Energy, Comm. and Building Rentals	97,709	250	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	26,974	26,748	26,632	27,764	1,131	4.2
32 - Rentals - Land and Structures	124,940	-12	0	0	0	N/A
33 - Janitorial Services	30	0	0	0	0	N/A
34 - Security Services	21	0	0	0	0	N/A
35 - Occupancy Fixed Costs	37	0	0	0	0	N/A
40 - Other Services and Charges	138	120	1	81	80	6,516.8
70 - Equipment and Equipment Rental	20	3	0	30	30	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>249,895</b>	<b>27,121</b>	<b>26,640</b>	<b>27,904</b>	<b>1,264</b>	<b>4.7</b>
<b>Gross Funds</b>	<b>254,495</b>	<b>31,708</b>	<b>31,056</b>	<b>32,638</b>	<b>1,582</b>	<b>5.1</b>

\*Percent change is based on whole dollars.

## Program Description

The Office of Finance and Resource Management operates through the following 3 programs:

**Financial Management** – provides financial management services to enable agencies to accomplish programmatic goals and ensure financial health and positive recognition of the agency and the District of Columbia government.

This program contains the following 4 activities:

- **Accounting** – provides accounts payable and accounts receivable services to cluster agencies; processes all vendor invoice payments ensuring that the provisions of the District’s Quick Payment Act are adhered to; reconciles all agency-controlled cash accounts; processes all check payments and cash receipts within 24 hours; processes accounting journal entries for cluster agencies and records all financial events in the accounting system within the required timeframes; manages and directs the monthly, interim, and annual closings; and completes cash draw downs for agencies with federal grant programs;
- **Budget Formulation and Planning** – provides and develops the annual budgets in conjunction with the cluster agencies; provides budget execution, financial analysis, forecasting, and reporting functions on behalf of the agencies in the cluster; and approves and tracks all agency obligations and commitments;
- **Grants** – provides budget modifications and reprogrammings; monitors grant expiration dates in order to limit the occurrence of lapsed grants; and completes required grant budget and expenditure reports; and
- **Fixed Costs** – provides timely and accurate fixed costs payments to District vendors and ensures that expenditures are accurately billed to the applicable cluster agency.

**Resource Management** – performs due diligence analysis to identify financial waste and abuse and accounts for the use of all dollars expended from budgets of client agencies that are related to fixed costs.

**Agency Management** – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using the performance-based budgeting.

## Program Structure Change

The Office of Finance and Resource Management has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table AS0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table AS0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1030) Property Management	13,967	15,154	15,085	-69	0.0	0.0	0.0	0.0
(1050) Financial Management	132	6	60	54	0.0	0.0	0.0	0.0
(1070) Fleet Management	4	1	1	0	0.0	0.0	0.0	0.0
(1080) Communications	560	560	601	41	6.5	5.6	5.6	0.0
(1100) Office of Finance and Resource Management	0	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Agency Management Program</b>	<b>14,662</b>	<b>15,721</b>	<b>15,747</b>	<b>26</b>	<b>6.5</b>	<b>5.6</b>	<b>5.6</b>	<b>0.0</b>
<b>(2000) Financial Management</b>								
(2100) Accounting	1,245	1,246	1,425	179	16.1	12.6	14.0	1.4
(2200) Budget Formulations and Planning	1,842	1,902	2,012	110	15.6	16.8	16.4	-0.4
(2300) Grants	87	53	89	36	1.0	1.0	1.0	0.0
(2400) Capital	314	68	0	-68	3.4	1.0	0.0	-1.0
(2500) Fixed Costs	13,020	11,478	12,678	1,200	0.0	0.0	0.0	0.0
<b>Subtotal (2000) Financial Management</b>	<b>16,509</b>	<b>14,747</b>	<b>16,204</b>	<b>1,458</b>	<b>36.1</b>	<b>31.4</b>	<b>31.4</b>	<b>0.0</b>
<b>(3000) Resource Management</b>								
(3100) Resource Management	538	588	687	99	4.9	5.0	5.0	0.0
<b>Subtotal (3000) Resource Management</b>	<b>538</b>	<b>588</b>	<b>687</b>	<b>99</b>	<b>4.9</b>	<b>5.0</b>	<b>5.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>31,708</b>	<b>31,056</b>	<b>32,638</b>	<b>1,582</b>	<b>47.5</b>	<b>42.0</b>	<b>42.0</b>	<b>0.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Office of Finance and Resource Management's (OFRM) proposed FY 2013 gross budget is \$32,637,894, which represents a 5.1 percent increase over its FY 2012 approved gross budget of \$31,056,301. The budget is comprised of \$19,373,140 in Local funds, \$293,542 in Special Purpose Revenue funds, and \$12,971,212 in Intra-District funds. The proposed FY 2013 budget reflects the OFRM's commitment to provide financial and resource management services to various District of Columbia government agencies.

The agency has budgeted \$27,763,542 in District-wide telecom costs, including landline, wireless and data services for many District agencies. The \$27,763,542 includes \$15,085,464 in Local funds, \$293,542 in Special Purpose Revenue funds, and \$12,384,536 in Intra-District funds collected from other agencies.

To simplify and improve cost accounting for telecommunications costs, Local funds for telecommunications for most agencies have been budgeted directly in OFRM. In prior years, about 70 agencies budgeted for telecom costs individually and then transferred funds to OFRM during the fiscal year. Agencies that pay for telecommunications services using Special Purpose Revenue or Federal funds will continue to budget for these costs within the agency budget and transfer funds to OFRM in FY 2013.

### **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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

OFRM's FY 2013 CSFL budget is \$19,133,765, which represents a \$65,761 or 0.3 percent, increase over the FY 2012 Approved Local funds budget of \$19,068,004.

### **Initial Adjusted Budget**

**Technical Adjustment:** \$1,361,106 was added for the Local portion of Telecom transferred from the Department of Transportation, and \$1,139,086 was reduced for the Local Telecom budget for the Office of Unified Communications (OUC). OFRM will receive those funds via Intra-District from the OUC E911 Fund.

**Shift:** The agency's proposed budget moves 0.3 FTE from Local funds to Intra-District funds in the Agency Management program.

**Cost Increase:** To address the increasing demands for telecommunications resources, the agency proposes to increase Telecom by \$67,504 in Special Purpose Revenue funds and \$1,132,435 in Intra-District funds from OUC based on current estimates from the Office of the Chief Technology Officer (OCTO). The agency also proposed an increase of \$75,139 in Intra-District funds for personal services costs attributed to step and Fringe Benefit increases.

### **Additionally Adjusted Budget**

**Technical Adjustment:** Adjustment of Fringe Benefits to reverse a 72 percent District Government contribution for employee health insurance implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$17,355 in Local funds and \$1,380 in Intra-District funds.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table AS0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table AS0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>19,068</b>	<b>37.6</b>
Consumer Price Index (less than \$500)	Multiple Programs	0	0.0
Fringe Benefit Rate Adjustment	Multiple Programs	50	0.0
Personal Services Growth Factor	Multiple Programs	16	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>19,134</b>	<b>37.6</b>
Technical Adjustments: Transfer in from Department of Transportation for Telecom	Agency Management Program	1,361	0.0
Technical Adjustments: Reduction to Telecom	Agency Management Program	-1,139	0.0
Shift: Move to Intra-District	Agency Management Program	0	-0.3
<b>FY 2013 Initial Adjusted Budget</b>		<b>19,356</b>	<b>37.4</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	17	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>19,373</b>	<b>37.4</b>
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>19,373</b>	<b>37.4</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE</b>		<b>226</b>	<b>0.0</b>
Cost Increase: Telecom fixed costs for District Enterprise agencies	Financial Management	68	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>294</b>	<b>0.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>294</b>	<b>0.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>11,762</b>	<b>4.4</b>
Cost Increase: Step increases and associated Fringe Benefits	Financial Management	75	0.0
Cost Increase: Telecom fixed costs	Financial Management	1,132	0.0
Shift: From Local funds	Agency Management Program	0	0.3
<b>FY 2013 Initial Adjusted Budget</b>		<b>12,970</b>	<b>4.6</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	1	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>12,971</b>	<b>4.6</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>12,971</b>	<b>4.6</b>
<b>Gross for AS0 - Office of Finance and Resource Management</b>		<b>32,638</b>	<b>42.0</b>

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

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# Office of Contracting and Procurement

[www.ocp.dc.gov](http://www.ocp.dc.gov)

Telephone: 202-727-0252

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$24,568,098	\$8,697,582	\$8,970,555	3.1
FTEs	87.7	84.0	85.0	1.2

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The mission of the Office of Contracting and Procurement (OCP) is to partner with vendors and District agencies to purchase quality goods and services in a timely manner and at a reasonable cost while ensuring that all purchasing actions are conducted fairly and impartially.

## Summary of Services

OCP purchases approximately \$2.0 billion of goods and services on behalf of more than 60 different District agencies and programs. OCP buying teams include goods, services, transportation and specialty equipment, and information technology. The agency provides oversight and monitoring of agencies with delegated contracting authority, provides contract administration support, and manages the District's Purchase Card program. OCP also provides surplus property management for District agencies.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table PO0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table PO0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	2,775	8,294	8,698	8,971	273	3.1
Special Purpose Revenue Funds	523	1,189	0	0	0	N/A
<b>Total for General Fund</b>	<b>3,298</b>	<b>9,483</b>	<b>8,698</b>	<b>8,971</b>	<b>273</b>	<b>3.1</b>
<b>Intra-District Funds</b>						
Intra-District Funds	22,030	15,085	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>22,030</b>	<b>15,085</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>25,328</b>	<b>24,568</b>	<b>8,698</b>	<b>8,971</b>	<b>273</b>	<b>3.1</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table PO0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table PO0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	21.6	79.1	84.0	85.0	1.0	1.2
Special Purpose Revenue Funds	3.8	8.6	0.0	0.0	0.0	N/A
<b>Total for General Fund</b>	<b>25.4</b>	<b>87.7</b>	<b>84.0</b>	<b>85.0</b>	<b>1.0</b>	<b>1.2</b>
<b>Intra-District Funds</b>						
Intra-District Funds	77.1	0.0	0.0	0.0	0.0	N/A
<b>Total for Intra-District Funds</b>	<b>77.1</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>N/A</b>
<b>Total Proposed FTEs</b>	<b>102.5</b>	<b>87.7</b>	<b>84.0</b>	<b>85.0</b>	<b>1.0</b>	<b>1.2</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table PO0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table PO0-3**  
(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
11 - Regular Pay - Continuing Full Time	6,133	6,162	6,354	6,613	259	4.1
12 - Regular Pay - Other	990	626	469	195	-274	-58.4
13 - Additional Gross Pay	295	694	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	1,289	1,296	1,386	1,505	119	8.6
15 - Overtime Pay	28	3	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>8,735</b>	<b>8,781</b>	<b>8,209</b>	<b>8,313</b>	<b>104</b>	<b>1.3</b>
20 - Supplies and Materials	45	48	65	46	-19	-28.9
30 - Energy, Comm. and Building Rentals	244	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	148	8	0	0	0	N/A
33 - Janitorial Services	101	0	0	0	0	N/A
34 - Security Services	90	0	0	0	0	N/A
35 - Occupancy Fixed Costs	150	0	0	0	0	N/A
40 - Other Services and Charges	15,500	15,550	194	284	90	46.1
41 - Contractual Services - Other	215	71	100	175	75	75.0
70 - Equipment and Equipment Rental	101	110	130	153	23	18.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>16,593</b>	<b>15,787</b>	<b>488</b>	<b>658</b>	<b>169</b>	<b>34.6</b>
<b>Gross Funds</b>	<b>25,328</b>	<b>24,568</b>	<b>8,698</b>	<b>8,971</b>	<b>273</b>	<b>3.1</b>

\*Percent change is based on whole dollars.



## Division Description

The Office of Contracting and Procurement operates through the following 5 divisions:

**Procurement** – provides acquisition services to District agencies in accordance with District laws and regulations for the supplies, equipment, and services needed to support agencies' missions and objectives.

This division contains the following 6 activities:

- **Information Technology** – includes the acquisition of software and hardware as well as technology services;
- **Procurement Management and Support** – provides oversight and project management;
- **Goods** – includes the acquisition of public safety equipment, office supplies and equipment, uniforms, and recreational and promotional items;
- **Services** – includes the acquisition of legal, financial, training, and health and human services;
- **Transportation and Specialty Equipment** - includes the acquisition of vehicles and other specialty equipment; and
- **Purchase Card** – provides overall oversight and administration of the District's Purchase Cards used in agencies. The Purchase Card provides an alternative delegated procurement vehicle that reduces the processing cost and delivery time for purchases under \$2,500.

**Administration and Support** – provides internal administrative and operational support to the agency as well as customer service, resource management, surplus and property management.

This division contains the following 5 activities:

- **Surplus Property** – provides surplus property management, re-utilization, and disposal services to District agencies;
- **Support Services** – includes agency acquisition services, facilities management, front desk support, and records management;
- **Customer Service and Communications** – manages the agency's web site, produces electronic and print publications, corresponds with constituents and vendors, responds to media inquiries, staffs the agency's customer service phone lines, ensures compliance with language access laws and regulations, and publishes articles and news releases;
- **Resource Management** – manages all human resource functions including recruitment, retention, and staff development; and
- **Procurement Training** – provides internal training for procurement and external training to all District employees on general procurement practices and laws as well as training for the Procurement Automated Support System (PASS).

**Procurement Technology** – provides consultative and technical support to agencies, vendors and OCP buyers, and support and includes user training and report generation.

**Procurement Integrity and Compliance** – initiates and conducts independent operational performance audits and business process improvement reviews of existing procurement functions.

This division contains the following 2 activities:

- **Integrity and Compliance** – initiates and conducts independent operational performance audits and liaises with external auditors for OCP’s compliance with the Comprehensive Annual Financial Report (CAFR); and
- **Contract Administration and Analysis** – provides agency goal development and monitoring, analysis, and project management; and includes the green purchasing program.

**Agency Management Program** – 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 Contracting and Procurement eliminates one division and adds one division in the FY 2013 proposed budget. Table 4 depicts the new FY 2013 agency structure.

## FY 2013 Proposed Operating Budget and FTEs, by Division and Activity

Table PO0-4 contains the proposed FY 2013 budget by division and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table PO0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1010) Personnel	-3	0	0	0	0.0	0.0	0.0	0.0
(1015) Training and Employee Development	22	69	40	-29	0.0	0.0	0.0	0.0
(1020) Contracting and Procurement	15,343	130	243	113	0.0	0.0	0.0	0.0
(1040) Information Technology	119	51	80	29	0.0	0.0	0.0	0.0
(1070) Fleet Management	19	22	14	-8	0.0	0.0	0.0	0.0
(1085) Customer Service	-1	0	0	0	0.0	0.0	0.0	0.0
(1087) Language Access	15	0	0	0	0.0	0.0	0.0	0.0
(1090) Performance Management	446	432	383	-50	5.2	4.0	3.0	-1.0
<b>Subtotal (1000) Agency Management Program</b>	<b>15,960</b>	<b>705</b>	<b>760</b>	<b>55</b>	<b>5.2</b>	<b>4.0</b>	<b>3.0</b>	<b>-1.0</b>
<b>(2000) Procurement</b>								
(2010) Procurement Management and Support	1,071	690	243	-448	4.3	7.0	2.0	-5.0
(2015) Information Technology	796	700	940	240	11.4	7.0	9.0	2.0
(2020) Goods	1,285	1,076	528	-548	11.3	12.0	6.0	-6.0
(2030) Services	1,859	1,902	2,410	507	20.2	19.0	24.0	5.0
(2040) Transportation and Special Equipment	214	263	257	-6	3.5	4.0	4.0	0.0
(2055) Purchase Card	-50	0	199	199	0.0	0.0	2.0	2.0
<b>Subtotal (2000) Procurement</b>	<b>5,175</b>	<b>4,631</b>	<b>4,576</b>	<b>-55</b>	<b>50.8</b>	<b>49.0</b>	<b>47.0</b>	<b>-2.0</b>
<b>(3000) Procurement Integrity and Compliance</b>								
(3010) Procurement Integrity and Compliance	672	793	456	-337	6.2	7.0	4.0	-3.0
(3020) Contract Administration and Analysis	0	0	292	292	0.0	0.0	3.0	3.0
<b>Subtotal (3000) Procurement Integrity and Compliance</b>	<b>672</b>	<b>793</b>	<b>748</b>	<b>-45</b>	<b>6.2</b>	<b>7.0</b>	<b>7.0</b>	<b>0.0</b>
<b>(4000) Administration and Support</b>								
(4010) Surplus Property	719	541	823	282	4.7	4.0	6.0	2.0
(4015) Vendor Relations	22	0	0	0	0.0	0.0	0.0	0.0
(4020) Support Services	1,031	837	577	-261	11.3	9.0	6.0	-3.0
(4030) Customer Service and Communications	0	0	459	459	0.0	0.0	6.0	6.0
(4040) Resource Management	0	0	336	336	0.0	0.0	3.0	3.0
(4050) Procurement Training	0	0	260	260	0.0	0.0	3.0	3.0
<b>Subtotal (4000) Administration and Support</b>	<b>1,772</b>	<b>1,378</b>	<b>2,455</b>	<b>1,077</b>	<b>16.0</b>	<b>13.0</b>	<b>24.0</b>	<b>11.0</b>
<b>(5000) Performance Management</b>								
(5010) Contract Administration	24	0	0	0	0.9	0.0	0.0	0.0
(5015) Technology Support	470	488	0	-488	3.5	5.0	0.0	-5.0
(5020) Communications and Customer Service	211	126	0	-126	1.8	1.0	0.0	-1.0
(5030) Special Projects and Analysis	194	485	0	-485	2.6	4.0	0.0	-4.0
(5040) Purchase Card	90	91	0	-91	0.8	1.0	0.0	-1.0
<b>Subtotal (5000) Performance Management</b>	<b>989</b>	<b>1,191</b>	<b>0</b>	<b>-1,191</b>	<b>9.6</b>	<b>11.0</b>	<b>0.0</b>	<b>-11.0</b>
<b>(6000) Procurement Technology</b>								
(6010) Technology Support	0	0	431	431	0.0	0.0	4.0	4.0
<b>Subtotal (6000) Procurement Technology</b>	<b>0</b>	<b>0</b>	<b>431</b>	<b>431</b>	<b>0.0</b>	<b>0.0</b>	<b>4.0</b>	<b>4.0</b>
<b>Total Proposed Operating Budget</b>	<b>24,568</b>	<b>8,698</b>	<b>8,971</b>	<b>273</b>	<b>87.7</b>	<b>84.0</b>	<b>85.0</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 divisions, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Office of Contracting and Procurement's (OCP) proposed FY 2013 gross budget is \$8,970,555, which represents a 3.1 percent increase over its FY 2012 approved gross budget of \$8,697,582. The budget is comprised entirely of Local funds.

### **Current Service 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

OCP's FY 2013 CSFL budget is \$8,838,502, which represents a \$140,920, or 1.6 percent, increase over the FY 2012 approved Local funds budget of \$8,697,582.

### **Initial Adjusted Budget**

**Cost Increase:** \$159,318 to nonpersonal services for an increase in Other Services and Charges, Contractual Services, and Equipment and Equipment Rental.

**Cost Decrease:** \$159,318 from personal services - term employees to offset the increase in nonpersonal services.

### **Additionally Adjusted Budget**

**Technical Adjustment:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$32,053 in Local funds.

### **Policy Initiative**

**Cost Increase:** \$100,000 and 1.0 FTE were added in the Procurement Division to implement the use of Virtual Credit Cards as a payment vehicle.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table PO0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table PO0-5**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>8,698</b>	<b>84.0</b>
Consumer Price Index	Multiple Programs	10	0.0
Fringe Benefit Rate Adjustment	Multiple Programs	97	0.0
Personal Services Growth Factor	Multiple Programs	34	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>8,839</b>	<b>84.0</b>
Cost Increase: To Other Services and Charges, Contractual Services, and Equipment and Equipment Rental	Multiple Programs	159	0.0
Cost Decrease: To personal services cost to offset increase in nonpersonal services	Multiple Programs	-159	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>8,839</b>	<b>84.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	32	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>8,871</b>	<b>84.0</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: To implement the use of Virtual Cards as a payment vehicle initiative	Procurement	100	1.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>8,971</b>	<b>85.0</b>
<b>Gross for P00 - Office of Contracting and Procurement</b>		<b>8,971</b>	<b>85.0</b>

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

## Agency Performance Plan

The agency has the following objectives and performance indicators for their divisions:

### 1. Procurement Division

**Objective 1:** Streamline and simplify the procurement process.

**Objective 2:** Increase accountability through transparency and compliance with governing laws and policies.

**Objective 3:** Provide effective customer guidance and education in a responsive and professional manner.

## Procurement

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Dollar amount of central purchasing office purchases per FTE (in millions) <sup>1</sup>	\$11.9	\$12	\$19.3	\$20.0	\$21.0	\$22.0
Total number of term contract vehicles <sup>2</sup>	2	2	2	6	Not Available	Not Available
Percentage of EPP term contract vehicles	Not Available	2%	2%	4%	6%	6%
Number of newly active vendors in sourcing module	1,747	2,000	3,962	2,000	2,100	2,200
Number of functional catalogs in PASS	Not Available	Not Available	2	6	8	10

## 2. Operations and Support Division

Objective 1: Streamline and simplify the procurement process.

Objective 2: Streamline and simplify the on-line auction process to increase revenue.

Objective 3: Increase use and residual revenue from Purchase Card program.

### Operations and Support Division

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of OCP customers rating OCP satisfactory or better <sup>3</sup>	44%	75%	75%	75%	85%	95%
Percentage of purchasing conducted with Purchasing Cards <sup>4</sup>	1.3%	1.5%	.36%	1.5%	1.5%	1.5%
Purchase Card utilization rate (based on total eligible purchases under \$2500)	93%	95%	90.04%	100%	100%	100%
Number of certified participants who can receive surplus property	Not Available	25	32	38	46	55
Number of pounds processed for recycling program (thousands of pounds)	Not Available	27	32	64	75	85
Total dollar revenue generated/collected by SPD (millions of dollars)	\$.402	\$.700	\$1.02	\$1.2	\$1.5	\$2.0
Dollar Value of excess property recycled to District agencies for re-use (millions of dollars)	\$.819	\$.900	\$2.5	\$3.5	\$4.0	\$4.5

### 3. Resource Management Division

**Objective 1:** Create a procurement training institute that will provide a comprehensive training curriculum for all DC government procurement staff.

**Objective 2:** Working with the University of the District of Columbia (UDC) to develop and deliver procurement industry certification programs.

**Objective 3:** Fill a minimum of 85 percent of budgeted staff positions. Completion date – June 2012.

**Objective 4:** Research, develop and pilot employee performance measures for 50 percent of OCP positions. Completion Date – June 2012.

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### Resource Management Division

<b>Measure</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Target</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Projection</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>
Number of new training courses developed and delivered	Not Available	Not Available	Not Available	10	20	30
Percentage of staff covered by standardized performance measures	Not Available	Not Available	Not Available	50%	100%	100%
Percentage of budgeted staff hired by December 2012	Not Available	Not Available	Not Available	85%	100%	100%
Number of working days for external recruitment <sup>5</sup>	Not Available	Not Available	Not Available	35	30	25



#### 4. Technology Division

Objective 1: Communication and training

Objective 2: New real-time Ariba category management module in PASS.

Objective 3: Information distribution to internal and external customers via web portals.

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### Technology Division

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of total number of issues resolved from all customers within 8 hours (HELP DESK) <sup>6</sup>	Not Available	Not Available	Not Available	80%	80%	80%
Percentage of total number of improvements and enhancement to the PASS/eSourcing application submitted to OCTO implemented within 30 days	Not Available	Not Available	Not Available	90%	90%	90%
Percentage of total number of intranet and internet updates completed within 24 hours	Not Available	Not Available	Not Available	100%	100%	100%
Percentage of internal overall customer satisfaction of PASS/eSourcing support	Not Available	Not Available	Not Available	100%	100%	100%
Percentage of network updates, maintenance, or changes completed when scheduled within time allocated <sup>7</sup>	Not Available	Not Available	Not Available	80%	80%	80%

## 5. Office of Procurement Integrity & Compliance (OPIC)

**Objective 1:** Increase compliance with District procurement laws and regulations.

**Objective 2:** Systematize enterprise-wide risk assessments and response.

### Office of Procurement Integrity and Compliance (OPIC)

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Number of compliance reviews and audit reports Issued	Not Available	Not Available	16	Baseline	TBD	TBD
Average number of days to complete a compliance review/audit	Not Available	Not Available	Not Available	Baseline	TBD	TBD
Percentage of sole source emergency and million dollar contracts audited	Not Available	Not Available	Not Available	100%	100%	100%
Percentage of OCP contracting officer operations reviewed/audited	Not Available	Not Available	Not Available	Baseline	TBD	TBD
Percentage of agency contracting officer operations reviewed/audited	Not Available	Not Available	100%	20%	TBD	TBD

#### Performance Plan Endnotes:

1. This is an industry standard. According to the FY 2010 ICMA Center for Performance Measurement, the average Dollar Amount of Central Purchasing Office Purchases per FTE was \$15.71 million based on responses from 38 jurisdictions.
2. OCP will assess the appropriate number of term contracts needed to meet the District's needs on an annual basis. Therefore, no out-year projections are available.
3. This is an industry standard. According to the FY 2010 ICMA Center for Performance Measurement, 76.8 percent of respondents (for jurisdictions with a population exceeding 100,000) rated their respective Procurement Operation's performance as good to excellent.
4. This is an industry standard. According to the FY 2010 ICMA Center for Performance Measurement, the median rate of Purchase Card utilization (for jurisdictions with a population exceeding 100,000) is 2.56 percent.
5. This is an industry standard. According to the FY 2010 ICMA Center for Performance Measurement, the mean number of working days to recruit and place an internal candidate (for jurisdictions with populations exceeding 100,000) was 32.8 days.
6. This is an industry standard. According to the FY 2010 ICMA Center for Performance Measurement, the mean performance for this metric is 70.3 percent (for jurisdictions with populations exceeding 100,000).
7. This is an industry standard. According to the FY 2010 ICMA Center for Performance Measurement, the mean performance for this metric is 78.5 percent (for jurisdictions with populations exceeding 100,000).
8. All objectives and initiatives adhere to Generally Accepted Government Auditing Standards (GAGAS) established by the Comptroller General of the United States, OPIC's United States Government Accountability Office. These professional standards provide a framework for performing high quality audit work with competence, integrity, objectivity, and independence.

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# Office of the Chief Technology Officer

[www.octo.dc.gov](http://www.octo.dc.gov)

Telephone: 202-727-2277

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$73,131,273	\$70,770,173	\$77,708,049	9.8
FTEs	312.4	310.8	288.2	-7.3

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Leverage the power of technology to improve service delivery, drive innovation, and bridge the digital divide to build a world-class city.

## Summary of Services

The Office of the Chief Technology Officer (OCTO) is the central technology organization of the District of Columbia Government. OCTO develops, implements, and maintains the District's technology infrastructure; develops and implements major enterprise applications; establishes and oversees technology policies and standards for the District; provides technology services and support for District agencies; and develops technology solutions to improve services to businesses, residents, and visitors in all areas of District government.

Combining these services into a customer-centered mission-driven organization is the responsibility of the Office of the Chief Technology Officer. Department performance expectations in FY 2013 are listed by functional division.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table TO0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table T00-1**

(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	46,089	29,757	34,249	39,974	5,725	16.7
Special Purpose Revenue Funds	3,465	8,813	9,040	10,943	1,903	21.1
<b>Total for General Fund</b>	<b>49,553</b>	<b>38,570</b>	<b>43,289</b>	<b>50,917</b>	<b>7,628</b>	<b>17.6</b>
<b>Federal Resources</b>						
Federal Grant Funds	561	2,802	2,788	2,498	-289	-10.4
<b>Total for Federal Resources</b>	<b>561</b>	<b>2,802</b>	<b>2,788</b>	<b>2,498</b>	<b>-289</b>	<b>-10.4</b>
<b>Private Funds</b>						
Private Grant Funds	0	29	0	0	0	N/A
<b>Total for Private Funds</b>	<b>0</b>	<b>29</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Intra-District Funds</b>						
Intra-District Funds	35,807	31,731	24,693	24,292	-401	-1.6
<b>Total for Intra-District Funds</b>	<b>35,807</b>	<b>31,731</b>	<b>24,693</b>	<b>24,292</b>	<b>-401</b>	<b>-1.6</b>
<b>Gross Funds</b>	<b>85,921</b>	<b>73,131</b>	<b>70,770</b>	<b>77,708</b>	<b>6,938</b>	<b>9.8</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table TO0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table T00-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	236.1	176.8	210.0	195.5	-14.5	-6.9
Special Purpose Revenue Funds	0.0	0.0	0.0	7.8	7.8	N/A
<b>Total for General Fund</b>	<b>236.1</b>	<b>176.8</b>	<b>210.0</b>	<b>203.4</b>	<b>-6.6</b>	<b>-3.2</b>
<b>Intra-District Funds</b>						
Intra-District Funds	62.5	135.5	100.8	84.8	-15.9	-15.8
<b>Total for Intra-District Funds</b>	<b>62.5</b>	<b>135.5</b>	<b>100.8</b>	<b>84.8</b>	<b>-15.9</b>	<b>-15.8</b>
<b>Total Proposed FTEs</b>	<b>298.6</b>	<b>312.4</b>	<b>310.8</b>	<b>288.2</b>	<b>-22.6</b>	<b>-7.3</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table T00-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table T00-3**  
(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
11 - Regular Pay - Continuing Full Time	26,309	22,833	25,220	23,956	-1,264	-5.0
12 - Regular Pay - Other	1,726	2,252	2,827	2,908	81	2.9
13 - Additional Gross Pay	1,124	1,084	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	5,418	5,196	5,347	5,596	249	4.6
15 - Overtime Pay	138	11	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>34,714</b>	<b>31,377</b>	<b>33,395</b>	<b>32,460</b>	<b>-935</b>	<b>-2.8</b>
20 - Supplies and Materials	116	86	213	148	-65	-30.4
30 - Energy, Comm. and Building Rentals	1,353	122	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	2,622	1,272	1,205	1,425	220	18.3
32 - Rentals - Land and Structures	5,357	93	488	37	-451	-92.4
33 - Janitorial Services	143	0	0	0	0	N/A
34 - Security Services	1,342	0	0	0	0	N/A
35 - Occupancy Fixed Costs	315	0	0	0	0	N/A
40 - Other Services and Charges	12,701	10,969	10,702	17,136	6,434	60.1
41 - Contractual Services - Other	26,058	25,105	20,295	24,607	4,313	21.2
50 - Subsidies and Transfers	0	2,281	1,644	1,002	-643	-39.1
70 - Equipment and Equipment Rental	1,199	1,827	2,828	892	-1,935	-68.4
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>51,208</b>	<b>41,755</b>	<b>37,375</b>	<b>45,248</b>	<b>7,873</b>	<b>21.1</b>
<b>Gross Funds</b>	<b>85,921</b>	<b>73,131</b>	<b>70,770</b>	<b>77,708</b>	<b>6,938</b>	<b>9.8</b>

\*Percent change is based on whole dollars.

## Division Description

The Office of the Chief Technology Officer operates through the following 7 divisions:

**Application Solutions** – provides innovative, efficient, and cost-effective application development for the District government and District residents. This division applies standard application development practices to guarantee on-time and on-budget delivery of both custom-built and some selected standard, off-the-shelf software packages.

This division contains the following 9 activities:

- **Application Implementation** – provides project management, application development, application implementation, technical consultations, and application maintenance and support for District agencies to enhance information flow and responsiveness to citizens and to make government more efficient;
- **Web Maintenance** – establishes, maintains, and implements standards, guidelines, policies, and procedures for maintaining the DC.Gov web portal, which is used by hundreds of thousands of District residents, businesses, and visitors. The team provides centralized content management and fee-for-service webmaster support for District agencies;
- **Filenet** – centralizes IT infrastructure support for the various electronic and paper records throughout the District. It provides system administration, maintenance, and application support for agencies using Filenet and Kofax applications. It is a repository for electronic content;
- **Applications Quality Assurance** – implements industry best practices for independent software testing, configuration management, database support, application integration, and enterprise content management; assures that deployed applications and tools meet standards set by OCTO; and tests applications for high quality and industry standards for functionality, performance, and capacity planning;
- **DMV Application Solutions** – provides system development, maintenance and new functional enhancements for Department of Motor Vehicles' (DMV's) business applications, which support vehicle registration, driver's license/identification cards, dealer tags, residential parking permits, insurance verification, adjudication, and law enforcement services with on-site and back-office services, the DMV web portal, and mobile application development;
- **D.C. Geographic Information System (GIS)** – provides critical geospatial data to District government agency staff within public safety, economic development, education, transportation, city planning and operations areas. Maintaining accurate geospatial data and reliable systems and applications (and other customer services) improves quality and maximizes the efficiency of District government services through the application of geospatial technology. The program also serves the general public by publishing and sharing geospatial data freely to the fullest extent possible with appropriate privacy and security protections;
- **Procurement Application Services** – supports the Office of Contracting and Procurement by maintaining and enhancing the Procurement Automated Support System (PASS), which enables purchasing, receiving of goods, and contract compliance for all District agencies (including the District of Columbia Public Schools); and delivers a centralized workflow for the procurement function of the District government;
- **Human Resource Application Services** – operates the Human Capital Management technology used by all District employees and the D.C. Department of Human Resources (DCHR). Maintains and upgrades the system and delivers new functionality as needed to expand and enhance the human resources management and payroll system that serves all District employees; and
- **Data Transparency and Accountability** – collects, analyzes, and publishes government data for easy consumption for both the government and the general public. This program operates a series of applications and data reporting services as a centralized hub for the exchange of citywide data; specialized data sets requested by agencies; and web-accessible "transparency data" on government operations for the public, the Office of the City Administrator, and for District agencies.

**Program Management Office** – provides management, business consulting services, and business application support to agencies to effectively develop and maintain new technology applications and improve service delivery through effective integration of technology solutions.

This division contains the following 3 activities:

- **Agency Technology Oversight and Support** – consists of multiple management and program management type functions including: agency relationship management and business services, project management, and enterprise contracts. The agency relationship management function acts as the point of contact between all agencies and OCTO and enhances District technology projects with partnership across agency Information Technology (IT) representatives to ensure IT project alignment, cost efficiency, and success. The project management function provides review and approval of IT projects as part of the Project Initiation Phase and during the project life cycle to improve the quality, consistency and performance of IT projects. The enterprise contract function reviews District-wide technology contracts for cost avoidance opportunities;
- **Strategic Investment Support** – provides program budget coordination and identifies and monitors the agency's ongoing priorities and critical new capital investments. The services are provided through routinely generating reliable cost metrics and performance analysis, benchmarking, profitability models, and undertaking value-added activities that support overall strategic decision-making and mission performance. This activity provides end users with insight and understanding to make optimal decisions and transform data into strategic and profitable business goals; and
- **Regional and Community Technology Initiatives** – provides digital divide outreach and coordination in support of OCTO's objective to bridge the digital divide; and develops specialized public events, services, and campaigns for engagement with the general public on Digital Inclusion initiatives.

**Shared Infrastructure Services** – provides the technology infrastructure foundation for the entire District government's enterprise technology, including a vast high speed digital network, wireless networking services, telecommunications services, database management, messaging and collaboration services, Cloud services and hosted applications, Citywide IT security services, desktop support and management, mainframe and financial system hosted environments, Network Operations Center, a Security Operation Center, disaster readiness services, inter-government cooperative services, data center-based mainframe services and state-of-the-art IT systems.

This division contains the following 7 activities:

- **Mainframe Operations** – provides reliable, secure and efficient computing environments with sufficient resource capacity to meet the information processing requirements of the mainframe applications in OCTO's data centers; and sustains the mainframe hardware and software that support mission-critical applications used by DMV, Department of Employment Services, Office of the Chief Financial Officer, and University of the District of Columbia;
- **Data Center Facilities** – maintains the premises for OCTO's data center sites, including facilities operations and upgrade, resource allocation and access control, power management, site security, with consideration for environmentally-friendly solutions;
- **Server Operations** – provides operational support 24 hours per day, 7 days per week of District government mission-critical systems and applications, the DC.Gov portal, associated databases, virtual infrastructure (private cloud), enterprise storage systems, and business continuity and disaster recovery for all the supported environments;
- **Telecommunications Governance** – manages a portfolio of approved vendors and contract vehicles to purchase telecommunications products and services, complying with procurement guidelines, and works with all District agencies to monitor and certify telecommunications inventories (e.g. landlines, cellular devices, pagers, data circuits) to best manage overall telecommunications operations;

- **D.C. Network Operations Center** – provides around-the-clock monitoring of critical data, wireless and voice network components, along with server and web applications, for the District government; also provides after-hours and weekend call center services that support multiple agencies;
- **Email (Citywide Messaging)** – provides collaborative email services engineering, operations management and modernization for entirety of the District government; mobile messaging systems engineering and operations; delivers over one million email messages daily to 39,000 electronic mailboxes throughout the District government; completes more than 450 Freedom of Information Act searches per year; implements and manages Citywide Active Directory and Identity Management systems for all user logins; manages centralized LDAP systems for specialized application authentication, and creates specialized mobility solutions; and
- **DC-Net** – supplies a fiber-optic telecommunications platform serving as the core foundation and primary backbone conduit of all technology and telecommunications services used by over 35,000 District employees; and manages secure voice, video, and data services throughout the District, supporting District agencies including public schools, public libraries, community centers, health clinics, public safety agencies, administrative offices, and District government public Wi-Fi networks.

**Information Security** – is responsible for the citywide information security platform and policies as well as credentialing for District employees.

This division contains the following 2 activities:

- **Information Security** – deploys an effective information security architecture that mitigates technical vulnerabilities in the District Wide Area Network serving District agencies, provides a secure network environment for all District government buildings, and ensures compliance with health information security regulations; and
- **Identity Management System** – manages the District’s credentialing system used by employees and residents.

**Technology Support Services** – provides support 24 hours per day, 7 days per week for OCTO-supported applications and hardware throughout the District government. The IT ServUs activity provides support of desktop products and services to District agencies with certified technicians who apply industry best practices and industry-level software tools, combined with service-level agreements that provide solutions for all end-user computer needs.

**Agency Management Program** – provides administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

**Agency Financial Operations** – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This division is standard for all agencies using performance-based budgeting.

## **Division Structure Change**

The Office of the Chief Technology Officer has no division structure changes in the FY 2013 proposed budget.



## FY 2013 Proposed Operating Budget and FTEs, by Division and Activity

Table TO0-4 contains the proposed FY 2013 budget by division and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table TO0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1010) Personnel	250	196	583	388	2.8	2.0	2.0	0.0
(1030) Property Management	633	735	803	68	3.7	4.0	4.0	0.0
(1090) Performance Management	1,050	1,008	2,223	1,215	7.4	7.0	13.0	6.0
<b>Subtotal (1000) Agency Management Program</b>	<b>1,933</b>	<b>1,939</b>	<b>3,609</b>	<b>1,670</b>	<b>13.8</b>	<b>13.0</b>	<b>19.0</b>	<b>6.0</b>
<b>(100F) Agency Financial Operations</b>								
(110F) Budget Operations	728	725	756	31	6.4	6.0	6.0	0.0
(120F) Accounting Operations	339	428	414	-15	4.6	5.0	5.0	0.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>1,067</b>	<b>1,153</b>	<b>1,169</b>	<b>16</b>	<b>11.1</b>	<b>11.0</b>	<b>11.0</b>	<b>0.0</b>
<b>(2000) Application Solutions</b>								
(2010) Application Implementation	3,285	3,153	3,675	522	15.5	11.5	12.0	0.5
(2011) Web Maintenance	1,534	1,664	1,489	-175	6.9	11.0	10.0	-1.0
(2012) Filenet	440	0	637	637	4.6	0.0	0.0	0.0
(2013) Application Quality Assurance	2,220	1,924	1,293	-631	8.6	9.7	9.0	-0.7
(2015) DMV Application Solutions	1,369	1,557	1,552	-6	6.9	8.6	7.0	-1.6
(2016) DC Geographic Information System-GIS	2,379	2,621	2,692	71	9.7	9.8	11.0	1.2
(2030) Telecommunications	-18	0	0	0	0.0	0.0	0.0	0.0
(2035) Dc Network Operations Center (DCNOC)	-6	0	0	0	0.0	0.0	0.0	0.0
(2037) Wireless/NCR-IP	323	0	0	0	0.0	0.0	0.0	0.0
(2055) Service Desk	-1	0	0	0	0.0	0.0	0.0	0.0
(2070) Technology Acquisitions	549	0	0	0	0.0	0.0	0.0	0.0
(2080) Procurement Application Services	1,085	1,246	1,239	-7	3.7	4.0	4.0	0.0
(2081) Human Resource Application Services	1,630	2,112	2,407	295	8.3	9.0	6.0	-3.0
(2085) Data Transparency and Accountability	744	667	526	-142	2.9	4.0	2.0	-2.0
(2090) Remedy Services	0	752	0	-752	0.0	6.0	0.0	-6.0
<b>Subtotal (2000) Application Solutions</b>	<b>15,535</b>	<b>15,696</b>	<b>15,509</b>	<b>-187</b>	<b>67.1</b>	<b>73.6</b>	<b>61.0</b>	<b>-12.6</b>
<b>(3000) Program Management Office</b>								
(3010) Agency Technology Oversight and Support	2,839	2,323	1,817	-506	24.9	16.0	10.0	-6.0
(3020) Strategic Investment Support	376	34	702	668	4.6	0.0	6.5	6.5
(3037) Regional and Community Tech Initiatives	3,037	1,738	1,795	57	3.7	1.0	1.0	0.0
<b>Subtotal (3000) Program Management Office</b>	<b>6,252</b>	<b>4,096</b>	<b>4,315</b>	<b>219</b>	<b>33.2</b>	<b>17.0</b>	<b>17.5</b>	<b>0.5</b>

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**Table T00-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(4000) Shared Infrastructure Services</b>								
(4010) Mainframe Operations	5,387	6,692	6,920	228	16.0	30.0	21.0	-9.0
(4015) Data Center Facilities	425	443	851	408	1.9	3.0	4.0	1.0
(4020) Server Operations	4,191	5,223	5,143	-81	9.9	21.5	15.0	-6.5
(4030) Telecommunications Governance	1,617	1,715	1,858	143	15.0	12.0	13.0	1.0
(4035) DC Network Operations Center (DCNOC)	3,932	3,247	3,851	604	18.7	15.8	16.0	0.2
(4036) DC Net	19,319	18,283	20,182	1,900	51.9	43.0	48.7	5.7
(4050) E-Mail	2,035	1,879	3,381	1,502	3.5	4.0	3.0	-1.0
<b>Subtotal (4000) Shared Infrastructure Services</b>	<b>36,906</b>	<b>37,482</b>	<b>42,185</b>	<b>4,703</b>	<b>116.8</b>	<b>129.2</b>	<b>120.7</b>	<b>-8.5</b>
<b>(5000) Information Security</b>								
(5010) Information Security	1,971	2,023	2,924	900	8.3	7.0	5.0	-2.0
(5020) Identity Management Systems	37	746	824	77	0.0	4.0	4.0	0.0
<b>Subtotal (5000) Information Security</b>	<b>2,008</b>	<b>2,770</b>	<b>3,748</b>	<b>978</b>	<b>8.3</b>	<b>11.0</b>	<b>9.0</b>	<b>-2.0</b>
<b>(6000) Technology Support Services</b>								
(6010) IT Servus	7,790	7,168	7,173	6	58.5	56.0	50.0	-6.0
(6020) Applications Support	1,639	467	0	-467	3.5	0.0	0.0	0.0
<b>Subtotal (6000) Technology Support Services</b>	<b>9,430</b>	<b>7,635</b>	<b>7,173</b>	<b>-462</b>	<b>62.0</b>	<b>56.0</b>	<b>50.0</b>	<b>-6.0</b>
<b>Total Proposed Operating Budget</b>	<b>73,131</b>	<b>70,770</b>	<b>77,708</b>	<b>6,938</b>	<b>312.4</b>	<b>310.8</b>	<b>288.2</b>	<b>-22.6</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 in the agency's divisions, please refer to **Schedule 30-PBB, Program Summary by Activity** in the FY 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Office of the Chief Technology Officer's (OCTO's) proposed FY 2013 gross budget is \$77,708,049, which represents a 9.8 percent increase over its FY 2012 approved gross budget of \$70,770,173. The budget is comprised of \$39,974,021 in Local funds, \$2,498,350 in Federal Grants funds, \$10,943,228 in Special Purpose Revenue funds, and \$24,292,451 in Intra-District 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

OCTO's FY 2013 CSFL budget is \$39,924,918, which represents a \$5,676,044, or 16.6 percent, increase over the FY 2012 approved Local funds budget of \$34,248,874.

### **Major CSFL Cost Drivers**

The FY 2013 CSFL calculated for OCTO included another adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$5,094,000 to account for the operating budget impact of capital projects that have been completed. During the development of the CSFL, some adjustments such as this were categorized as "other adjustments."

### **Initial Adjusted Budget**

**Cost Increase:** OCTO will increase its Local funds in Other Services and Charges by \$2,141,084 to cover costs related to software maintenance and software licensing, \$1,362,085 in Contractual Services for IT consultants, and \$20,413 for IT equipment. Other increases include \$1,900,292 in Special Purpose Revenues to align the budget with revenue estimates for DC-Net, with an increase of 7.8 FTEs.

**Cost Decreases:** To respond to the current economic climate of doing more with less while the demand for services continue to escalate, the agency made the following reductions in Local funds: \$3,422,862 and 1.0 FTE in Local funds for Regular Pay - Other and \$100,719 in Supplies and Materials. A reduction of \$289,318 in Federal Grant funds is based on projected carryover; and a reduction of \$420,799 and 15.9 FTEs in Intra-District is also anticipated.

### **Additionally Adjusted Budget**

**Technical Adjustment:** Adjustments of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in increases of \$87,145 in Local funds, \$2,793 in Special Purpose Revenue funds, and \$19,761 in Intra-District funds.

### **Policy Initiatives**

**Technical Adjustment:** \$1,303,717 in Local funds for the Software enterprise licensing agreement.

**Transfer Out:** An agreement to detail one of OCTO's employees to the DC Department of Human Resources to help transition its staff from a traditional IT role to more of a human resources related responsibility reduced the personal services budget by \$117,458 and 1.0 FTE. This permanent transfer will help with the Comprehensive Annual Financial Report remediation project related to the PeopleSoft application.

**Cost Decrease:** OCTO's Local funds budget is reduced by \$1,224,302 due to cost savings associated with the elimination of 12.5 vacant FTEs.

## **FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type**

Table TO0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table TO0-5**

(dollars in thousands)

	<b>PROGRAM</b>	<b>BUDGET</b>	<b>FTE</b>
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>34,249</b>	<b>210.0</b>
Fringe Benefit Rate Adjustment	Multiple Programs	256	0.0
Consumer Price Index	Multiple Programs	231	0.0
Other Adjustments	Multiple Programs	5,094	0.0
Personal Services Growth Factor	Multiple Programs	95	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>39,925</b>	<b>210.0</b>
Cost Increase: To cover the increase in Other Services and Charges related to software maintenance and software licensing	Multiple Programs	2,141	0.0
Cost Increase: To covers the increase in Contractual Services and IT Consultants	Multiple Programs	1,362	0.0
Cost Increase: To cover the increase in IT Equipment	Multiple Programs	20	0.0
Cost Decrease: In Supplies and Materials	Multiple Programs	-101	0.0
Cost Decrease: In Regular Pay to offset increases in hardware and software maintenance and Contractual Services	Multiple Programs	-3,423	-1.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>39,925</b>	<b>209.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	87	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>40,012</b>	<b>209.0</b>
<b>FY 2013 Policy Initiatives</b>			
Technical Adjustments: Microsoft licensing agreement	Shared Infrastructure Services	1,304	0.0
Transfer Out: To D.C. Department of Human Resources	Application Solutions	-117	-1.0
Cost Decrease: Eliminate vacant positions	Multiple Programs	-1,224	-12.5
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>39,974</b>	<b>195.5</b>
<b>FEDERAL GRANT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>2,788</b>	<b>0.0</b>
Cost Decrease: Based on projected carryover	Multiple Programs	-289	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>2,498</b>	<b>0.0</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>2,498</b>	<b>0.0</b>

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**Table T00-5 (Continued)**  
(dollars in thousands)

	<b>PROGRAM</b>	<b>BUDGET</b>	<b>FTE</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE</b>		<b>9,040</b>	<b>0.0</b>
Cost Increase: Projected increase in revenue estimates for DC-Net	Shared Infrastructure Services	1,900	7.8
<b>FY 2013 Initial Adjusted Budget</b>		<b>10,940</b>	<b>7.8</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	3	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>10,943</b>	<b>7.8</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>10,943</b>	<b>7.8</b>
<b>INTRA-DISTRICT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>24,693</b>	<b>100.8</b>
Cost Decrease: In agency-wide Intra-District agreements	Multiple Programs	-421	-15.9
<b>FY 2013 Initial Adjusted Budget</b>		<b>24,273</b>	<b>84.9</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	20	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>24,292</b>	<b>84.9</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>24,292</b>	<b>84.9</b>
<b>Gross for T00 - Office of the Chief Technology Officer</b>		<b>77,708</b>	<b>288.2</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

### 1. Agency Management Program

**Objective 1:** Provide and maintain a ubiquitous, reliable, and secure computing environment for the government as well as residents, businesses, and visitors.

**Objective 2:** Lower the cost of government operations and enhance service through innovative technologies.

**Objective 3:** Bridge the digital divide and enable economic development.

### 2. Application Solutions

**Objective 1:** Provide and maintain a ubiquitous, reliable, and secure computing environment for the government as well as residents, businesses, and visitors.

**Objective 2:** Lower the cost of government operations and enhance service through innovative technologies.

**Objective 3:** Embrace information technology best practices and ensure high quality service delivery of technology projects.

**Objective 4:** Bridge the digital divide and enable economic development.

## Applications Solutions

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of trained agencies publishing content items to web	30%	40%	91.43%	60%	70%	75%
Number of on-time delivery of releases to DMV in support of Performance Plan	4	4	5	4	4	4
Number of datasets added to the Data Catalog, dashboards, reporting environments and applications	Not Available	10	12	20	25	25
Number of new projects using Agile methods	3	10	22	10	10	15
Number of calls to District GIS Central Database	2.1 Million	2.5 Million	2.2 Million	2.7 Million	3 Million	3 Million
Percentage of uptime for enterprise applications	99.71%	99.85%	99.58%	99.90%	99.95%	99.95%
Number of data downloads from public data catalogs	1.9 Million	2 Million	1.9 Million	2.2 Million	2.5 Million	2.5 Million
Number of applications deployed using consumer or open source and cloud computing technologies	471	550	781	600	650	700

### 3. Program Management Office

**Objective 1:** Provide and maintain a ubiquitous, reliable, and secure computing environment for the government as well as residents, businesses, and visitors.

**Objective 2:** Lower the cost of government operations and enhance service through innovative technologies.

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### Program Management Office

<b>Measure</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Target</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Projection</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>
Amount saved through SMART buyer program	\$1.2 Million	\$3 Million	\$2.2 Million	\$2 Million	\$2 Million	\$2 Million
Percentage of IT Staff Augmentation (ITSA) Spend awarded to District Certified Business Enterprises (CBEs)	97%	95%	98.3%	95%	95%	95%

### 4. Shared Infrastructure Services

**Objective 1:** Provide and maintain a ubiquitous, reliable, and secure computing environment for the government as well as residents, businesses, and visitors.

**Objective 2:** Lower the cost of government operations and enhance service through innovative technologies.

**Objective 3:** Bridge the digital divide and enable economic development.

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### Shared Infrastructure Services

<b>Measure</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Target</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Projection</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>
Percentage of uptime for all OCTO-supported infrastructure	99%	99%	99%	99%	99%	99%
Number of agencies utilizing OCTO's hosting services	Not Available	25	65	50	75	86
Number of public WiFi hotspots	230	300	276	370	425	425

## 5. Information Security

**Objective 1:** Provide and maintain a ubiquitous, reliable, and secure computing environment for the government as well as residents, businesses, and visitors.

**Objective 2:** Embrace information technology best practices and ensure high quality service delivery of technology projects.

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### Information Security

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Number of security audits passed	Not Available	2	0	4	4	4
Number of tokenless VPN accounts added	645	1,000	1,079	2,000	3,000	5,000

## 6. Technology Support Service

**Objective 1:** Embrace information technology best practices and ensure high quality service delivery of technology projects.

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### Technology Support Service

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of desktop issue tickets resolved within 4 hours	97%	96%	92.51%	90%	88%	90%
Percentage of calls answered in 30 seconds	63%	80%	77.28%	80%	80%	80%
Percentage of dispatch tickets resolved within SLAs	71%	70%	72.37%	75%	80%	80%



# Department of General Services

[www.dgs.dc.gov](http://www.dgs.dc.gov)

Telephone: 202-724-4400

Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$24,164,378	\$353,885,345	\$388,442,860	9.8
FTEs	65.8	713.2	678.0	-4.9

The goal of the Department of General Services (DGS) is to ensure the delivery of new or modernized, well-equipped, well-maintained, safe and secure buildings and facilities for the benefit of District residents and employees. Further, the agency's mission is to promote the efficient and effective management of the District's real estate investments and interests through strategic portfolio management, construction and facilities management. To this end, DGS will incorporate best management practices from both the public and private sectors.

## Summary of Services

The Department of General Services (DGS) results from the consolidation of capital construction and real property management functions of the Office of Public Education Facilities Modernization, Department of Real Estate Services, Municipal Facilities: Non-Capital Agency, Fire and Emergency Medical Services, Metropolitan Police Department, and the facilities management responsibilities of the Department of Parks and Recreation. Consequently, DGS carries out a broad range of real estate management functions. In addition to managing capital improvement and construction program for a variety of District government agencies, DGS also executes real property acquisitions by purchase or lease, disposes of property through sale, lease or other authorized method; manages space in buildings and adjacent areas, and provides building management services for facilities owned or operated by the District. Among the services provided are engineering, custodial, security, energy conservation, utility management, general maintenance, inspection, planning, capital repairs and improvement. In all of its endeavors, DGS is dedicated to the following:

- A Focused Dedication to Achieving Efficiency in Operations;
- A Commitment to Quality in Design and Execution;
- An Emphasis on Excellence in Service and Maintenance;
- A Promise to Deliver Secure and Safe Places of Work for District Employees; and
- A Promise to Deliver Aggressive and Attentive Management of the District's Resources.

The agency's FY 2013 proposed budget is presented in the following tables:

## **FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type**

Table AM0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides the FY 2010 and FY 2011 actual expenditures.

**Table AM0-1**

(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	19,546	7,136	205,426	244,338	38,912	18.9
Special Purpose Revenue Funds	10,139	12,463	6,506	6,579	73	1.1
<b>Total for General Fund</b>	<b>29,685</b>	<b>19,599</b>	<b>211,932</b>	<b>250,917</b>	<b>38,985</b>	<b>18.4</b>
<b>Intra-District Funds</b>						
Intra-District Funds	45,008	4,565	141,953	137,525	-4,428	-3.1
<b>Total for Intra-District Funds</b>	<b>45,008</b>	<b>4,565</b>	<b>141,953</b>	<b>137,525</b>	<b>-4,428</b>	<b>-3.1</b>
<b>Gross Funds</b>	<b>74,694</b>	<b>24,164</b>	<b>353,885</b>	<b>388,443</b>	<b>34,558</b>	<b>9.8</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 2013 **Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Full-Time Equivalents, by Revenue Type**

Table AM0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table AM0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change</b>
<b>General Fund</b>						
Local Funds	58.7	42.0	696.2	661.0	-35.2	-5.1
Special Purpose Revenue Funds	74	23.7	170	170	0.0	0.0
<b>Total for General Fund</b>	<b>66.0</b>	<b>65.8</b>	<b>713.2</b>	<b>678.0</b>	<b>-35.2</b>	<b>-4.9</b>
<b>Intra-District Funds</b>						
Intra-District Funds	199.0	0.0	0.0	0.0	0.0	N/A
<b>Total for Intra-District Funds</b>	<b>199.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>N/A</b>
<b>Total Proposed FTEs</b>	<b>265.0</b>	<b>65.8</b>	<b>713.2</b>	<b>678.0</b>	<b>-35.2</b>	<b>-4.9</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table AM0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table AM0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	11,462	2,271	37,330	35,719	-1,611	-4.3
12 - Regular Pay - Other	4,617	2,473	7,190	6,668	-522	-7.3
13 - Additional Gross Pay	1,135	149	625	625	0	0.0
14 - Fringe Benefits - Current Personnel	3,448	929	9,443	9,785	343	3.6
15 - Overtime Pay	1,449	94	1,982	1,961	-21	-1.1
<b>Subtotal Personal Services (PS)</b>	<b>22,111</b>	<b>5,916</b>	<b>56,571</b>	<b>54,758</b>	<b>-1,812</b>	<b>-3.2</b>
20 - Supplies and Materials	195	146	1,249	5,125	3,877	310.5
30 - Energy, Comm. and Building Rentals	6,494	180	90,166	100,444	10,278	11.4
31 - Telephone, Telegraph, Telegram, Etc.	346	22	1	1	0	0.0
32 - Rentals - Land and Structures	0	0	125,376	130,327	4,951	3.9
33 - Janitorial Services	518	0	0	174	174	N/A
34 - Security Services	778	82	416	0	-416	-100.0
35 - Occupancy Fixed Costs	2,069	0	0	0	0	N/A
40 - Other Services and Charges	6,527	3,352	6,031	6,919	888	14.7
41 - Contractual Services - Other	35,339	14,454	73,456	89,931	16,474	22.4
70 - Equipment and Equipment Rental	316	11	619	763	144	23.2
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>52,583</b>	<b>18,249</b>	<b>297,314</b>	<b>333,684</b>	<b>36,370</b>	<b>12.2</b>
<b>Gross Funds</b>	<b>74,694</b>	<b>24,164</b>	<b>353,885</b>	<b>388,443</b>	<b>34,558</b>	<b>9.8</b>

\*Percent change is based on whole dollars.

## Division Description

The Department of General Services operates through the following 8 divisions:

**Construction Services** – implements and manages the public building needs through the Capital Improvements Plan (the Plan) for most District government agencies. The Plan outlines agencies' capital needs, including the rehabilitation of existing properties and construction of new facilities. This division ensures the timely and cost-effective delivery of superior quality engineering and design, construction, as well as a variety of other technical services on all relevant capital development projects in the Plan.

This division contains the following 2 activities:

- **DGS Construction Services** – houses the operating budget costs of the division including non-capital eligible positions and administrative costs; and
- **Public Education Construction Services** – houses the operating budget cost of the Public Education activity including non-capital eligible positions and administrative costs.

**Contracting and Procurement** – provides service and support to DGS (and other agencies as needed) in procuring goods and services that fall into the following categories: construction, architecture, and engineering; facilities maintenance and operation; real estate asset management (including leasing and auditing); and utility contracts and security. Additionally, Contracting and Procurement is responsible for vertical construction procurements for any District agency without independent contracting authority.

This division contains the following 2 activities:

- **Contracting and Procurement Services** – holds the operating budget costs of the division including non-capital eligible positions and administrative costs; and
- **Public Education Contracting and Procurement Services** – holds the budget for the employees and administrative costs related to Public Education contracting and procurement.

**Facility Operations** – is responsible for the day-to-day operation of many District-owned properties, vacant lots, and homeless shelters, and acts as a liaison for operating purposes between agencies and landlords in leased buildings by maintaining building assets and equipment; performing various repairs and non-structural improvements; and providing janitorial, trash and recycling pickup, postal, and engineering services.

The division contains the following 8 activities:

- **Postal Services** – provides certain postal services to various District agencies in owned property;
- **Facilities/Occupancy** – includes costs associated with operating DGS-managed District buildings. Specifically, Facilities/Occupancy is responsible for elevator and fire alarm maintenance, landscape, air quality, pest control, HVAC and electrical repairs and maintenance, water treatment, salaries for these services, and other related building services contracts;
- **Parking** – provides parking space allocation services and parking revenue monitoring services to the District;
- **RFK/Armory** – provides facilities and security services for Robert F. Kennedy Memorial Stadium and the District of Columbia Armory (non-military portion), based on a Memorandum of Agreement with the District of Columbia Washington Convention and Sports Authority;
- **Facilities-Public Education** – includes facility maintenance and repair costs for the District of Columbia Public Schools (DCPS);
- **Facilities-Parks and Recreation** – includes facility maintenance and repair costs for parks and recreation centers under the Department of Parks and Recreation (DPR);
- **Facilities-MPD** – includes facility maintenance and repair costs for Metropolitan Police Department (MPD) buildings; and

- **Facilities-FEMS** – includes facility maintenance and repair costs for Fire and Emergency Medical Services (FEMS) Department buildings.

**Asset Management/Portfolio** – plans and manages the District’s real estate to achieve its highest and best use. This division engages in activities such as lease administration, allocation of owned and leased properties to District agencies, property acquisition and disposition, fixed cost forecasting for District facilities, and rent collection from entities leasing District-owned property.

This division contains the following 4 activities:

- **Lease Management (DGS Realty)** – provides space location and management services for District agencies in both owned and leased buildings;
- **Public Education Realty** – provides asset management services to public and private entities, allowing access and utilization of school building and grounds by entering into use agreements, licenses, and lease agreements;
- **Swing Space** – provides support for services associated with moving agencies from one space to another; and
- **Eastern Market** – provides for the operations and management of Eastern Market through the revenue-generating Eastern Market Enterprise Fund.

**Energy** – contains the forecasted expenditures for utility and energy commodities purchased by DGS: fuel, natural gas, electricity, steam, and water.

This division contains the following 6 activities:

- **Auto Fuel** – includes forecasted automobile and heating fuel expenditures. The District purchases four types of fuel - Oil, Unleaded, E85 Ethanol, and Diesel Oil - that are used to heat facilities, to fuel generators, and to fuel vehicles;
- **Heating Fuel** - includes forecasted heating fuel expenditures;
- **Natural Gas** – includes forecasted natural gas expenditures;
- **Electricity** – includes forecasted electricity expenditures;
- **Steam** – includes forecasted steam expenditures; and
- **Water** – includes forecasted water and sewer expenditures.

**Security** – includes the budget for the Protective Service Police Department (PSPD). PSPD provides 24-hour security and law enforcement services to government operations by protecting employees, resources, and facilities at District-owned and leased properties. Security includes patrol operations, contract security guard management, and electronic access control and security systems. PSPD also assists District and federal agencies during special events and criminal investigations.

**Rent: In-Lease** – includes the budget for in-leasing space, which is the cost of leasing non-District-government-owned buildings. Rent is comprised of four individual components: base rent, operating expenses, real estate tax, and parking. Each one of these four charges is unique to the terms and conditions of the lease agreement with each landlord.

**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 Department of General Services has no division structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Division and Activity

Table AM0-4 contains the proposed FY 2013 budget by division and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table AM0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management</b>								
(1010) Personnel	281	393	453	60	4.5	4.0	5.0	1.0
(1015) Training and Employee Development	0	3	13	10	0.0	0.0	0.0	0.0
(1030) Property Management	464	451	450	-1	0.0	0.0	0.0	0.0
(1040) Information Technology	856	409	615	206	2.7	2.0	2.0	0.0
(1051) Financial Services - Public Education	0	1,051	931	-121	0.0	7.0	7.0	0.0
(1055) Risk Management	93	103	108	5	0.9	1.0	1.0	0.0
(1070) Fleet Management	283	325	371	46	0.9	0.0	0.0	0.0
(1080) Communications	77	80	134	54	0.9	1.0	1.0	0.0
(1085) Customer Service	50	48	50	2	0.9	1.0	1.0	0.0
(1090) Performance Management	1,295	1,369	936	-433	10.8	11.0	8.0	-3.0
(1095) Energy Management	2,109	601	648	47	4.5	6.0	5.0	-1.0
(1110) Personnel - Public Education	0	452	265	-187	0.0	4.0	3.0	-1.0
(1140) Information Technology - Public Education	0	197	201	4	0.0	2.0	2.0	0.0
(1180) Communication - Public Education	0	266	142	-124	0.0	2.0	1.0	-1.0
(1190) Performance Management - Public Education	0	699	1,499	800	0.0	0.0	5.0	5.0
(1195) Environmental - Public Education	0	1,206	535	-671	0.0	9.0	4.0	-5.0
No Activity Assigned	2,384	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Agency Management Program</b>	<b>7,893</b>	<b>7,654</b>	<b>7,350</b>	<b>-303</b>	<b>26.2</b>	<b>50.0</b>	<b>45.0</b>	<b>-5.0</b>
<b>(2000) Asset Management</b>								
(2001) Lease Management	9,285	8,754	8,374	-380	10.9	12.0	10.0	-2.0
(2003) Capital Construction	4	0	0	0	0.0	0.0	0.0	0.0
(2004) Swing Space Funding	1,580	1,312	1,338	26	0.0	0.0	0.0	0.0
(2006) Eastern Market	638	850	923	73	0.9	1.0	1.0	0.0
(2101) Realty- Public Education	0	430	442	12	0.0	5.0	5.0	0.0
<b>Subtotal (2000) Asset Management</b>	<b>11,507</b>	<b>11,346</b>	<b>11,078</b>	<b>-268</b>	<b>11.8</b>	<b>18.0</b>	<b>16.0</b>	<b>-2.0</b>
<b>(3000) Facility Operations</b>								
(3001) Postal Services	739	655	671	16	5.4	6.0	6.0	0.0
(3002) Facilities	248	18,981	40,906	21,925	0.0	115.0	116.0	1.0
(3004) Parking	528	499	511	12	0.9	1.0	1.0	0.0
(3005) RFK/DC Armory (Non-Military) Maintenance	2,392	4,356	4,356	0	14.6	16.0	16.0	0.0
(3006) Facilities - D.C. General Hospital	6	0	0	0	0.0	0.0	0.0	0.0
(3008) Janitorial Services	0	9,504	0	-9,504	0.0	6.0	0.0	-6.0
(3009) Facilities- Public Education	0	40,469	43,276	2,806	0.0	219.8	225.2	5.5
(3010) Facilities- Parks and Recreation	0	9,821	9,794	-27	0.0	104.5	94.8	-9.8
(3012) Facilities- MPD	0	1,239	1,267	27	0.0	5.0	5.0	0.0
(3013) Facilities- FEMS	0	500	470	-30	0.0	0.0	0.0	0.0
<b>Subtotal (3000) Facility Operations</b>	<b>3,912</b>	<b>86,025</b>	<b>101,251</b>	<b>15,226</b>	<b>20.9</b>	<b>473.2</b>	<b>464.0</b>	<b>-9.2</b>

(Continued on next page)

**Table AM0-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(4000) Protective Services</b>								
(4001) Protective Services	0	28,034	33,039	5,005	0.0	121.0	111.0	-10.0
(4040) Protective Services	-87	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (4000) Protective Services</b>	<b>-87</b>	<b>28,034</b>	<b>33,039</b>	<b>5,005</b>	<b>0.0</b>	<b>121.0</b>	<b>111.0</b>	<b>-10.0</b>
<b>(5000) Construction Services</b>								
(5001) Construction Services	392	1,942	2,185	242	2.7	14.0	16.0	2.0
(5101) Construction Division- Public Education	0	224	229	5	0.0	2.0	2.0	0.0
<b>Subtotal (5000) Construction Services</b>	<b>392</b>	<b>2,166</b>	<b>2,414</b>	<b>248</b>	<b>2.7</b>	<b>16.0</b>	<b>18.0</b>	<b>2.0</b>
<b>(6000) Contracting and Procurement Services</b>								
(6001) Contracting and Procurement Services	546	1,356	1,525	169	4.1	12.0	11.0	-1.0
(6101) Contracting and Procurement Public Education	0	1,896	1,193	-702	0.0	23.0	13.0	-10.0
<b>Subtotal (6000) Contracting and Procurement Services</b>	<b>546</b>	<b>3,252</b>	<b>2,718</b>	<b>-534</b>	<b>4.1</b>	<b>35.0</b>	<b>24.0</b>	<b>-11.0</b>
<b>(7000) Energy- Centrally Managed</b>								
(7001) Auto Fuel	0	12,990	18,544	5,554	0.0	0.0	0.0	0.0
(7002) Heating Fuel	0	1,478	870	-608	0.0	0.0	0.0	0.0
(7003) Natural Gas	0	14,972	15,493	520	0.0	0.0	0.0	0.0
(7004) Electricity	0	51,920	48,094	-3,826	0.0	0.0	0.0	0.0
(7005) Steam	0	1,669	1,720	50	0.0	0.0	0.0	0.0
(7006) Water	0	7,004	15,546	8,542	0.0	0.0	0.0	0.0
<b>Subtotal (7000) Energy- Centrally Managed</b>	<b>0</b>	<b>90,033</b>	<b>100,266</b>	<b>10,233</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(8000) Rent: In-Lease</b>								
(8001) Rent: In-Lease	0	125,376	130,327	4,951	0.0	0.0	0.0	0.0
<b>Subtotal (8000) Rent: In-Lease</b>	<b>0</b>	<b>125,376</b>	<b>130,327</b>	<b>4,951</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>24,164</b>	<b>353,885</b>	<b>388,443</b>	<b>34,558</b>	<b>65.8</b>	<b>713.2</b>	<b>678.0</b>	<b>-35.2</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Budget Changes

The Department of General Services' (DGS) proposed FY 2013 gross budget is \$388,442,860, which represents a 9.8 percent increase over its FY 2012 approved gross budget of \$353,885,345. The budget is comprised of \$244,338,238 in Local funds, \$6,579,157 in Special Purpose Revenue funds, and \$137,525,466 in Intra-District 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

DGS's FY 2013 CSFL budget is \$241,362,348, which represents a \$35,936,310, or 17.5 percent, increase over the FY 2012 approved Local funds budget of \$205,426,038.

### Major CSFL Cost Drivers

DGS's CSFL funding for fixed costs reflects an increase of \$33,513,230 to account for the District's FY 2013 projected growth in fixed costs over FY 2012. The growth in fixed costs was primarily driven by the rise in auto fuel prices and the District of Columbia's Water Sewer and Authority's impervious surface charge for water. Impervious surfaces are mainly artificial structures—such as pavements (roads, sidewalks, driveways and parking lots) that are covered by impenetrable materials such as asphalt, concrete, brick, and stone—and rooftops. These pavement materials seal the soil surface, eliminating rainwater infiltration and natural groundwater recharge.

The FY 2013 CSFL calculated for DGS included another adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$443,300 to account for the operating budget impact of capital projects that have been completed. During the development of the CSFL, some adjustments such as this were categorized as "other adjustments."

### Initial Adjusted Budget

**Cost Increase:** To sustain current obligations and meet mission objectives, the agency's budget proposal for Special Purpose Revenue funds reflects increases of \$14,161 in personal services to cover salary, step increases and Fringe Benefits in the RFK/DC Armory program, \$68,073 to adjust for current spending for Overtime Pay at Eastern Market, \$191,123 to cover fixed costs across several programs, and \$300 for Equipment at RFK/DC Armory. In Intra-District funds, the budget proposal includes increases of \$123,819 to properly align nonpersonal services with current spending plans and \$2,827,560 to cover the Energy Commodity.

**Cost Decrease:** Adjustments in the budget proposal for Special Purpose Revenue funds include reductions of \$71,235 in nonpersonal services to offset an increase to Fringe Benefits and overtime, and \$132,827 in Other Services and Charges to align the budget with current spending plans for the Eastern Market. In Intra-District funds, the budget proposal includes reductions of \$7,086,681 in the Rent In-Lease program and \$292,539 in the Protective Services division for Contractual Services.

**Transfers In:** Various adjustments in the Local budget proposal reflect transfers of funding from other District agencies to DGS. These adjustments include \$6,832,892 from the District Department of Transportation (DDOT) and \$1,300,500 from the Metropolitan Police Department (MPD). DGS' Local funds budget includes increases of \$208,783 for Rent and \$1,289,804 for Security fixed costs due to a transfer of funding from the Office of Unified Communications (OUC).



**Correct:** DGS' FY 2013 Local funds budget proposal eliminates 7.2 unfunded positions to mainly reflect the transfer of former Department of Parks and Recreation facility maintenance positions.

### **Additionally Adjusted Budget**

**Technical Adjustment:** Adjustments of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in increases of \$216,045 in Local funds and \$3,704 in Special Purpose Revenue funds.

### **Policy Initiatives**

**Eliminate:** A cost savings of \$2,288,736 and 26.0 FTEs in Local funds with the removal of vacant positions across several programs.

**Cost Increase:** A new security contract in the Protective Services division results in an increase of \$3,736,874.

**Cost Decrease:** The agency implemented several cost-saving measures to reduce electricity spending by \$6,800,000 in the Energy-Centrally Managed division. Additionally, the agency retrofitted several District buildings to attain energy savings of \$1,059,000 in the Energy-Centrally Managed division. DGS' Local funds budget proposal eliminates 2.0 FTEs, resulting in cost savings of \$211,272. The agency also adjusted the Local funds budget in the Asset Management program for a reduction of \$250,000 due to projected cost savings in lease management.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table AM0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table AM0-5**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>205,426</b>	<b>696.2</b>
Fringe Benefit Rate Adjustment	Multiple Programs	647	0.0
Other Adjustments	Multiple Programs	443	0.0
Fixed Cost Inflation Factor	Multiple Programs	33,513	0.0
Consumer Price Index	Multiple Programs	1,116	0.0
Personal Services Growth Factor	Multiple Programs	217	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>241,362</b>	<b>696.2</b>
Transfer In: From DDOT	Energy-Centrally Managed	6,833	0.0
Transfer In: From MPD	Rent: In-Lease	1,300	0.0
Transfer In: From OUC	Rent: In-Lease	209	0.0
Transfer In: From OUC for Security	Protective Services	1,290	0.0
Correct: Unfunded positions	Agency Management Program	0	-7.2
<b>FY 2013 Initial Adjusted Budget</b>		<b>250,994</b>	<b>689.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	216	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>251,210</b>	<b>689.0</b>
<b>FY 2013 Policy Initiatives</b>			
Eliminate: Vacant positions	Multiple Programs	-2,289	-26.0
Cost Increase: New security contract	Protective Services	3,737	0.0
Cost Decrease: Contract savings	Energy-Centrally Managed	-6,800	0.0
Cost Decrease: Retrofit District buildings to improve energy savings	Energy-Centrally Managed	-1,059	0.0
Cost Decrease: Eliminate positions.	Multiple Programs	-211	-2.0
Cost Decrease: Other Services and Charges	Asset Management	-250	0.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>244,338</b>	<b>661.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE</b>		<b>6,506</b>	<b>17.0</b>
Cost Increase: For Regular Pay and Fringe Benefits	Multiple Programs	14	0.0
Cost Increase: Adjustment based on current spending for Overtime Pay	Asset Management	68	0.0
Cost Increase: For fixed cost	Multiple Programs	191	0.0
Cost Increase: Equipment (less than \$500)	Facility Operations	0	0.0
Cost Decrease: Adjustment to nonpersonal services to offset increase to Fringe Benefits	Multiple Programs	-71	0.0
Cost Decrease: Other Services and Charges	Asset Management	-133	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>6,576</b>	<b>17.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	4	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>6,579</b>	<b>17.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>6,579</b>	<b>17.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>141,953</b>	<b>0.0</b>
Cost Increase: Adjustment to match spending plan	Facility Operations	124	0.0
Cost Increase: Adjustment to Energy-related fixed costs	Energy- Centrally Managed	2,828	0.0
Cost Decrease: Adjustment in Rentals to match spending plan	Rent: In-Lease	-7,087	0.0
Cost Decrease: Adjustment in Contractual Services to match spending plan	Protective Services	-293	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>137,525</b>	<b>0.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>137,525</b>	<b>0.0</b>
<b>Gross for AM0 - Department of General Services</b>		<b>388,443</b>	<b>678.0</b>

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

## Agency Performance Plan

The agency has the following objectives and performance indicators for their Divisions:

### 1. Office of the Director

**Objective 1:** Provide oversight, support and program evaluation of DGS divisions to drive agency-wide performance improvement.

**Objective 2:** Fully integrate predecessor agency functions and processes to achieve maximum efficiency without service interruptions.

**Objective 3:** Ensure that program budget and finance operations are efficient and transparent.

**Objective 4:** Improve the efficiency and utilization of the fleet program.

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### Proposed Key Performance - Office of the Director

<b>Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Target</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>
Number of employees completed performance goals and objectives on schedule	249	Not Available	Not Available	TBD	TBD
Number of employees completed mid-year review	212	Not Available	Not Available	TBD	TBD
Number of employees whose managers completed evaluation reviews (year-end)	204	Not Available	Not Available	TBD	TBD

## 2. Capital Construction Services Division

**Objective 1:** Consolidate procedures, sustainable development initiatives, Capital Improvement Plans (CIP's), and capital construction activities of all consolidated agencies.

**Objective 2:** Major Construction – Government – Support the efficient provision of government services through high quality and efficient stewardship of constructed assets.

**Objective 3:** Major Construction – Public Safety – Support the provision of efficient public safety programs through effective project management and planning.

**Objective 4:** Major Construction – Education - Modernize existing education facilities as well as construct new schools.

**Objective 5:** Major Construction – Department of Parks and Recreation - Modernize existing as well as construct new recreation centers, parks, fields, playgrounds and pool facilities.

**Objective 6:** Small Capital Projects – Support the efficient provision of government services through high quality and efficient stewardship of constructed assets.

### Proposed Key Performance - Construction Division

Measure	FY 2010 Actual	FY 2011 Actual	FY 2012 Target	FY 2012 YTD	FY 2013 Projection	FY 2014 Projection
Percent of design and construction projects without exceeding 10 percent of the original schedule - Government Construction	71%	90%	84%	100%	90%	100%
Percent of construction projects completed without exceeding 10 percent of original budget - Government Construction	94%	90%	84%	100%	90%	100%
Percent of construction projects where DGS-directed change order values do not exceed 5 percent of the original awarded construction contracts - Government Construction	83%	80%	84%	87.5%	90%	100%
Percent of new DGS capital projects that were assigned to a project manager and had a schedule developed within 7 days of funding - Government Construction	100%	99%	99%	85%	100%	100%
Number of school modernization projects underway on time within the project deadlines	19	17	22	22	22	25
Number of school modernization projects underway within the budget	19	15	22	19 <sup>1</sup>	22	25
Number of ongoing School Improvement Teams (S.I.T)	17	15	21	21	22	25
Number of square feet modernized school facilities	1,200,000	1,077,950	1,235,621	4,220,839 <sup>2</sup>	969,403	2,309,108
Percentage of DGS capital projects completed on schedule – Parks and Recreation	71.19%	Not Available	Not Available	95%	100%	100%

(Continued on next page)

## Proposed Key Performance - Construction Division (Continued)

Measure	FY 2010 Actual	FY 2011 Actual	FY 2012 Target	FY 2012 YTD	FY 2013 Projection	FY 2014 Projection
Percentage of DGS capital projects completed late – Parks and Recreation	28.81%	Not Available	Not Available	5%	0%	0%
Percentage of DGS capital projects completed within budget limit – Parks and Recreation	100%	Not Available	Not Available	100%	100%	100%
Contract dollars spent with Certified Business Enterprises (CBE) - School Construction <sup>3</sup>	53%	49%	50%	51%	50%	50%

### 3. Facility Management Division

**Objective 1:** Provide a clean, safe and operational work environment for District agencies through effective and efficient facility management and maintenance.

## Proposed Key Performance - Facility Management Division

Measure	FY 2010 Actual	FY 2011 Actual	FY 2012 Target	FY 2012 YTD	FY 2013 Projection	FY 2014 Projection
Number of maintenance requests completed within 3 days	706	Not Available	2500	50	TBD	TBD
Number of maintenance requests completed within 4-15 days	350	Not Available	500	241	TBD	TBD
Number of maintenance requests completed within 16-30 days	108	Not Available	100	452	TBD	TBD
Number of maintenance requests outstanding for more than 30 days	123	Not Available	50	151	TBD	TBD
Number of maintenance requests outstanding for more than 60 days	109	Not Available	25	271	TBD	TBD
Number of maintenance requests outstanding for more than 90 days	486	Not Available	20	383	TBD	TBD
Percentage of athletic fields rated "Average" or better rating by STMA PCI	Not Available	50%	55%	Not Available	TBD	TBD
Percentage of outdoor pools opened on time for the season	100%	100%	100%	Not Available	TBD	TBD
Percentage of children pools closed before the end of season	0%	0%	100%	Not Available	TBD	TBD
Percentage of spray parks closed before the end of season	100%	100%	100%	Not Available	TBD	TBD
Percentage of children pool closed before the end of season	Not Available	0%	0%	Not Available	TBD	TBD

(Continued on next page)

## Proposed Key Performance - Facility Management Division (Continued)

Measure	FY 2010 Actual	FY 2011 Actual	FY 2012 Target	FY 2012 YTD	FY 2013 Projection	FY 2014 Projection
Percentage of children pool closed before the end of season	Not Available	0%	0%	Not Available	TBD	TBD
Percentage of parks closed before the end of season	Not Available	0%	0%	Not Available	TBD	TBD
Number of premier fields	Not Available	29	15	Not Available	TBD	TBD
Percentage of emergency repair requests responded to within 2 hours	63%	81%	90%	92%	TBD	TBD
Percentage of non-emergency <sup>4</sup> repair requests responded to within 48 hours	86%	93%	95%	91%	TBD	TBD
Percentage of completed work orders in FAST that are preventive maintenance <sup>5</sup>	94%	17%	75%	12.5%	TBD	TBD
Total completed preventive maintenance work orders in FAST <sup>6</sup>	Not Available	Not Available	Not Available	708	TBD	TBD
Number of open work orders-across the agency School Facilities	5,069	4,764	5,000	7,236	TBD	TBD
Number of work orders cleared - School Facilities	21,381	27,067	15,000	3,456	TBD	TBD

### 4. Portfolio Management Division

**Objective 1:** Generate additional revenue by leasing space in school buildings and on school grounds through various types of agreements including use, lease and license agreements.

**Objective 2:** Ensure accurate, timely and transparent financial transactions.

**Objective 3:** Maximize the efficient and effective use of District-owned property by agencies and reduce dependence on leased space.

## Proposed Key Performance - Portfolio Division

Measure	FY 2010 Actual	FY 2011 Actual	FY 2012 Target	FY 2012 YTD	FY 2013 Projection	FY 2014 Projection
Reduction of leased space by 700,000 SF over 3 years	3,770,918 SF	3,191,439 SF	3,077,949 SF	3,171,534 SF	3,016,390 SF	2,956,062 SF
Percent of leased space that is currently occupied <sup>7</sup>	99.6%	100%	100%	100%	100%	100%
Percent of under-utilized space sublet to third parties	Not Available	Not Available	Not Available	Not Available	TBD	TBD
Gross revenue - School Facilities	\$3.75 Million	\$3.36 Million	\$ 3.1 Million	Not Available	TBD	TBD

## 5. Sustainability and Energy Management Division

Objective 1: Reduce energy costs and resource consumption.

Objective 2: Increase the diversion percentage of recyclables and compostable waste from landfills.

### Proposed Key Performance - Sustainability and Energy Management Division

Measure	FY 2010 Actual	FY 2011 Actual	FY 2012 Target	FY 2012 YTD	FY 2013 Projection	FY 2014 Projection
Total reduction in electricity consumption at designated buildings <sup>8</sup> , adjusted for weather (heating and cooling days) kwh	394,759,250	Not Available	3% from baseline 392,453,083 kwh	80,360,683 kwh	5% from baseline 388,407,175 kwh	5% from baseline 384,361,267 kwh
Total recycling diversion rate at the Big 4: Wilson, Reeves, One Judiciary Square, Daly (i.e. percent of overall waste that is recycled)	51%	50%	52%	52%	52%	53%

## 6. Protective Services Police Department

Objective 1: Provide a safe and secure work environment by providing effective and efficient physical security and law enforcement services through a highly-trained and professional law enforcement agency.

### Proposed Key Performance - Protective Services Police Department

Measure	FY 2010 Actual	FY 2011 Actual	FY 2012 Target	FY 2012 YTD	FY 2013 Projection	FY 2014 Projection
Reduction of Contract guard hours utilized <sup>9</sup>	8	9% from previous year	0% from previous year	2% from previous year	TBD	TBD
Mean time to respond to service calls <sup>10</sup>	4	4.73 minutes	15 minutes	4.52 minutes	7.5 minutes	7.5 minutes
Percent of calls for service responded to within 20 minutes during all hours	96%	96%	100%	96%	90%	90%
Percent of building checks performed monthly of a subset of 144 DGS-owned and leased buildings. <sup>11 12</sup>	99%	87%	90%	84%	90%	TBD
Number of building assessments conducted to analyze technology upgrades and security needs.	47	32	40	7	40	40

## 7. Contracting & Procurement Division

**Objective 1:** Streamline procurement processes and procedures.

**Objective 2:** Provide quality training that result in increased procurement knowledge, more efficient procurement processing, and shorter procurement timelines.

**Objective 3:** Ensure transparency and accountability throughout the procurement process.

**Objective 4:** Support CBE programs through performance enhancement programs and increased compliance monitoring on existing and upcoming contracts.

**Objective 5:** Minimize procurement costs and processing times for routine services.

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### Proposed Key Performance - Contracting and Procurement Division

<b>Measure</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual<sup>13</sup></b>	<b>FY 2012 Target</b>	<b>FY 2012 YTD</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>
Average time for processing a simplified acquisition <sup>14</sup>	7	4.3 business days	6 business days	Not Available	6 business days	6 business days
Percentage DGS procurement reviewed for legal sufficiency by OAG in 5 business days <sup>15</sup>	33%	84%	93%	Not Available	95%	95%
Average time for awarding an Invitation for Bids (IFB) under \$1M <sup>16</sup>	46%	53 calendar days	90 calendar days	Not Applicable	Not Applicable	Not Applicable



**Performance Plan Endnotes:**

1. Upon approval of the FY 2012 reprogramming /amended Capital Improvement Plan (CIP) all 19 active modernization and Phase 1 projects will be within budget.
2. Cumulative data from 2007 to present. Actual YTD measure is determined at the end of the fiscal year based on completed projects.
3. Cumulative data from 2007 to present.
4. Emergency repairs are issues which impact agency operations or the life, safety and health of building occupants.
5. This measure does not include external requests for service.
6. This number will increase as preventive maintenance schedules are further developed and funded.
7. The industry standard based on CoStar for optimizing occupancy rates is to maintain 5 percent of the space as unoccupied. This reserve space provides flexibility to accommodate additional temporary or long-term building occupants or any other changes in space configurations. A 100 percent occupancy rate for leased and District-owned office space therefore refers in actuality to full occupancy of 95 percent of the total space remaining after accounting for the 5 percent set-aside.
8. Designated buildings are the Big 4: Daly, Reeves, One Judiciary Square, Wilson Building.
9. Percentage reductions are calculated using present year comparisons to utilization rates in previous years.
10. Industry standard is 20 minutes and is based on IACP-International Association of Chiefs of Police.
11. During the course of inspections conducted by PSPD's Penetration Interdiction and Tracking team (PIT), all electronic screening devices are validated.
12. In July 2011, PSPD was instructed to calculate this measure in a different way which drastically reduced PSPD's ability to meet this measure's expected goal.
13. Based on FY 2011 DRES year-end actuals.
14. Tracked from when final scope of work is received by contracting officer to PASS purchase order issue date.
15. Tracked from when the Office of Attorney General (OAG) assigns a lawyer to review the documents to when DGS receives a letter with their comments.
16. In FY 2012, DGS will no longer be utilizing the IFB method to procure goods and services. Instead, the agency will utilize the competitive sealed bid or Request for Proposal (RFP) process.

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# Contract Appeals Board

<http://cab.dc.gov>  
Telephone: 202-727-6597

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$764,749	\$796,107	\$1,051,447	32.1
FTEs	5.6	6.0	8.0	33.3

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The mission of the Contract Appeals Board is to provide an impartial, expeditious, inexpensive, and knowledgeable forum for the hearing and resolving of contractual disputes and protests involving the District and its contracting communities.

## Summary of Services

The Contract Appeals Board adjudicates protests of District contract solicitations and awards, appeals by contractors of District contracting officer final decisions, claims by the District against contractors, appeals by contractors of suspensions and debarments, and contractor appeals of interest payment claims under the Quick Payment Act.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table AF0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table AF0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	1,032	765	796	1,051	255	32.1
<b>Total for General Fund</b>	<b>1,032</b>	<b>765</b>	<b>796</b>	<b>1,051</b>	<b>255</b>	<b>32.1</b>
<b>Gross Funds</b>	<b>1,032</b>	<b>765</b>	<b>796</b>	<b>1,051</b>	<b>255</b>	<b>32.1</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table AF0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table AF0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	5.5	5.6	6.0	8.0	2.0	33.3
<b>Total for General Fund</b>	<b>5.5</b>	<b>5.6</b>	<b>6.0</b>	<b>8.0</b>	<b>2.0</b>	<b>33.3</b>
<b>Total Proposed FTEs</b>	<b>5.5</b>	<b>5.6</b>	<b>6.0</b>	<b>8.0</b>	<b>2.0</b>	<b>33.3</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table AF0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table AF0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	237	211	236	404	167	70.9
12 - Regular Pay - Other	389	375	420	439	19	4.6
13 - Additional Gross Pay	0	44	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	112	100	120	168	48	39.9
<b>Subtotal Personal Services (PS)</b>	<b>738</b>	<b>731</b>	<b>776</b>	<b>1,010</b>	<b>235</b>	<b>30.2</b>
20 - Supplies and Materials	1	3	3	3	0	2.0
31 - Telephone, Telegraph, Telegram, Etc.	8	1	0	0	0	N/A
32 - Rentals - Land and Structures	244	0	0	0	0	N/A
35 - Occupancy Fixed Costs	1	0	0	0	0	N/A
40 - Other Services and Charges	7	6	2	2	1	34.9
41 - Contractual Services - Other	27	16	13	20	7	50.0
70 - Equipment and Equipment Rental	6	8	3	17	14	456.9
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>294</b>	<b>34</b>	<b>20</b>	<b>41</b>	<b>21</b>	<b>103.1</b>
<b>Gross Funds</b>	<b>1,032</b>	<b>765</b>	<b>796</b>	<b>1,051</b>	<b>255</b>	<b>32.1</b>

\*Percent change is based on whole dollars.

### Program Description

The Contract Appeals Board operates through the following 2 programs:

**Adjudication** – the Contract Appeals Board adjudicates protests of District contract solicitations and awards, appeals by contractors of District contracting officer final decisions, claims by the District against contractors, appeals by contractors of suspensions and debarments, and contractor appeals of interest payment claims under the Quick Payment Act.

**Contract Appeals Board (Agency Management Program)** – 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 Contract Appeals Board has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table AF0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table AF0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Contract Appeals Board</b>								
(1030) Property Management	1	0	1	1	0.0	0.0	0.0	0.0
(1090) Performance Management	169	185	389	204	0.9	1.0	3.0	2.0
<b>Subtotal (1000) Contract Appeals Board</b>	<b>169</b>	<b>186</b>	<b>390</b>	<b>204</b>	<b>0.9</b>	<b>1.0</b>	<b>3.0</b>	<b>2.0</b>
<b>(2000) Adjudication</b>								
(2001) Adjudication	595	611	662	51	4.6	5.0	5.0	0.0
<b>Subtotal (2000) Adjudication</b>	<b>595</b>	<b>611</b>	<b>662</b>	<b>51</b>	<b>4.6</b>	<b>5.0</b>	<b>5.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>765</b>	<b>796</b>	<b>1,051</b>	<b>255</b>	<b>5.6</b>	<b>6.0</b>	<b>8.0</b>	<b>2.0</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

### FY 2013 Proposed Budget Changes

The Contract Appeals Board's (CAB) proposed FY 2013 gross budget is \$1,051,447, which represents a 32.1 percent increase over its FY 2012 approved gross budget of \$796,107. The budget is comprised entirely of Local funds.

### Current Service 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

CAB's FY 2013 CSFL budget is \$808,196, which represents a \$12,089, or 1.5 percent, increase over the FY 2012 approved Local funds budget of \$796,107.

## Initial Adjusted Budget

**Cost Increase:** \$6,433 in Local funds to support a cost increase in Contractual Services.

**Cost Decrease:** \$6,433 in Local funds in personal services resulting from expected vacancy savings.

## Additionally Adjusted Budget

**Technical Adjustment:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$2,807 in Local funds.

## Policy Initiative

**Cost Increase:** \$28,196 in the Adjudication program and \$8,248 in the Contract Appeals program to cover a pay equity adjustment related to D.C. Code section 2.309.01, \$190,000 and 2.0 FTEs in the Contract Appeal program to alleviate the agency's backlog of cases, and \$14,000 in the Adjudication program for Equipment and necessary software upgrades.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table AF0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table AF0-5**

(dollars in thousands)

	Program	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>796</b>	<b>6.0</b>
Fringe Benefit Rate Adjustment	Multiple Programs	8	0.0
Consumer Price Index (less than \$500)	Multiple Programs	0	0.0
Personal Services Growth Factor	Multiple Programs	3	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>808</b>	<b>6.0</b>
Cost Increase: In Local funds to support contractual costs related to document archiving	Multiple Programs	6	0.0
Cost Decrease: In Local funds from expected vacancy savings to support cost increase in Contractual Services	Multiple Programs	-6	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>808</b>	<b>6.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	3	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>811</b>	<b>6.0</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: To cover pay equity adjustment related to D.C. Code section 2.309.01	Adjudication	28	0.0
Cost Increase: To cover pay equity adjustment related to D.C. Code section 2.309.01	Contract Appeals Board	8	0.0
Cost Increase: To alleviate backlog of cases	Contract Appeals Board	190	2.0
Cost Increase: Equipment and software upgrades	Adjudication	14	0.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>1,051</b>	<b>8.0</b>
<b>Gross for AF0 - Contract Appeals Board</b>		<b>1,051</b>	<b>8.0</b>

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

## Agency Performance Plans

The agency's performance plan has the following objectives for FY 2013:

**Objective 1:** Promote confidence in the integrity of the procurement process through equitable, timely, efficient, and legally correct adjudication of disputes and protests.

**Objective 2:** Assist parties to resolve disputes through negotiation and settlement by initiating early case intervention, focusing attention on critical facts, resolving threshold legal issues, and conducting regular status conferences.

**Objective 3:** Educate government and private contracting parties on resolving disputes through traditional and alternative dispute resolution methods.

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## Agency Performance Measures

<b>Measure</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Target</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Projection</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>
Percentage of protests resolved within 60 business days.	86.84%	90%	73%	90%	TBD	TBD
Percentage of appeals cases decided within 4 months of the cases being ready for decision.	80.77%	90%	85%	90%	TBD	TBD
Percentage of new cases using electronic filing system.	100%	100%	100%	100%	TBD	TBD
Percentage of decisions sustained on appeal	100%	100%	Not Available	100%	TBD	TBD
Percentage of cases closed by the Board which are electronically archived to permit web-based retrieval and full-text searching capability.	100%	95%	100%	95%	TBD	TBD

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# Board of Elections

www.dcboee.org

Telephone: 202-727-2525

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<b>Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Approved</b>	<b>FY 2013 Proposed</b>	<b>% Change from FY 2012</b>
Operating Budget	\$6,427,928	\$4,417,635	\$5,961,956	35.0
FTEs	43.2	59.2	59.8	0.8

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The Board of Elections (BOE), a chartered independent agency, is comprised of a three-member Board along with a small but dedicated staff that carries out the agency's mission. The mission of BOE is to enfranchise eligible residents, conduct elections, and assure the integrity of the electoral process. This mission is mandated by federal and local statutes. The schedule of the elections, which is directed by law, requires flexibility in the funding levels from year to year.

## Summary of Services

BOE operates the District's voter registration system; administers the ballot access for candidates and measures; delivers comprehensive public, media, and voter information services; maintains technical systems to support voting, ballot tabulation, and electronic mapping of election district boundaries; plans and implements each District of Columbia election; and performs legal counsel, rulemaking, and adjudication functions.

The agency's FY 2013 proposed budget is presented in the following tables:



## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table DL0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table DL0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	4,995	4,536	4,268	5,812	1,544	36.2
<b>Total for General Fund</b>	<b>4,995</b>	<b>4,536</b>	<b>4,268</b>	<b>5,812</b>	<b>1,544</b>	<b>36.2</b>
<b>Federal Resources</b>						
Federal Payments	3,479	1,892	0	0	0	N/A
Federal Grant Funds	0	0	150	150	0	0.0
<b>Total for Federal Resources</b>	<b>3,479</b>	<b>1,892</b>	<b>150</b>	<b>150</b>	<b>0</b>	<b>0.0</b>
<b>Gross Funds</b>	<b>8,474</b>	<b>6,428</b>	<b>4,418</b>	<b>5,962</b>	<b>1,544</b>	<b>35.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table DL0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table DL0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	38.5	43.2	59.2	59.8	0.5	0.8
<b>Total for General Fund</b>	<b>38.5</b>	<b>43.2</b>	<b>59.2</b>	<b>59.8</b>	<b>0.5</b>	<b>0.8</b>
<b>Total Proposed FTEs</b>	<b>38.5</b>	<b>43.2</b>	<b>59.2</b>	<b>59.8</b>	<b>0.5</b>	<b>0.8</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table DL0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table DL0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	2,030	2,019	2,264	2,533	269	11.9
12 - Regular Pay - Other	478	508	446	218	-228	-51.1
13 - Additional Gross Pay	148	57	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	493	519	588	649	61	10.5
15 - Overtime Pay	160	189	0	150	150	N/A
<b>Subtotal Personal Services (PS)</b>	<b>3,309</b>	<b>3,291</b>	<b>3,297</b>	<b>3,550</b>	<b>253</b>	<b>7.7</b>
20 - Supplies and Materials	134	122	50	200	150	301.7
30 - Energy, Comm. and Building Rentals	136	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	72	2	0	0	0	N/A
32 - Rentals - Land and Structures	430	0	0	0	0	N/A
33 - Janitorial Services	55	0	0	0	0	N/A
34 - Security Services	27	0	0	0	0	N/A
35 - Occupancy Fixed Costs	58	0	0	0	0	N/A
40 - Other Services and Charges	2,044	1,746	826	1,538	712	86.2
41 - Contractual Services - Other	184	336	75	467	392	522.7
50 - Subsidies and Transfers	0	0	150	150	0	0.0
70 - Equipment and Equipment Rental	2,022	931	20	58	38	187.5
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>5,165</b>	<b>3,137</b>	<b>1,121</b>	<b>2,412</b>	<b>1,291</b>	<b>115.2</b>
<b>Gross Funds</b>	<b>8,474</b>	<b>6,428</b>	<b>4,418</b>	<b>5,962</b>	<b>1,544</b>	<b>35.0</b>

\*Percent change is based on whole dollars.

## Program Description

The Board of Elections operates through the following 3 programs:

**Board of Supervisors** – provides assistance to the BOE in carrying out their duties. This policy-making board manages all activities relating to the BOE, including meetings. The Board members meet a minimum of once a month with the Office of the General Counsel, the Office of the Executive Director, and the Office of Campaign Finance to discuss any situation or concern that the BOE may have.

**Election Operations** – provides the administrative functions for the agency's overall operations. This program directs election-related program operations and support activities; conducts elections, voter registration and services; and provides voter roll maintenance, technology and information, and administration and support.

This program contains the following 4 activities:

- **Voter Registration** – operates the voter registration system; conducts the absentee voter program, including in-person, by mail, overseas citizen services, and absentee registration and voting; maintains voter history data; disseminates and provides access to voter registry data products; determines registration status for special ballots and petition signatures; assists in automated ballot tabulation and recount operations; conducts the biennial voter canvass; and executes the statutorily mandated requirements for the management and maintenance of the District's voter registry, including data processing systems support for on-line voter registration;
- **Voter Services** – provides centralized voter assistance, public reception, and information services; provides candidates with the information and documentation necessary for them to qualify for office, including petitions and declarations of candidacy; administers ballot access procedures for candidates and initiative, referendum, and recall measures; ensures petition sufficiency, voter qualification and eligibility, absentee registration and voting, and documentation for certification of election results; conducts ballot position lotteries and assists in automated ballot tabulation and recount operations; and conducts the in-person absentee voting program;
- **Election Administration** – ensures that all applicable federal and District of Columbia laws and regulations are followed with regard to pre- and post-election day activities; and
- **Election Operations** – provides central planning, administrative, and logistical support for all agency operations, including those directly associated with the conduct of elections and their subsequent clean-up. This activity is responsible for resource planning and financial management, including budgeting, accounting, procurement activity, and intra-District charges for services; contractual support for elections; and maintenance of agency facilities, specialized equipment, and other material. This activity also coordinates special elections and recall activity; develops election ballot layouts and design; effects procurement, monitors production, and ensures proper distribution of ballots for each voting precinct; performs comprehensive planning and support to election operations; and ensures that elections are carried out in an open and accessible manner for voters of the District of Columbia.

**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 Board of Elections has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table DL0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table DL0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1010) Personnel	214	136	533	397	0.0	3.5	11.8	8.3
(1020) Contracting and Procurement	96	58	105	47	1.0	1.0	1.3	0.3
(1030) Property Management	40	0	45	45	0.0	0.0	0.3	0.3
(1040) Information Technology	407	591	705	114	4.9	10.2	7.1	-3.2
(1060) Legal	482	422	434	12	4.8	3.2	3.2	0.0
(1070) Fleet Management	0	27	27	-1	0.0	0.0	0.0	0.0
(1080) Communication	121	190	125	-65	0.0	1.5	1.0	-0.5
(1085) Customer Service	223	175	238	63	0.0	2.0	3.0	1.0
(1090) Performance Management	138	265	201	-64	2.8	2.0	1.4	-0.6
No Activity Assigned	1,892	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Agency Management Program</b>	<b>3,613</b>	<b>1,865</b>	<b>2,412</b>	<b>547</b>	<b>13.6</b>	<b>23.5</b>	<b>29.2</b>	<b>5.6</b>
<b>(3000) Board of Supervisors</b>								
(3001) BOS Operations	27	5	61	56	0.2	0.0	0.1	0.1
<b>Subtotal (3000) Board of Supervisors</b>	<b>27</b>	<b>5</b>	<b>61</b>	<b>56</b>	<b>0.2</b>	<b>0.0</b>	<b>0.1</b>	<b>0.1</b>
<b>(4000) Election Operations</b>								
(4001) Voter Registration	273	463	288	-174	18.6	12.5	14.2	1.8
(4002) Voter Services	442	442	412	-29	0.0	9.5	7.2	-2.3
(4003) Election Administration	48	27	27	0	0.0	3.0	0.2	-2.8
(4004) Election Operations	2,025	1,617	2,761	1,144	10.8	10.8	8.8	-1.9
<b>Subtotal (4000) Election Operations</b>	<b>2,788</b>	<b>2,548</b>	<b>3,489</b>	<b>941</b>	<b>29.4</b>	<b>35.8</b>	<b>30.5</b>	<b>-5.2</b>
<b>Total Proposed Operating Budget</b>	<b>6,428</b>	<b>4,418</b>	<b>5,962</b>	<b>1,544</b>	<b>43.2</b>	<b>59.2</b>	<b>59.8</b>	<b>0.5</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Board of Elections' (BOE) proposed FY 2013 gross budget is \$5,961,956, which represents a 35.0 increase over its FY 2012 approved gross budget of \$4,417,635. The budget is comprised of \$5,811,956 in Local funds and \$150,000 in Federal Grant 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

BOE's FY 2013 CSFL budget is \$4,137,714, which represents a \$129,921, or 3.0 percent, decrease from its FY 2012 approved Local funds budget of \$4,267,635.

### **Initial Adjusted Budget**

**Cost Increase:** Local funds – BOE increased salaries within Regular Pay – Continuing Full Time by \$257,815 and 0.5 FTEs, and it also added \$6,337 for Fringe Benefits.

**Cost Decrease:** Local funds – BOE decreased Regular Pay – Other by \$229,915. In addition, there were decreases of \$31,344 in Other Services and Charges, \$1,500 in Contractual Services - Other, \$994 in Supplies and Materials, and \$400 in Equipment and Equipment Rental.

### **Additionally Adjusted Budget**

**Technical Adjustments:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$13,992 to Local funds.

### **Policy Initiatives**

**Enhance:** Local funds – In preparation for the 2012 General Election, BOE received one-time increases of \$491,550 for poll workers; \$392,000 for Contractual Services; \$290,000 for election printing; \$150,000 for overtime; \$150,000 for Supplies and Materials; \$121,500 for Postage; \$52,200 for Advertisement/Media; and \$37,500 for Equipment Rental.

**Cost Decrease:** Local funds – reduced stipends for BOE Board members by \$24,500.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table DL0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table DL0-5**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>4,268</b>	<b>59.2</b>
Removal of One-Time Funding	Multiple Programs	-200	0.0
Fringe Benefit Rate Adjustment	Multiple Programs	41	0.0
Consumer Price Index	Multiple Programs	15	0.0
Personal Services Growth Factor	Multiple Programs	14	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>4,138</b>	<b>59.2</b>
Cost Increase: Increased Regular Pay - Continuing Full Time	Multiple Programs	258	0.5
Cost Increase: Align Fringe Benefits with projected costs	Multiple Programs	6	0.0
Cost Decrease: Reduced Regular Pay - Other	Multiple Programs	-230	0.0
Cost Decrease: Reduce Other Services and Charges	Multiple Programs	-31	0.0
Cost Decrease: Reduce Contractual Services - Other, Supplies and Materials, and Equipment and Equipment Rental	Multiple Programs	-3	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>4,138</b>	<b>59.8</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	14	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>4,152</b>	<b>59.8</b>
<b>FY 2013 Policy Initiatives</b>			
Enhance: Increase Other Services and Charges for cost of poll workers - One-Time costs	Election Operations	492	0.0
Enhance: Contractual Services for General Election - One-Time costs	Election Operations	392	0.0
Enhance: Increase Printing for General Election - One-Time costs	Election Operations	290	0.0
Enhance: Increase Supplies and Materials for General Election - One-Time costs	Election Operations	150	0.0
Enhance: Overtime for General Election - One-Time costs	Election Operations	150	0.0
Enhance: Increase Postage for General Election - One-Time costs	Election Operations	122	0.0
Enhance: Increase Advertising - One-Time costs	Election Operations	52	0.0
Enhance: Increase Equipment and Equipment Rental - One-Time costs	Election Operations	38	0.0
Cost Decrease: Reduce stipends for Board members	Board of Supervisors	-24	0.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>5,812</b>	<b>59.8</b>
<b>FEDERAL GRANT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>150</b>	<b>0.0</b>
No Change		0	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>150</b>	<b>0.0</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>150</b>	<b>0.0</b>
<b>Gross for DL0 - Board of Elections</b>		<b>5,962</b>	<b>59.8</b>

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

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# Office of Campaign Finance

[www.ocf.dc.gov](http://www.ocf.dc.gov)

Telephone: 202-671-0547

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$1,373,762	\$1,407,024	\$2,601,045	84.9
FTEs	17.8	16.0	31.0	93.8

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The mission of the Office of Campaign Finance (OCF) is to regulate the conduct of public officials and political campaigns to ensure public trust in the integrity of the election process and government service.

## Summary of Services

The Office of Campaign Finance processes and maintains financial reports, for public inspection, which are required by law to be filed with OCF; audits and develops statistical reports and summaries of the financial reports; conducts investigations and informal hearings of alleged violations of the Campaign Finance Act (the Act); and renders interpretative opinions concerning the application of the Act.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table CJ0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table CJ0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	1,636	1,325	1,313	2,601	1,288	98.1
Special Purpose Revenue Funds	0	49	94	0	-94	-100.0
<b>Total for General Fund</b>	<b>1,636</b>	<b>1,374</b>	<b>1,407</b>	<b>2,601</b>	<b>1,194</b>	<b>84.9</b>
<b>Gross Funds</b>	<b>1,636</b>	<b>1,374</b>	<b>1,407</b>	<b>2,601</b>	<b>1,194</b>	<b>84.9</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table CJ0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table CJ0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	171	178	15.0	31.0	16.0	106.7
Special Purpose Revenue Funds	0.0	0.0	1.0	0.0	-1.0	-100.0
<b>Total for General Fund</b>	<b>17.1</b>	<b>17.8</b>	<b>16.0</b>	<b>31.0</b>	<b>15.0</b>	<b>93.8</b>
<b>Total Proposed FTEs</b>	<b>17.1</b>	<b>17.8</b>	<b>16.0</b>	<b>31.0</b>	<b>15.0</b>	<b>93.8</b>



## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table CJ0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table CJ0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	1,116	1,034	1,072	1,877	805	75.1
12 - Regular Pay - Other	26	52	73	0	-73	-100.0
13 - Additional Gross Pay	12	16	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	218	220	251	561	310	123.7
15 - Overtime Pay	0	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>1,373</b>	<b>1,322</b>	<b>1,396</b>	<b>2,439</b>	<b>1,043</b>	<b>74.7</b>
20 - Supplies and Materials	9	11	6	12	6	95.7
30 - Energy, Comm. and Building Rentals	42	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	7	0	0	0	0	N/A
33 - Janitorial Services	42	0	0	0	0	N/A
34 - Security Services	17	0	0	0	0	N/A
35 - Occupancy Fixed Costs	68	0	0	0	0	N/A
40 - Other Services and Charges	36	41	5	151	146	2,961.0
41 - Contractual Services - Other	43	0	0	0	0	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>264</b>	<b>52</b>	<b>11</b>	<b>163</b>	<b>151</b>	<b>1,370.8</b>
<b>Gross Funds</b>	<b>1,636</b>	<b>1,374</b>	<b>1,407</b>	<b>2,601</b>	<b>1,194</b>	<b>84.9</b>

\*Percent change is based on whole dollars.

## Program Description

The Office of Campaign Finance operates through the following 2 programs:

**Oversight Support Services** – provides desk analysis reviews, investigations, hearings, field audits, statistical reports, recommendations, and summaries of all financial reports submitted by candidates, political committees, constituent service programs, public officials, lobbyists, and statehood funds that focus efforts on ensuring accurate reporting and full disclosure, pursuant to the Campaign Finance Laws, so that the public is well informed and confident in the integrity of the electoral process and government services. The program also provides public information and educational seminars.

This program contains the following 3 activities:

- **Public Information and Records Management** – provides public information and educational seminars, receives electronically submitted financial reports, enters financial reports received by hard copy, and compiles information for publication in the D.C. Register so that the public is well informed and confident in the integrity of the electoral process and government service;
- **Reports Analysis and Audit Division** – provides desk analysis reviews, field audits, statistical reports, and summaries of all financial reports submitted by candidates, political committees, constituent service programs, public officials, lobbyists, and statehood funds that focus efforts on ensuring accurate reporting and full disclosure, pursuant to the Campaign Finance Laws; and
- **Office of the General Counsel** – provides enforcement by conducting investigations and hearings and issuing recommendations for decisions on charges of violations of the Campaign Finance Act. The Office drafts regulations and interpretive opinions that focus efforts on promoting voluntary compliance with the Campaign Finance Act.

**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 Changes

The Office of Campaign Finance has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table CJ0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table CJ0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1010) Personnel	166	165	167	2	5.0	3.0	3.0	0.0
(1015) Training and Development	-1	0	0	0	0.0	0.0	0.0	0.0
(1040) Information Technology	69	60	62	1	1.0	1.0	1.0	0.0
(1090) Performance Management	190	188	189	2	1.0	1.0	1.0	0.0
<b>Subtotal (1000) Agency Management Program</b>	<b>423</b>	<b>413</b>	<b>418</b>	<b>5</b>	<b>6.9</b>	<b>5.0</b>	<b>5.0</b>	<b>0.0</b>
<b>(2000) Oversight Support Services</b>								
(2010) Public Information and Record Management	303	273	429	156	4.0	4.0	4.0	0.0
(2020) Report Analysis and Audit Division	322	315	1,068	753	4.0	4.0	14.0	10.0
(2030) Office of the General Counsel	325	406	686	280	3.0	3.0	8.0	5.0
<b>Subtotal (2000) Oversight Support Services</b>	<b>950</b>	<b>994</b>	<b>2,183</b>	<b>1,189</b>	<b>10.9</b>	<b>11.0</b>	<b>26.0</b>	<b>15.0</b>
<b>Total Proposed Operating Budget</b>	<b>1,374</b>	<b>1,407</b>	<b>2,601</b>	<b>1,194</b>	<b>17.8</b>	<b>16.0</b>	<b>31.0</b>	<b>15.0</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

### FY 2013 Proposed Budget Changes

The Office of Campaign Finance's (OCF) proposed FY 2013 gross budget is \$2,601,045, which represents an 84.9 percent increase over its FY 2012 approved gross budget of \$1,407,024. The budget is comprised entirely of Local 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

OCF's FY 2013 CSFL budget is \$1,334,694, which represents a \$21,670, or 1.7 percent, increase over the FY 2012 approved Local funds budget of \$1,313,024.

### **Initial Adjusted Budget**

**Cost Increase:** \$47,248 in Local funds to support increased demands related to Other Services and Charges.

**Cost Decrease:** \$47,248 in Local funds reflects an adjustment to Regular Pay - Other and Fringe Benefits; \$33,922 from personal services in Special Purpose Revenue funds is due to a decline in projected revenue.

### **Additionally Adjusted Budget**

**Technical Adjustment:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$5,224 in Local funds and \$234 in Special Purpose Revenue funds.

### **Policy Initiative**

**Cost Increase:** \$708,000 and 9.0 FTEs in Local funds to support increased random audits conducted on political committees, \$215,000 in the Oversight Support Services program to support 4.0 additional FTEs, \$134,126 and 2.0 FTEs in Local funds for the costs of an Attorney Advisor and a Hearing Examiner's position previously funded by Special Purpose Revenue, and \$104,000 in Other Services and Charges for equipment and necessary software upgrades in the Oversight Support Services program.

**Transfer In:** \$100,000 and 1.0 FTE in Local funds from the District Department of Transportation.

**Transfer out:** \$60,077 and 1.0 FTE from Special Purpose Revenue funds to the newly created Ethics Board, in the Board of Ethics and Government Accountability.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table CJ0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table CJ0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>1,313</b>	<b>15.0</b>
Fringe Benefit Rate Adjustment	Multiple Programs	16	0.0
Consumer Price Index	Multiple Programs	0	0.0
Personal Services Growth Factor	Multiple Programs	5	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>1,335</b>	<b>15.0</b>
Cost Increase: In Other Services and Charges due to increased needs	Multiple Programs	47	0.0
Cost Decrease: In personal services to absorb the increase in Other Services and Charges	Multiple Programs	-47	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>1,335</b>	<b>15.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	5	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>1,340</b>	<b>15.0</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: To support the increased random audits conducted of political committees	Oversight Support Services	708	9.0
Cost Increase: To support an additional 4 FTEs	Oversight Support Services	215	4.0
Cost Increase: To cover the costs of an Attorney Advisor's and a Hearing Examiner's positions previously funded by Special Purpose Revenue funds	Oversight Support Services	134	2.0
Cost Increase: In Other Services and Charges for Equipment and necessary software upgrades	Oversight Support Services	104	0.0
Transfer In: From the District Department of Transportation	Oversight Support Services	100	1.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>2,601</b>	<b>31.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE</b>		<b>94</b>	<b>1.0</b>
Cost Decrease: In personal services due to decline in expected revenue projection	Multiple Programs	-34	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>60</b>	<b>1.0</b>
Technical Adjustment: Health insurance contribution (less than \$500)	Multiple Programs	0	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>60</b>	<b>1.0</b>
<b>FY 2013 Policy Initiatives</b>			
Transfer Out: To the Ethics Board	Oversight Support Services	-60	-1.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>0</b>	<b>0.0</b>
<b>Gross for CJ0 - Office of Campaign Finance</b>		<b>2,601</b>	<b>31.0</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

**Objective 1:** Obtain full and complete disclosure of documents and actions relevant to the Campaign Finance code through efficient and effective educational, audit, and enforcement processes.

**Objective 2:** Assimilate, maintain, and compile financial disclosure records received through electronic filing and by hard copy into an integrated, relational database.

**Objective 3:** Disseminate financial disclosure records and statistical reports.

## Agency Performance Measures

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of listings in the D.C. Register published before the statutory deadlines of January 15th, April 30th, June 15th, and August 15th of each year	100%	100%	100%	100%	100%	100%
Percentage of informal hearings conducted and closed before the next filing deadline	100%	100%	86.79%	100%	100%	100%
Percentage of investigative matters closed within 90 days of opening	100%	100%	62.5%	100%	100%	100%
Percentage of financial reports reviewed, evaluated, and analyzed before the next filing deadline	100%	100%	100%	100%	100%	100%
Percentage of financial reports filed electronically <sup>1</sup>	59.64%	70%	70.99%	75%	80%	95%
Number of periodic random audits conducted of political committees following the January 31st and July 31st filing deadlines <sup>2</sup>	7	6 <sup>3</sup>	6/8	6	6	6
Percentage of Interpretive Opinions issued within 30 days	94%	100%	100%	100%	100%	100%
Percentage of Compliance Rate <sup>4</sup>	94.39%	100%	100%	100%	100%	100%
Percentage of Financial Disclosure and Conflict of Interest Reports filed electronically	90%	60%	78.59%	70%	100%	100%
Percentage of Financial Disclosure Statements filed on time	95%	96%	96%	96%	96%	96%
Percentage of periodic random audits of political committees following January 31st and July 31st filing deadlines completed before the next filing deadline	100%	100%	100%	100%	100%	100%

<sup>1</sup>Per FY 2012 Performance Policy and Measure Recommendations of the GOE FY 2012 Budget Report, at Page 55, the "Office of Campaign Finance should increase the number of financial reports that are filed electronically, particularly in the lobbyist and Financial Disclosure statements, with a goal of 100 percent electronic filing by Fiscal Year 2013"; and for FY 2012, measure the "number of periodic random audits of lobbyist communications reports." It should be noted, however, that based upon the enactment of the "Board of Ethics and Government Accountability Establishment and Comprehensive Ethics Reform Emergency Amendment Act of 2012," effective January 29, 2012, the Office of Campaign Finance will no longer be responsible for the public reporting of public officials, and as of October 1, 2012, will no longer administer the provisions of the "Emergency Ethics Act" pertaining to lobbyists.

**Performance Plan Endnotes:**

1. As of 2008, based on the "Grading State Disclosure 2008" report, dated September 17, 2008 by the Campaign Disclosure Project, a partnership of the Center for Governmental Studies, the California Voter Foundation, and UCLA Law School, 30 states have mandatory electronic filing programs for certain campaign reports, 12 states had some form of voluntary program, and 8 states had no electronic filing. The District of Columbia was not included in this study. Participation rates among the voluntary states averaged at that time at 54 percent for statewide candidates and 43 percent for legislative candidates. The report can be found at [www.campaigndisclosure.org](http://www.campaigndisclosure.org). OCF will attempt to determine what the current trends are in electronic filing from the Council on Governmental Ethics Laws.
2. The total number of periodic audits conducted for all filer groups was as follows: FY 2009, 8; and FY 2010, 14. OCF expects the total number of periodic audits conducted for all filer groups to be as follows: FY 2011, 8; FY 2012, 12; and FY 2013, 8.
3. OCF expects to perform three audits of political committees following the January 31st filing deadline and three audits of political committees after the July 31st deadline.
4. The total number of disclosure statements received compared to the number expected.

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# Public Employee Relations Board

[www.perb.dc.gov](http://www.perb.dc.gov)

Telephone: 202-727-1822

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$733,019	\$950,866	\$1,151,005	21.0
FTEs	5.9	7.0	9.0	28.6

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The District of Columbia Public Employee Relations Board (PERB) is an impartial, quasi-judicial, independent agency empowered with the exclusive jurisdiction to resolve labor-management disputes between agencies of the District government and labor organizations representing employees of various District agencies.

## Summary of Services

The Board determines appropriate compensation and non-compensation bargaining units. It certifies and decertifies labor organizations as exclusive bargaining representatives and adjudicates unfair labor practice complaints. The Board also considers appeals of grievance arbitration awards, investigates standards-of-conduct complaints, and determines whether a particular subject or proposal is within the scope of bargaining. Lastly, the Board facilitates the resolution of impasses in contract negotiations and adopts rules and regulations for conducting the business of PERB. Consistent with the above-noted responsibilities, PERB is also authorized to issue subpoenas, conduct hearings, and retain independent counsel to represent its interests.

The agency's FY 2013 proposed budget is presented in the following tables:



## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table CG0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table CG0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	1,055	733	951	1,151	200	21.0
<b>Total for General Fund</b>	<b>1,055</b>	<b>733</b>	<b>951</b>	<b>1,151</b>	<b>200</b>	<b>21.0</b>
<b>Gross Funds</b>	<b>1,055</b>	<b>733</b>	<b>951</b>	<b>1,151</b>	<b>200</b>	<b>21.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table CG0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table CG0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	5.7	5.9	7.0	9.0	2.0	28.6
<b>Total for General Fund</b>	<b>5.7</b>	<b>5.9</b>	<b>7.0</b>	<b>9.0</b>	<b>2.0</b>	<b>28.6</b>
<b>Total Proposed FTEs</b>	<b>5.7</b>	<b>5.9</b>	<b>7.0</b>	<b>9.0</b>	<b>2.0</b>	<b>28.6</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table CG0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table CG0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	433	363	520	822	302	58.0
12 - Regular Pay - Other	0	28	0	0	0	N/A
13 - Additional Gross Pay	31	-30	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	92	70	111	192	80	72.0
<b>Subtotal Personal Services (PS)</b>	<b>556</b>	<b>431</b>	<b>631</b>	<b>1,014</b>	<b>382</b>	<b>60.5</b>
20 - Supplies and Materials	3	3	3	3	0	2.0
31 - Telephone, Telegraph, Telegram, Etc.	3	4	2	12	10	452.5
32 - Rentals - Land and Structures	100	0	0	0	0	N/A
40 - Other Services and Charges	30	50	5	15	10	184.8
41 - Contractual Services - Other	358	238	304	102	-202	-66.3
70 - Equipment and Equipment Rental	5	8	5	5	0	2.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>498</b>	<b>302</b>	<b>319</b>	<b>137</b>	<b>-182</b>	<b>-57.0</b>
<b>Gross Funds</b>	<b>1,055</b>	<b>733</b>	<b>951</b>	<b>1,151</b>	<b>200</b>	<b>21.0</b>

\*Percent change is based on whole dollars.

### Program Description

The Public Employee Relations Board operates through the following 2 programs:

**Adjudication** – provides assistance in resolving labor-management disputes between the District government and labor organizations representing employees of various District agencies.

This program contains the following 3 activities:

- **Legal Support** – provides assistance in resolving labor-management disputes between the District government and labor organizations representing employees of various District agencies;
- **Public Employee Relations Board** – through Board meetings, provides final resolution of labor-management disputes between the District government and labor organizations representing employees of various District agencies; and
- **Court Appeals and Enforcement** – defends appeals filed by an aggrieved party. Also, if the Board's order is reversed by the District of Columbia Superior Court, the Board may file an appeal with the District of Columbia Court of Appeals. Seeks enforcement of the Board's orders.

**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 Public Employee Relations Board has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table CG0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides FY 2011 actual data.

**Table CG0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1010) Personnel	0	0	0	0	1.0	0.0	0.0	0.0
(1020) Contracting and Procurement	0	2	0	-2	0.0	0.0	0.0	0.0
(1040) Information Technology	4	2	2	0	0.0	0.0	0.0	0.0
(1090) Performance Management	29	0	165	165	1.0	1.0	1.0	0.0
(1100) Public Employee Relations Board	2	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Agency Management Program</b>	<b>35</b>	<b>4</b>	<b>167</b>	<b>163</b>	<b>2.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>
<b>(2000) Adjudication</b>								
(2001) Legal Support	294	428	574	146	0.5	1.5	5.0	3.5
(2002) Court Appeals	399	516	395	-121	3.4	4.5	3.0	-1.5
(2003) Public Employee Relations Board	6	3	15	12	0.0	0.0	0.0	0.0
<b>Subtotal (2000) Adjudication</b>	<b>698</b>	<b>947</b>	<b>984</b>	<b>37</b>	<b>3.9</b>	<b>6.0</b>	<b>8.0</b>	<b>2.0</b>
<b>Total Proposed Operating Budget</b>	<b>733</b>	<b>951</b>	<b>1,151</b>	<b>200</b>	<b>5.9</b>	<b>7.0</b>	<b>9.0</b>	<b>2.0</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Budget Changes

The Public Employee Relations Board's (PERB) proposed FY 2013 gross budget is \$1,151,005, which represents a 21.0 percent increase over its FY 2012 approved gross budget of \$950,866. The budget is comprised entirely of Local 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

PERB's FY 2013 CSFL budget is \$967,609, which represents a \$16,743, or 1.8 percent, increase over the FY 2012 approved Local funds budget of \$950,866.

## Initial Adjusted Budget

**Cost Increase:** \$188,280 to align personal services with the agency's projected need.

**Cost Decrease:** \$188,280 in Contractual Services – Other to offset the increase in personal services.

## Additionally Adjusted Budget

**Technical Adjustment:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$3,396 in Local funds.

## Policy Initiative

**Cost Increase:** \$180,000 in Local funds and 2.0 FTEs in the Adjudication program to reduce the agency's backlog of cases.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table CG0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table CG0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>951</b>	<b>7.0</b>
Fringe Benefit Rate Adjustment	Multiple Programs	8	0.0
Consumer Price Index	Multiple Programs	6	0.0
Personal Services Growth Factor	Multiple Programs	3	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>968</b>	<b>7.0</b>
Cost Increase: To align personal services cost with projected need	Multiple Programs	188	0.0
Cost Decrease: In Contractual Services - Other to offset the increase in personal services	Multiple Programs	-188	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>968</b>	<b>7.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	3	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>971</b>	<b>7.0</b>
<b>FY 2013 Policy Initiative</b>			
Cost Increase: To reduce the agency's backlog of cases	Adjudication	180	2.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>1,151</b>	<b>9.0</b>
<b>Gross for CG0 - Public Employee Relations Board</b>		<b>1,151</b>	<b>9.0</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

**Objective 1:** Satisfy statutory responsibilities by efficiently resolving labor management disputes between agencies of the District government and the labor organizations.

**Objective 2:** Maintain and/or increase the number of matters that are settled through the voluntary and mandatory "mediation program."

**Objective 3:** Maintain a high rate of success concerning matters that are appealed to either the D.C. Superior Court or the D.C. Court of Appeals.

**Objective 4:** Continue to review PERB's rules in order to determine if PERB needs to amend its rules or promulgate new rules.

## Agency Performance Measures

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of cases decided within 120 days of submission to PERB.	37% <sup>2</sup>	33%	44.9%	100%	100%	TBD
Percentage of decisions transmitted to the D.C. Register for publication within 60 days of issuance.	Not Available	Not Available	100%	100%	100%	TBD
Percentage of compensation impasse resolution cases that meet statutory time targets (e.g., mediation within 30 days, arbitration within 45 days after the panel has been established).	100%	100%	100%	100%	100%	TBD
Number of decisions issued by local courts.	2	2	-	Not Available	Not Available	TBD
Percentage of cases in which the courts affirmed PERB.	85%	100%	100%	100%	100%	TBD

### Performance Plan Endnotes:

1. Industry Standard Measure - PERB surveyed sixteen (16) other state public employee relations agencies operating pursuant to a statute similar to the District of Columbia Comprehensive Merit Personnel Act (CMPA). Specifically, PERB's staff examined the types of information tracked by the surveyed state agencies. The majority of these agencies track workload data, which PERB currently tracks. A minority of the state agencies surveyed track performance measures by which the timeliness and effectiveness of service can be evaluated. These agencies base their performance measure on the percentage of decisions issued in compliance with their respective statutory guidelines. PERB also currently tracks this information as evidenced by the data noted above in the "Proposed Key Performance Indicators". In particular, PERB tracks: (1) the percentage of cases issued within 120 days after being submitted to the Board; and (2) the percentage of compensation impasse resolution cases that meet statutory time targets.
2. The Board could not hold a meeting from June 2008 through July 2009 because it did not have the three members necessary to "constitute a quorum for the transaction of business." (D.C. Code § 1-605.01(1)). As a result, the percentage noted concerning the number of cases decided within 120 days of submission to the Board, is not an accurate representation of the baseline data.

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# Office of Employee Appeals

<http://oea.dc.gov>

Telephone: 202-727-0004

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$1,115,574	\$1,359,735	\$1,468,441	8.0
FTEs	11.2	13.0	14.0	7.7

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The mission of the Office of Employee Appeals (OEA) is to render impartial, legally sufficient, and timely decisions on appeals filed by District of Columbia government employees. OEA has jurisdiction over appeals in which an employee has been removed as a result of an adverse action for cause, placed on enforced leave for 10 days or more, suspended for 10 days or more, reduced in grade, or subjected to a reduction in force.

## Summary of Services

OEA offers District government agencies and employees the following three-part appeal process: mediation, adjudication, and petitions for review. The mediation process allows the employee and the agency an opportunity to resolve their disputes without going through the lengthy and costly adjudication process. The adjudication process results in disputes being resolved by an administrative judge who issues an initial decision and finds in favor of either the agency or employee. The petition for review process provides an impartial review of initial decisions by OEA's Board.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table CH0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table CH0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Funds</b>						
Local Funds	1,753	1,116	1,360	1,468	109	8.0
<b>Total for General Fund</b>	<b>1,753</b>	<b>1,116</b>	<b>1,360</b>	<b>1,468</b>	<b>109</b>	<b>8.0</b>
<b>Gross Funds</b>	<b>1,753</b>	<b>1,116</b>	<b>1,360</b>	<b>1,468</b>	<b>109</b>	<b>8.0</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table CH0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table CH0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	10.7	11.2	13.0	14.0	1.0	7.7
<b>Total for General Fund</b>	<b>10.7</b>	<b>11.2</b>	<b>13.0</b>	<b>14.0</b>	<b>1.0</b>	<b>7.7</b>
<b>Total Proposed FTEs</b>	<b>10.7</b>	<b>11.2</b>	<b>13.0</b>	<b>14.0</b>	<b>1.0</b>	<b>7.7</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table CH0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table CH0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	883	761	1,008	1,045	37	3.6
12 - Regular Pay - Other	19	86	92	93	1	1.5
13 - Additional Gross Pay	89	13	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	168	157	179	201	22	12.5
<b>Subtotal Personal Services (PS)</b>	<b>1,159</b>	<b>1,017</b>	<b>1,279</b>	<b>1,340</b>	<b>60</b>	<b>4.7</b>
20 - Supplies and Materials	5	18	10	15	5	50.0
31 - Telephone, Telegraph, Telegram, Etc.	6	5	0	0	0	N/A
32 - Rentals - Land and Structures	468	0	0	0	0	N/A
35 - Occupancy Fixed Costs	3	0	0	0	0	N/A
40 - Other Services and Charges	22	40	45	59	14	30.8
41 - Contractual Services - Other	66	31	15	35	20	126.4
70 - Equipment and Equipment Rental	24	5	10	20	10	100.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>594</b>	<b>99</b>	<b>80</b>	<b>129</b>	<b>48</b>	<b>60.1</b>
<b>Gross Funds</b>	<b>1,753</b>	<b>1,116</b>	<b>1,360</b>	<b>1,468</b>	<b>109</b>	<b>8.0</b>

\*Percent change is based on whole dollars.



## Program Description

The Office of Employee Appeals operates through the following 2 programs:

**Adjudication** – provides mediation sessions, impartial hearings, and adjudication appeals for District government employees who challenge an agency’s final decision on personnel matters.

This program contains the following 3 activities:

- **Mediation** – provides both parties an opportunity to resolve or settle disputes without going through the lengthy and costly adjudication process;
- **Adjudication Process** – provides impartial, fair decisions to employees for timely resolution of their appeal; and
- **Appeals** – provides an impartial review by the Office of Employee Appeals Board of the decisions filed.

**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 Office of Employee Appeals has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table CH0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table CH0-4**  
(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1040) Information Technology	57	55	56	1	0.9	1.0	1.0	0.0
(1085) Customer Service	51	42	43	2	0.9	1.0	1.0	0.0
(1090) Performance Management	9	160	162	2	0.9	1.0	1.0	0.0
(1100) Office of Employee Appeals	551	560	543	-16	6.1	5.5	5.5	0.0
<b>Subtotal (1000) Agency Management Program</b>	<b>668</b>	<b>817</b>	<b>805</b>	<b>-11</b>	<b>8.9</b>	<b>8.5</b>	<b>8.5</b>	<b>0.0</b>
<b>(2000) Adjudication</b>								
(2001) Adjudication Process	349	463	534	-12	2.3	4.5	5.5	1.0
(2002) Appeals	99	80	129	48	0.0	0.0	0.0	0.0
<b>Subtotal (2000) Adjudication</b>	<b>448</b>	<b>543</b>	<b>663</b>	<b>120</b>	<b>2.3</b>	<b>4.5</b>	<b>5.5</b>	<b>1.0</b>
<b>Total Proposed Operating Budget</b>	<b>1,116</b>	<b>1,360</b>	<b>1,468</b>	<b>109</b>	<b>11.2</b>	<b>13.0</b>	<b>14.0</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer’s website.

## **FY 2013 Proposed Budget Changes**

The Office of Employee Appeals' (OEA) proposed FY 2013 gross budget is \$1,468,441, which represents a 8.0 percent increase over its FY 2012 approved gross budget of \$1,359,735. The budget is comprised entirely of Local 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 2012 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 initial adjustments in the budget proposal represents changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

OEA's FY 2013 CSFL budget is \$1,379,374, which represents a \$19,639, or 1.4 percent, increase over the FY 2012 approved Local funds budget of 1,359,735.

### **Initial Adjusted Budget**

**Cost Increase:** Additional \$46,785 in Local funds to cover the cost of Contractual Services and Equipment purchases.

**Cost Decrease:** A reduction of \$46,785 in Local funds due to realignment of personal services costs to offset increases to Contractual Services and Equipment purchases.

### **Additionally Adjusted Budget**

**Technical Adjustment:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$4,067 in Local funds.

### **Policy Initiatives**

**Cost Increase:** \$85,000 in Local funds to support the salary of an Administrative Law Judge position.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table CH0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table CH0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>1,360</b>	<b>13.0</b>
Fringe Benefit Rate Adjustment	Multiple Programs	13	0.0
Consumer Price Index	Multiple Programs	2	0.0
Personal Services Growth Factor	Multiple Programs	6	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>1,379</b>	<b>13.0</b>
Cost Increase: Contractual Services, Equipment Purchases and Other Services and Charges	Multiple Programs	47	0.0
Cost Decrease: Savings from the realignment of personal services	Multiple Programs	-47	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>1,379</b>	<b>13.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	4	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>1,383</b>	<b>13.0</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: To support the salary of an Administrative Law Judge position	Adjudication	85	1.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>1,468</b>	<b>14.0</b>
<b>Gross for CH0 - Office of Employee Appeals</b>		<b>1,468</b>	<b>14.0</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

**Objective 1:** Render impartial, legally sound decisions in a timely manner.

**Objective 2:** Timely process appeals that are subject to mandatory mediation.

**Objective 3:** Maintain a system to allow the public to have access to all decisions rendered by the office.

### Agency Performance Measures

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Number of initial decisions issued	156	180	188	200	200	200
Number of opinions and orders issued	35	35	50	35	35	35
Mean length of time required to complete adjudications <sup>1</sup>	9.5 months	9.5 months	13 months	13 months	13 months	13 months
Mean length of time required to resolve petitions for review <sup>2</sup>	17 months	17 months	11 months	11 months	11 months	11 months
Percentage of cases reversing agency decisions	13.6% <sup>3</sup>	Not Available	5.8% <sup>4</sup>	Not Available	Not Available	Not Available
Percentage of OEA decisions upheld by the D.C. Superior Court and D.C. Court of Appeals	100% <sup>5</sup>	100%	100% <sup>6</sup>	99%	99%	99%

#### Performance Plan Endnotes:

- <sup>1</sup> The months indicated represent the time from which an appeal is filed with OEA until an initial decision is issued by an Administrative Judge.
- <sup>2</sup> The months indicated represent the time from which an appeal is filed with the OEA Board until a final decision is rendered.
- <sup>3</sup> In FY 2010, OEA reversed 26 agency decisions of the 191 total cases decided.
- <sup>4</sup> In FY 2011, OEA reversed 14 agency decisions of the 238 total cases decided.
- <sup>5</sup> Of the 191 total decisions issued by OEA in FY 2010, the D.C. Superior Court issued 2 decisions upholding OEA. The D.C. Court of Appeals issued 1 decision upholding OEA.
- <sup>6</sup> Of the 238 total decisions issued by OEA in FY 2011, the D.C. Superior Court issued 2 decisions upholding OEA. The D.C. Court of Appeals issued 2 decisions upholding OEA.

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# Metropolitan Washington Council of Governments

**www.mwcog.org**  
**Telephone: 202-962-3200**

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<b>Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Approved</b>	<b>FY 2013 Proposed</b>	<b>% Change from FY 2012</b>
Operating Budget	\$494,929	\$395,943	\$407,943	3.0

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The mission of the Metropolitan Washington Council of Governments (MWCOG) is to enhance the quality of life and competitive advantages of the Washington metropolitan region in the global economy by providing a forum for consensus building and policy-making; implementing intergovernmental policies, plans, and programs; and supporting the region as an expert information resource.

In the District's budget, the MWCOG agency represents the District's annual payment to MWCOG.

The agency's FY 2013 proposed budget is presented in the following tables:

## **FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type**

Table EA0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table EA0-1**  
(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	297	495	396	408	12	3.0
<b>Total for General Fund</b>	<b>297</b>	<b>495</b>	<b>396</b>	<b>408</b>	<b>12</b>	<b>3.0</b>
<b>Gross Funds</b>	<b>297</b>	<b>495</b>	<b>396</b>	<b>408</b>	<b>12</b>	<b>3.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Operating Budget, by Comptroller Source Group**

Table EA0-2 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table EA0-2**  
(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
50 - Subsidies and Transfers	297	495	396	408	12	3.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>297</b>	<b>495</b>	<b>396</b>	<b>408</b>	<b>12</b>	<b>3.0</b>
<b>Gross Funds</b>	<b>297</b>	<b>495</b>	<b>396</b>	<b>408</b>	<b>12</b>	<b>3.0</b>

\*Percent change is based on whole dollars.

## **Program Description**

The District's payment to the Metropolitan Washington Council of Governments is reflected as one program in the District's financial system. However, MWCOG operates through the following 9 programs:

**Transportation Planning** - provides transportation planning for the metropolitan Washington area through the Transportation Planning Board, in cooperation with the area's local governments and federal, state, and regional agencies responsible for funding and implementing highway, bridge, transit, and other projects.

**Commuter Connections** - coordinates programs aimed at alleviating road congestion and reducing vehicle emissions through ride-matching services, employer outreach, telecommuting programs, integrated ride-share information kiosks, and mass marketing campaigns, to encourage alternatives to driving alone.

**Metropolitan Planning and Economic Development** - assists local governments in developing the planning databases and analytic tools needed to analyze regional economic and demographic change. The program provides MWCOG member jurisdictions with analyses of current and projected growth trends and provides data to the Transportation Planning Board as it develops transportation plans for the region.

**Housing Opportunities and Community Management** - covers an array of issues that are important to the policy developments of area local governments and their housing authorities. The program provides data on the region's housing stock, Section 8 housing, homelessness, and housing affordability.

**Child Welfare** - facilitates regional foster care and adoption initiatives to help area children lead happy, healthy, and productive lives.

**Public Safety, Health and Homeland Security** - coordinates regional programs and policies on a broad range of issues, including law enforcement, fire safety, public health, and emergency preparedness. The program helps to keep the region safe and healthy by supporting innovative regional policies and programs, developing regional mutual aid agreements, providing technical assistance and training to public safety and health officials, and developing public education and prevention measures.

**Water Resources Planning and Management** - facilitates efforts to clean the region's waterways including the Chesapeake Bay, the Anacostia River watershed, and the Potomac River. The program includes water quality management policy, technical analysis, storm water management, water health issues, drought coordination, and water-related homeland security planning.

**Environmental Resources** - provides support to local government programs in the region that address solid waste management, recycling, energy, airport noise, pollution, and alternative fuels.

**Air Quality Planning** - supports the Metropolitan Washington Air Quality Committee, which is certified to prepare federally mandated plans to clean the region's air. This program also tracks pollution levels on a daily basis through the Air Quality Index, provides seasonal forecasts, and organizes public education campaigns.

## **Program Structure Change**

The Metropolitan Washington Council of Governments has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table EA0-3 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table EA0-3**  
(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Metropolitan Washington Council of Governments</b>								
(1100) Metropolitan Washington Council of Governments	495	396	408	12	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Metropolitan Washington Council of Governments</b>	<b>495</b>	<b>396</b>	<b>408</b>	<b>12</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>495</b>	<b>396</b>	<b>408</b>	<b>12</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

### FY 2013 Proposed Budget Changes

The Metropolitan Washington Council of Governments (MWGOG) proposed FY 2013 gross budget is \$407,943, which represents a 3.0 percent increase over its FY 2012 approved gross budget of \$395,943. The budget is comprised entirely of Local 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 Local funds budget are described in table 4 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.

Metropolitan Washington Council of Government's FY 2013 CSFL budget is \$395,943, which is no change from the FY 2012 approved Local funds budget of \$395,943.

### Initial Adjusted Budget

**Cost Increase:** Additional funding of \$12,000 in Local funds accounts for the newly adopted Metropolitan Washington Council of Governments membership assessment rate.



## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table EA0-4 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table EA0-4**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>396</b>	<b>0.0</b>
No Changes		0	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>396</b>	<b>0.0</b>
Cost Increase: Accounts for newly adopted MWCOCG membership assessment rate	Metropolitan Washington Council of Governments	12	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>408</b>	<b>0.0</b>
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>408</b>	<b>0.0</b>
<b>Gross for EA0 - Metropolitan Washington Council of Governments</b>		<b>408</b>	<b>0.0</b>

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

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# Municipal Facilities: Non-Capital

[www.dres.dc.gov](http://www.dres.dc.gov)  
Telephone: 202-724-4400

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$265,156,964	\$0	\$0	N/A
FTEs	215.4	0.0	0.0	N/A

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The Municipal Facilities: Non-Capital (MFNC) agency was absorbed into the Department of General Services (DGS). Its mission, funding, and all full-time equivalents (FTEs) were transferred in FY 2012. The proposed programs and projects for FY 2013 are shown in the Department of General Services budget chapter within the Governmental Direction and Support section of the budget.

The agency's FY 2013 proposed budget is presented in the following tables:

## **FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type**

Table ZX0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table ZX0-1**

(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	0	122,657	0	0	0	N/A
Special Purpose Revenue Funds	0	969	0	0	0	N/A
<b>Total for General Fund</b>	<b>0</b>	<b>123,627</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Intra-District Funds</b>						
Intra-District Funds	0	141,530	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>0</b>	<b>141,530</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>0</b>	<b>265,157</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Full-Time Equivalents, by Revenue Type**

Table ZX0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table ZX0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change</b>
<b>General Fund</b>						
Local Funds	0.0	215.4	0.0	0.0	0.0	N/A
<b>Total for General Fund</b>	<b>0.0</b>	<b>215.4</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>N/A</b>
<b>Total Proposed FTEs</b>	<b>0.0</b>	<b>215.4</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>N/A</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table ZX0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table ZX0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Cont Full Time	0	8,868	0	0	0	N/A
12 - Regular Pay - Other	0	2,421	0	0	0	N/A
13 - Additional Gross Pay	0	435	0	0	0	N/A
14 - Fringe Benefits - Curr Personnel	0	2,642	0	0	0	N/A
15 - Overtime Pay	0	888	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>0</b>	<b>15,254</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
20 - Supplies and Materials	0	153	0	0	0	N/A
30 - Energy, Comm. and Bldg Rentals	0	94,073	0	0	0	N/A
32 - Rentals - Land and Structures	0	124,483	0	0	0	N/A
40 - Other Services and Charges	0	601	0	0	0	N/A
41 - Contractual Services - Other	0	30,335	0	0	0	N/A
70 - Equipment and Equipment Rental	0	258	0	0	0	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>0</b>	<b>249,903</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>0</b>	<b>265,157</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>

\*Percent change is based on whole dollars.

### Program Description

Please see the Department of General Services budget chapter for a description of programs related to the prior functions of Municipal Facilities: Non-Capital.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table ZX0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table ZX0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(2000) Energy</b>								
(2001) Fuel	15,901	0	0	0	0.0	0.0	0.0	0.0
(2002) Natural Gas	14,083	0	0	0	0.0	0.0	0.0	0.0
(2003) Electricity	51,692	0	0	0	0.0	0.0	0.0	0.0
(2004) Steam	1,657	0	0	0	0.0	0.0	0.0	0.0
(2005) Water	10,740	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (2000) Energy</b>	<b>94,073</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(3000) Building Services</b>								
(3001) Rent	124,483	0	0	0	0.0	0.0	0.0	0.0
(3002) Janitorial	6,083	0	0	0	5.7	0.0	0.0	0.0
(3003) Occupancy	15,966	0	0	0	109.6	0.0	0.0	0.0
(3004) Security	24,553	0	0	0	100.1	0.0	0.0	0.0
<b>Subtotal (3000) Building Services</b>	<b>171,084</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>215.4</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>265,157</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>215.4</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

(Changes 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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

# Office of the Attorney General for the District of Columbia

[www.oag.dc.gov](http://www.oag.dc.gov)

Telephone: 202-727-3400

Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$85,496,743	\$94,531,748	\$96,650,369	2.2
FTEs	721.1	728.7	732.8	0.6

The mission of the Office of the Attorney General (OAG) is to enforce the laws of the District of Columbia and to provide legal services to the District government.

## Summary of Services

OAG is charged with conducting the District's legal business. To discharge these duties, OAG is divided into thirteen divisions: the Office of the Solicitor General; Child Support Services; Civil Litigation; Commercial; Family Services; Public Interest; Legal Counsel; Public Safety; Personnel, Labor and Employment; and Agency Management; Agency Financial Operations; Support Services; and Office of the Attorney General. OAG represents the District in virtually all civil litigation, prosecutes certain criminal offenses on the District's behalf and represents the District in a variety of administrative hearings and other proceedings. In addition, OAG is responsible for advising the Executive Office of the Mayor, the District Council, the D.C. Courts, and various Boards and Commissions; for reviewing legislation and regulations; and for supervising lawyers working in the general counsel offices of 28 agencies. All told, the Attorney General supervises the legal work of about 350 attorneys and an additional 350 administrative/professional staff.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table CB0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides the FY 2010 and FY 2011 actual expenditures.

**Table CB0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	56,039	48,936	56,661	58,688	2,027	3.6
Special Purpose Revenue Funds	3,813	5,592	1,624	1,810	186	11.5
<b>Total for General Funds</b>	<b>59,852</b>	<b>54,528</b>	<b>58,284</b>	<b>60,498</b>	<b>2,214</b>	<b>3.8</b>
<b>Federal Resources</b>						
Federal Grant Funds	18,598	17,452	19,613	20,257	643	3.3
<b>Total for Federal Resources</b>	<b>18,598</b>	<b>17,452</b>	<b>19,613</b>	<b>20,257</b>	<b>643</b>	<b>3.3</b>
<b>Private Funds</b>						
Private Grant Funds	102	126	144	0	-144	-100.0
<b>Total for Private Funds</b>	<b>102</b>	<b>126</b>	<b>144</b>	<b>0</b>	<b>-144</b>	<b>-100.0</b>
<b>Intra-District Funds</b>						
Intra-District Funds	14,065	13,390	16,490	15,896	-594	-3.6
<b>Total for Intra-District Funds</b>	<b>14,065</b>	<b>13,390</b>	<b>16,490</b>	<b>15,896</b>	<b>-594</b>	<b>-3.6</b>
<b>Gross Funds</b>	<b>92,616</b>	<b>85,497</b>	<b>94,532</b>	<b>96,650</b>	<b>2,119</b>	<b>2.2</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table CB0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table CB0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	441.6	413.4	453.1	462.3	9.1	2.0
Special Purpose Revenue Funds	32.0	36.9	0.4	3.4	3.0	745.0
<b>Total for General Funds</b>	<b>473.7</b>	<b>450.3</b>	<b>453.5</b>	<b>465.6</b>	<b>12.1</b>	<b>2.7</b>
<b>Federal Resources</b>						
Federal Grant Funds	151.0	130.0	132.0	139.6	7.6	5.8
<b>Total for Federal Resources</b>	<b>151.0</b>	<b>130.0</b>	<b>132.0</b>	<b>139.6</b>	<b>7.6</b>	<b>5.8</b>
<b>Private Funds</b>						
Private Grant Funds	0.0	2.9	3.0	0.0	-3.0	-100.0
<b>Total for Private Funds</b>	<b>0.0</b>	<b>2.9</b>	<b>3.0</b>	<b>0.0</b>	<b>-3.0</b>	<b>-100.0</b>
<b>Intra-District Funds</b>						
Intra-District Funds	111.5	137.8	140.2	127.6	-12.6	-9.0
<b>Total for Intra-District Funds</b>	<b>111.5</b>	<b>137.8</b>	<b>140.2</b>	<b>127.6</b>	<b>-12.6</b>	<b>-9.0</b>
<b>Total Proposed FTEs</b>	<b>736.2</b>	<b>721.1</b>	<b>728.7</b>	<b>732.8</b>	<b>4.1</b>	<b>0.6</b>

\*Percent change is based on whole dollars.



## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table CB0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table CB0-3**  
(dollars in thousands)

Controller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	51,497	48,905	51,957	52,650	693	1.3
12 - Regular Pay - Other	9,264	9,445	10,737	10,428	-309	-2.9
13 - Additional Gross Pay	539	518	143	143	0	0.0
14 - Fringe Benefits - Current Personnel	11,387	11,060	12,531	13,680	1,148	9.2
15 - Overtime Pay	22	2	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>72,708</b>	<b>69,929</b>	<b>75,367</b>	<b>76,900</b>	<b>1,533</b>	<b>2.0</b>
20 - Supplies and Materials	336	223	420	426	6	1.4
30 - Energy, Comm. and Building Rentals	751	1,294	730	934	204	27.9
31 - Telephone, Telegraph, Telegram, Etc.	354	342	350	376	26	7.5
32 - Rentals - Land and Structures	559	567	588	0	-588	-100.0
33 - Janitorial Services	373	308	397	0	-397	-100.0
34 - Security Services	302	319	308	392	84	27.4
35 - Occupancy Fixed Costs	486	389	209	1,130	922	441.3
40 - Other Services and Charges	1,871	1,649	2,802	2,833	31	1.1
41 - Contractual Services - Other	13,002	9,609	11,540	11,833	293	2.5
50 - Subsidies and Transfers	1,537	686	1,475	1,475	0	0.0
70 - Equipment and Equipment Rental	338	117	346	351	5	1.5
91 - Expense Not Budgeted Others	0	64	0	0	0	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>19,908</b>	<b>15,567</b>	<b>19,164</b>	<b>19,750</b>	<b>586</b>	<b>3.1</b>
<b>Gross Funds</b>	<b>92,616</b>	<b>85,497</b>	<b>94,532</b>	<b>96,650</b>	<b>2,119</b>	<b>2.2</b>

\*Percent change is based on whole dollars.

### Division Description

The Office of the Attorney General operates through the following 13 divisions:

**Solicitor General** – manages the District’s civil and criminal appellate litigation and practices most frequently before the District of Columbia Court of Appeals, the United States Court of Appeals for the District of Columbia Circuit, and the Supreme Court of the United States. The docket includes appeals in a wide variety of civil, family, criminal, juvenile, tax, and administrative cases from trial courts and petitions for review from District agencies.

This division contains the following 3 activities:

- **Civil and Administrative Appeals** - provides appellate services in a wide variety of civil and administrative cases;
- **Criminal and Juvenile Appeals** - provides appellate services in criminal and juvenile cases; and
- **Office of the Division Deputy** - provides supervision of, and support to, divisional activities.

**Child Support Services** – authorized under Title IV-D of the Social Security Act, this division provides child support services to citizens of the District to enhance the lives of all District children by establishing support orders, enforcing them when necessary, and collecting and distributing the amounts collected to the custodial parents and the children.

This division contains the following 3 activities:

- **Child Support Enforcement Division (CSED) Establishment** – provides intake interview and investigatory services to custodial parents so that they can establish paternity, child support, and medical support orders;
- **CSED Enforcement** – provides support order enforcement services to custodial parents and other legal payees so that they can receive support due under child support orders; and
- **Administration Customer Service** – provides support and supervision services to the Child Support Services division to enable them to meet their goals.

**Civil Litigation** – provides representation for the District of Columbia, its agencies, and employees in civil lawsuits, both jury and non-jury, filed in federal and local courts. Its cases range from simple slip-and fall and auto accident claims to extremely serious lawsuits, such as medical malpractice resulting in quadriplegia and brain damage. This division handles constitutional challenges to government actions; civil rights actions under 42 U.S.C. § 1983 arising from alleged police misconduct, as well as related common law claims of false arrest and excessive force; and civil rights cases brought by employees and others under Title VII of the 1964 Civil Rights Act (as amended), the Americans with Disabilities Act, and other federal and local anti-discrimination laws. This division also focuses on the office's efforts to use affirmative civil litigation to advance the public interest. It prosecutes judicial and administrative litigation in areas of vital importance to the District's citizenry, including consumer protection, antitrust enforcement, environmental protection, and licensing of businesses and professionals.

This division contains the following 6 activities:

- **General Litigation Sections** – provides litigation avoidance, representation, and advice services to the District government, its agencies, and employees so that liability exposure can be managed and reduced in the numerous civil actions filed against the District and its employees every year;
- **Taxicab Agency Counsel** - provides in-house legal advice on all District of Columbia taxicab legal issues, including enforcement actions and cases before the Office of Administrative Hearings; personnel and labor relations; information and privacy (pursuant to the Freedom of Information Act); drafting legislation and rulemaking; and a range of other issues;
- **Insurance Agency Counsel** - provides comprehensive legal support to the Department of Insurance, Securities and Banking (DISB), whose mission is to provide fair and effective regulation for financial service industries in the District of Columbia while also protecting consumers and maintaining a vibrant financial service market in the District;
- **Alcoholic Beverage Regulatory Counsel** – provides legal services to the Alcoholic Beverage Regulation Administration;
- **Office of the Division Deputy** – provides supervision of, and support to, divisional activities; and
- **Child and Family Services** – provides legal advice and assistance to the Child and Family Services Agency.

**Commercial** – provides legal services and advice for numerous core governmental functions, from the procurement of essential goods and services and acquisition of real estate through support of economic development efforts and government property management, to the financing of government operations through bonds and collection of taxes.

This division contains the following 17 activities:

- **Land Use** – provides legal assistance to District agencies with respect to land use planning, zoning, historic preservation, transportation, motor vehicle regulation, and the use of public space;

- **Economic Development** – provides legal advice, legal opinions, and preparation and review of transactional documents for the District government, including the Department of Housing and Community Development, for compliance with federal regulatory requirements for expenditure of federal funding;
- **Procurement** – provides legal services, including legal review and advice to the District government and its contracting officials, so that it can enter into legally defensible contracts;
- **Real Estate** – provides legal advice, legal opinions, preparation and review of transactional documents, and real estate litigation services to the District government;
- **Transportation** – provides legal services to the Department of Transportation;
- **Motor Vehicles** – provides legal services to the Department of Motor Vehicles;
- **Public Works** – provides legal advice and support to the Department of Public Works;
- **Cable Television and Telecommunications** – provides legal services to the Office of Cable Television and Telecommunications;
- **Contracting and Procurement** – provides legal services to the Office of Contracting and Procurement;
- **Technology** – provides legal assistance to the Office of the Chief Technology Officer;
- **Parks and Recreation** – provides legal services to the Department of Parks and Recreation;
- **Small and Local Business Development Agency Council** – provides legal services to the Department of Small and Local Business Development;
- **Office of Public Education Facilities Modernization Agency Council** – provides legal services to the schools construction program within Department of General Services;
- **Tax and Finance** – provides tax litigation and bond preparation legal services to the District government so that it can obtain better financial documents and can recover funds owed from taxes;
- **Land Acquisition and Bankruptcy** – provides land acquisition and bankruptcy legal services to the District government so that it can recover funds owed from bankruptcy proceedings;
- **Office of the Division Deputy** – provides supervision of, and support to, divisional activities; and
- **Department of General Services** – provides legal services and advice for Department of General Services for the procurement of essential goods and services and acquisition of real estate.

**Family Services** – works on behalf of the District’s most vulnerable citizens, including abused and neglected children, domestic violence victims, and incapacitated adults who are being abused or who are self-neglecting.

This division contains the following 4 activities:

- **Child Protection** – provides services to children at risk for abuse and neglect by their caretakers in the District of Columbia, to reduce their risk of harm and protect their rights;
- **Domestic Violence Prosecution** – provides services to domestic violence victims in the District of Columbia to reduce their risk of harm and protect their rights, thereby enhancing their quality of life;
- **Office of the Division Deputy** – provides supervision of, and support to, divisional activities; and
- **Mental Health** – provides representation to the Department of Mental Health (DMH) and the Department on Disability Services (DDS) in litigating cases in Family Court. Attorneys in the Mental Health Section represent DMH in all parts of the civil commitment process and represent DDS at admission hearings, commission hearings, annual reviews, and guardianship hearings.

**Public Interest Division** – is a new division created to group together the functions that concern complex and public interest litigation.

This division contains the following 11 activities:

- **Equity Litigation** – defends the District government in complex equity actions seeking temporary, preliminary, and permanent injunctive relief that may impact the operations of an agency’s program;
- **Civil Enforcement** – provides enforcement, protection, representation, and advisory services to the District government and residents so that they can enjoy reduced risk of harm, protection of rights, and monetary recovery;

- **Public Advocacy** – investigates and prosecutes violations of consumer protection and antitrust laws, receives and responds to consumer complaints against merchants, and represents the public interest in the protection of charitable organizations and assets;
- **Consumer and Regulatory Affairs Agency Counsel** – provides legal advice and assistance to the Department of Consumer and Regulatory Affairs;
- **Environment Agency Counsel** – provides legal advice to the District Department of the Environment (DDOE) to enable it to carry out its functions in accordance with District and federal law, and to assist DDOE with enforcement of, and ensuring compliance with, District of Columbia and federal environmental law and regulations;
- **Youth Rehabilitative Services** – provides legal advice and assistance to the Department of Youth and Rehabilitative Services;
- **Department of Mental Health Agency Counsel** – provides legal advice to the Department of Mental Health regarding all facets of the agency’s operations and policies;
- **Department on Disability Services Agency Counsel** – provides legal advice and assistance to the Department on Disability Services;
- **Office of State Superintendent of Education Agency Counsel** – provides legal advice to the Office of the State Superintendent of Education;
- **D.C. Public Schools Agency Counsel** – provides legal advice and assistance to the District of Columbia Public Schools; and
- **Office of the Division Deputy** – provides supervision of, and support to, divisional activities.

**Legal Counsel** – provides legal research and advice to the Executive Office of the Mayor (EOM), the Attorney General, department and agency heads, and occasionally, the Council of the District of Columbia; and drafts statutes and regulations for the EOM and the agencies.

This division contains the following 4 activities:

- **Legal Advice** – provides legal guidance, counseling, and legal sufficiency certification services to the District government and its employees so that they can legally and efficiently accomplish the District government’s mission while minimizing risk of adverse legal consequences;
- **Rulemaking** – provides for the review and certification of rulemaking, legislation monitoring, management, and training in the areas of administrative and regulatory law and procedure;
- **Office of the Division Deputy** – provides supervision of, and support to, divisional activities; and
- **Health Care Finance Agency Counsel** – provides legal advice and assistance to the Department of Health Care Finance.

**Public Safety** – prosecutes juveniles charged with law violations. The division is also responsible for the prosecution of misdemeanor criminal charges within the jurisdiction of the Office of the Attorney General. The division also protects neighborhoods by prosecuting nuisance property offenses, and it assists victims of crimes.

This division contains the following 8 activities:

- **Criminal Section** – provides prosecution services, consultation, and other legal representation services to the District government to enhance the safety of the residents of the District of Columbia through the appropriate resolution of cases;
- **Juvenile Section** – provides prosecution services of juvenile matters, consultation, and other legal representation services to the District government to enhance the safety of the residents of the District of Columbia through the appropriate resolution of cases;
- **Neighborhood and Victims’ Services** – provides services to the Neighborhood Services Initiative and victims of crime in the District of Columbia so that they can enjoy reduced risk of harm and the protection of their rights, and necessary services, thereby enhancing the achievement of program goals and the residents’ quality of life;

- **Fire and Emergency Medical** – provides legal services to Fire and Emergency Medical Services;
- **Police Enforcement** – provides legal services to the Metropolitan Police Department;
- **Medical Examiner** – provides legal services to the Office of the Chief Medical Examiner;
- **Department of Corrections Agency Counsel** - provides legal services to the Department of Corrections; and
- **Office of the Division Deputy** – provides supervision of, and support to, divisional activities.

**Personnel, Labor and Employment** – defends agencies in personnel-related matters such as suspensions, terminations for employee misconduct, and reductions-in-force; provides training and professional development for all OAG employees in order to more effectively fulfill its mission; hires and maintains excellent and diverse staff through on-campus interviews, interviews at job fairs, and traditional acceptance of applications; ensures fairness and diversity in the workplace; processes all grievances discipline; and serves as OAG’s chief negotiator on collective bargaining issues for the attorney union.

This division contains the following 4 activities:

- **Personnel and Labor Litigation** - provides litigation representation and advice services to the District government agencies so that they can manage and reduce liability exposure with respect to personnel decisions and to minimize fiscal and programmatic impact;
- **Human Resources Agency Counsel** - provides comprehensive human resource management services to the Department of Human Resources and subordinate agencies in support of the District government personnel initiatives to strengthen individual and organizational performances and enable the District government to attract, develop, and retain a highly qualified and diverse workforce;
- **Human Rights Agency Counsel** – investigates, adjudicates, and issues decisions in response to complaints of discrimination in employment, public accommodation, housing, and education; and prepares appropriate regulations interpreting and implementing the District’s Human Rights Act; and
- **Office of the Division Deputy** – provides supervision of, and support to, divisional activities, and processes all grievances and unfair labor practice charges brought by the attorneys’ union.

**Office of the Attorney General** – provides overall supervision and guidance to the entire office, including the legal services provided through the General Counsels to the various subordinate agencies.

This division contains the following 4 activities:

- **Human Services Counsel** – provides legal services to the Department of Human Services;
- **Health Services** – provides legal advice and representation to the Department of Health on health law issues;
- **Employment Services Agency Counsel** – provides legal services to the Department of Employment Services; and
- **Immediate Office** – provides overall supervision and guidance to the entire office, including the legal services provided through the General Counsels to the various subordinate agencies.

**Support Services** – provides for administrative support in the agency including investigative services.

This division contains the following 2 activities:

- **Support Services and Operations** – provides administrative support not included in the Agency Management program, including procurement; and
- **Investigations** – provides investigation support for the office including child protection matters.

**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.

**Agency Financial Operations** – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This division is standard for all agencies using performance-based budgeting.

**Division Structure Change**

The Office of the Attorney General has one division structure change in the FY 2013 proposed budget; the former Health and Human Services Division is replaced by the Public Interest Division, and certain activities are moved to other divisions.

**FY 2013 Proposed Operating Budget and FTEs, by Division and Activity**

Table CB0-4 contains the proposed FY 2013 budget by division and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table CB0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management</b>								
(1010) AMP Personnel	337	376	371	-5	4.9	4.0	4.0	0.0
(1015) AMP Training and Employee Development	133	450	495	45	2.0	2.0	2.0	0.0
(1030) AMP Property Management	2,594	2,122	2,443	321	0.0	0.0	0.0	0.0
(1040) AMP IT	1,400	1,570	1,679	109	5.9	6.0	6.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>4,465</b>	<b>4,518</b>	<b>4,987</b>	<b>469</b>	<b>12.8</b>	<b>12.0</b>	<b>12.0</b>	<b>0.0</b>
<b>(100F) Agency Financial Operations</b>								
(110F) Budget Operations	130	132	138	6	1.0	1.0	1.0	0.0
(120F) Accounting Operations	750	770	792	22	6.8	7.0	7.0	0.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>880</b>	<b>901</b>	<b>929</b>	<b>28</b>	<b>7.8</b>	<b>8.0</b>	<b>8.0</b>	<b>0.0</b>
<b>(1200) Personnel Labor and Employment Division</b>								
(1201) Personnel and Labor Litigation Activity	1,704	1,511	1,639	127	12.8	13.0	14.0	1.0
(1202) Human Resources Agency Counsel	576	518	521	3	3.9	4.0	4.0	0.0
(1203) Human Rights Agency Counsel	281	266	272	6	2.0	2.0	2.0	0.0
(1204) Office of Division Deputy	337	579	591	12	3.9	5.0	5.0	0.0
<b>Subtotal (1200) Personnel Labor and Employment Div.</b>	<b>2,898</b>	<b>2,875</b>	<b>3,024</b>	<b>149</b>	<b>22.6</b>	<b>24.0</b>	<b>25.0</b>	<b>1.0</b>
<b>(2100) Commercial Division</b>								
(2101) Land Use	644	695	608	-87	4.7	4.8	4.0	-0.8

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**Table CBO-4 (Continued)**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
(2102) Economic Development	1,272	1,496	1,650	154	8.8	13.0	13.0	0.0
(2103) Procurement	540	528	683	155	3.8	3.4	4.9	1.5
(2104) Real Estate	273	292	299	6	5.9	2.0	2.0	0.0
(2105) Tax, Bankruptcy and Finance	5	0	0	0	0.0	0.0	0.0	0.0
(2106) Transportation	1,154	1,173	1,180	7	9.8	9.0	9.0	0.0
(2107) Motor Vehicles	196	253	243	-10	2.0	2.0	2.0	0.0
(2108) Public Works	480	503	511	9	3.9	4.0	4.0	0.0
(2109) Cable Television and Telecommunications	386	477	353	-124	3.9	4.0	3.0	-1.0
(2110) Contracting and Procurement	444	468	478	10	3.0	3.0	3.0	0.0
(2111) Technology	179	193	196	3	1.0	1.0	1.0	0.0
(2112) Parks and Recreation	258	250	242	-9	2.0	2.0	2.0	0.0
(2114) Small, Local, Business Development Counsel	142	146	148	2	0.0	1.0	1.0	0.0
(2115) Property Management Agency Counsel	429	544	0	-544	4.9	4.0	0.0	-4.0
(2116) Office of Facilities Modernization Counsel	221	399	298	-100	2.0	3.0	2.0	-1.0
(2117) Tax and Finance	800	890	882	-7	6.7	7.3	7.3	0.0
(2118) Land Acquisition and Bankruptcy	529	530	390	-141	4.7	3.8	2.8	-1.0
(2119) Office of Division Deputy	276	347	353	5	2.0	2.0	2.0	0.0
(2120) Department of General Services Agency Counsel	0	0	442	442	0.0	0.0	3.0	3.0
<b>Subtotal (2100) Commercial Division</b>	<b>8,230</b>	<b>9,186</b>	<b>8,956</b>	<b>-229</b>	<b>69.1</b>	<b>69.2</b>	<b>66.0</b>	<b>-3.2</b>
<b>(3100) Legal Counsel Division</b>								
(3101) Legal Advice	1,644	1,515	1,586	71	13.4	11.6	11.6	0.0
(3102) Rulemaking	159	165	168	2	1.0	1.0	1.0	0.0
(3103) Office of Division Deputy	230	174	177	3	1.0	1.0	1.0	0.0
(3104) Health Care Finance Agency Counsel	0	0	492	492	0.0	0.0	4.0	4.0
<b>Subtotal (3100) Legal Counsel Division</b>	<b>2,033</b>	<b>1,855</b>	<b>2,423</b>	<b>568</b>	<b>15.3</b>	<b>13.6</b>	<b>17.6</b>	<b>4.0</b>
<b>(4000) Child Support Services Division</b>								
(4001) CSED Establishment	5,902	7,504	7,485	-19	60.6	66.3	65.0	-1.3
(4002) CSED Enforcement	9,308	10,736	10,969	233	71.4	69.0	70.0	1.0
(4103) Administration Customer Service	10,464	10,917	11,401	483	63.4	64.7	72.0	7.3
<b>Subtotal (4000) Child Support Services Division</b>	<b>25,674</b>	<b>29,157</b>	<b>29,854</b>	<b>697</b>	<b>195.4</b>	<b>200.0</b>	<b>207.0</b>	<b>7.0</b>
<b>(5100) Civil Litigation Division</b>								
(5101) General Litigation Sections	4,529	5,795	5,769	-25	43.2	47.8	48.0	0.2
(5102) Equity Litigation 1	2,366	2,083	0	-2,083	16.7	15.0	0.0	-15.0
(5103) Equity Litigation 11	637	0	0	0	5.9	0.0	0.0	0.0
(5106) Civil Enforcement	1,461	1,541	0	-1,541	12.5	13.0	0.0	-13.0

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**Table CB0-4 (Continued)**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
(5107) Public Advocacy	1,258	1,359	0	-1,359	10.6	11.0	0.0	-11.0
(5108) Consumer and Regulatory Affairs Agency Counsel	1,028	1,200	0	-1,200	10.7	11.0	0.0	-11.0
(5109) Taxicab Agency Counsel	180	174	176	3	1.0	1.0	1.0	0.0
(5110) Environment Agency Counsel	1,232	1,666	0	-1,666	11.8	14.0	0.0	-14.0
(5111) Insurance Agency Counsel	1,087	1,258	1,283	26	9.8	10.0	10.0	0.0
(5112) Alcoholic Beverage Regulatory Counsel	303	318	337	19	3.0	3.0	3.0	0.0
(5113) Office of Division Deputy	328	432	445	14	3.9	4.0	4.0	0.0
(5114) Child and Family Services Agency Counsel	0	0	1,096	1,096	0.0	0.0	9.0	9.0
<b>Subtotal (5100) Civil Litigation Division</b>	<b>14,408</b>	<b>15,826</b>	<b>9,108</b>	<b>-6,718</b>	<b>129.1</b>	<b>129.8</b>	<b>75.0</b>	<b>-54.8</b>
<b>(5200) Public Interest Division</b>								
(5201) Equity Division	0	0	2,185	2,185	0.0	0.0	17.0	17.0
(5202) Civil Enforcement	0	0	1,568	1,568	0.0	0.0	13.0	13.0
(5203) Public Advocacy	0	0	1,418	1,418	0.0	0.0	11.0	11.0
(5204) Consumer and Regulatory Affairs Agency Counsel	0	0	1,015	1,015	0.0	0.0	9.0	9.0
(5205) Environment Agency Counsel	0	0	1,641	1,641	0.0	0.0	13.2	13.2
(5206) Youth Rehabilitative Services Counsel	0	0	368	368	0.0	0.0	3.0	3.0
(5207) Department of Mental Health Agency Counsel	0	0	616	616	0.0	0.0	4.5	4.5
(5208) Disability Services Agency Counsel	0	0	1,064	1,064	0.0	0.0	9.0	9.0
(5209) OSSE Agency Counsel	0	0	1,241	1,241	0.0	0.0	8.0	8.0
(5210) D.C. Public Schools Agency Counsel	0	0	2,525	2,525	0.0	0.0	23.0	23.0
(5211) Office of the Division Deputy	0	0	187	187	0.0	0.0	1.0	1.0
<b>Subtotal (5200) Public Interest Division</b>	<b>0</b>	<b>0</b>	<b>13,828</b>	<b>13,828</b>	<b>0.0</b>	<b>0.0</b>	<b>111.8</b>	<b>111.8</b>
<b>(6100) Public Safety Division</b>								
(6101) Criminal Section	2,569	2,284	2,386	102	26.3	26.0	25.0	-1.0
(6102) Juvenile Section	3,006	3,148	3,325	176	29.5	31.0	32.0	1.0
(6103) Consumer and Trade Protection	13	0	0	0	0.0	0.0	0.0	0.0
(6104) Neighborhood and Victims' Services	894	1,130	1,170	39	10.3	11.0	11.0	0.0
(6105) Civil Enforcement	4	0	0	0	0.0	0.0	0.0	0.0
(6106) Consumer and Regulatory Affairs	0	0	0	0	0.0	0.0	0.0	0.0
(6107) Fire and Emergency Medical	404	343	446	103	2.0	2.0	3.0	1.0
(6108) Police Enforcement	1,254	1,116	1,232	117	7.9	8.0	9.0	1.0
(6109) Medical Examiner	128	132	134	2	1.0	1.0	1.0	0.0
(6112) Department of Corrections Agency Counsel	398	330	328	-1	3.0	3.0	3.0	0.0
(6113) Office of Division Deputy	414	564	586	22	4.9	5.0	5.0	0.0
<b>Subtotal (6100) Public Safety Division</b>	<b>9,085</b>	<b>9,047</b>	<b>9,607</b>	<b>560</b>	<b>84.8</b>	<b>87.0</b>	<b>89.0</b>	<b>2.0</b>

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**Table CBO-4 (Continued)**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(7000) Solicitor General Division</b>								
(7001) Civil and Administrative Appeals	1,341	1,462	1,488	26	9.6	11.0	11.0	0.0
(7002) Criminal and Juvenile Appeals	480	567	411	-156	3.9	4.0	3.0	-1.0
(7003) Office of Division Deputy	138	156	159	2	1.0	1.0	1.0	0.0
<b>Subtotal (7000) Solicitor General Division</b>	<b>1,959</b>	<b>2,185</b>	<b>2,057</b>	<b>-128</b>	<b>14.5</b>	<b>16.0</b>	<b>15.0</b>	<b>-1.0</b>
<b>(7100) Appellate Program</b>								
(7101) Affirmative Appellate	9	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (7100) Appellate Program</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(7200) Health and Human Services Division</b>								
(7201) Human Services Counsel	1,146	1,573	0	-1,573	10.8	16.0	0.0	-16.0
(7202) Child and Family Services	841	1,066	0	-1,066	7.9	9.0	0.0	-9.0
(7203) Mental Health	594	577	0	-577	6.9	5.0	0.0	-5.0
(7204) Health Services	1,062	1,554	0	-1,554	10.6	11.0	0.0	-11.0
(7205) Youth Rehabilitative Services	245	376	0	-376	3.0	3.0	0.0	-3.0
(7207) Department of Mental Health Agency Counsel	608	697	0	-697	4.9	5.0	0.0	-5.0
(7208) Employment Services Agency Counsel	336	384	0	-384	3.0	3.0	0.0	-3.0
(7209) Department on Disability Services Agency Counsel	1,013	1,057	0	-1,057	7.9	9.0	0.0	-9.0
(7210) OSSE Agency Counsel	-398	1,117	0	-1,117	7.9	8.0	0.0	-8.0
(7211) D.C. Public Schools Agency Counsel	2,395	2,327	0	-2,327	25.6	21.0	0.0	-21.0
(7212) Health Care Finance Agency Counsel	404	508	0	-508	3.9	4.0	0.0	-4.0
(7213) Office of Division Deputy	137	173	0	-173	1.0	1.0	0.0	-1.0
<b>Subtotal (7200) Health and Human Services Division</b>	<b>8,384</b>	<b>11,408</b>	<b>0</b>	<b>-11,408</b>	<b>93.3</b>	<b>95.0</b>	<b>0.0</b>	<b>-95.0</b>
<b>(8100) Family Services Division</b>								
(8101) Child Protection	3,747	3,441	3,644	203	37.0	31.6	32.0	0.4
(8102) Mental Health Prosecution	35	0	0	0	0.0	0.0	0.0	0.0
(8103) Domestic Violence Prosecution	399	726	732	6	6.9	7.5	7.5	0.0
(8104) Office of Division Deputy	115	515	465	-49	1.0	4.4	5.0	0.6
(8105) Mental Health	0	0	656	656	0.0	0.0	6.0	6.0
<b>Subtotal (8100) Family Services Division</b>	<b>4,296</b>	<b>4,681</b>	<b>5,496</b>	<b>815</b>	<b>44.9</b>	<b>43.5</b>	<b>50.5</b>	<b>7.0</b>
<b>(9100) Policy and Operations Oversight Program</b>								
(9101) Policy Management	561	0	0	0	0.0	0.0	0.0	0.0
(9102) Investigations	93	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (9100) Policy and Operations Oversight Program</b>	<b>655</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(9200) Support Services Division</b>								
(9201) Support Services and Operations	985	1,126	1,121	-5	15.8	15.6	15.5	-0.1
(9202) Investigations	958	962	978	17	10.8	10.0	10.0	0.0
<b>Subtotal (9200) Support Services Division</b>	<b>1,943</b>	<b>2,087</b>	<b>2,099</b>	<b>12</b>	<b>26.6</b>	<b>25.6</b>	<b>25.5</b>	<b>-0.1</b>

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**Table CB0-4 (Continued)**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(9300) Office of the Attorney General</b>								
(9301) Immediate Office	579	805	1,163	357	4.9	5.0	7.5	2.5
(9302) Human Services Counsel	0	0	1,133	1,133	0.0	0.0	9.0	9.0
(9303) Health Counsel	0	0	1,574	1,574	0.0	0.0	11.0	11.0
(9304) Employment Services Agency Counsel	0	0	412	412	0.0	0.0	3.0	3.0
<b>Subtotal (9300) Office of the Attorney General</b>	<b>579</b>	<b>805</b>	<b>4,281</b>	<b>3,476</b>	<b>4.9</b>	<b>5.0</b>	<b>30.5</b>	<b>25.5</b>
<b>Total Proposed Operating Budget</b>	<b>85,497</b>	<b>94,532</b>	<b>96,650</b>	<b>2,119</b>	<b>721.1</b>	<b>728.7</b>	<b>732.8</b>	<b>4.1</b>

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

Note: For more detailed information regarding the proposed funding for the activities within this agency's Divisions, please see Schedule 30-PBB Program Summary by Activity in the FY 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Budget Changes

The Office of the Attorney General's (OAG) proposed FY 2013 gross budget is \$96,650,369 which represents a 2.2 percent increase over its FY 2012 approved gross budget of \$94,531,748. The budget is comprised of \$58,687,900 in Local funds, \$20,256,683 in Federal Grants funds, \$1,810,090 in Special Purpose Revenue funds, and \$15,895,696 in Intra-District 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

OAG's FY 2013 CSFL budget is \$57,512,987, which represents a \$852,264, or 1.5 percent, increase over the FY 2012 approved Local funds budget of \$56,660,723.

## Major CSFL Cost Drivers

The FY 2013 CSFL calculated for OAG included other adjustment entries that are not described in detail on table 5. A reduction of \$1,876,223 was made to remove one-time funding in the FY 2012 budget for a portion of the local match requirement for the child support grant. The match was intended to be paid with Special Purpose Revenue funds in future years. During the development of the CSFL, it was determined that this is, in fact, a recurring need in the Local funds budget, thus this amount was added back to the CSFL.

### **Initial Adjusted Budget**

**Cost Increase:** \$264,712 in Local funds to support an increase in Occupancy Fixed Costs; \$625,128 and 7.6 FTEs in Federal Grant funds because of additional grant funding; \$252,557 and 3.0 FTEs in Special Purpose Revenue funds to support matching requirements for new grant positions; and \$3,016 in Intra-District funds reflecting changes in Other Services and Charges and Contractual Services adjustments.

**Cost Decrease:** \$264,712 in Local funds reflects changes in personal services attributed to vacancy savings, \$14,097 in fixed cost due to a decrease in Federal grants requirement, \$67,192 in Special Purpose Revenue funds due to a decrease in projected revenue in FY 2013, and \$630,484 and 12.6 FTEs for a decrease in Intra-District agreements with various agencies for legal services.

**Correct:** OAG's FTEs increased by 0.2 FTE in Local funds due to an error correction in a split-funded position in FY 2013.

**Eliminate:** OAG eliminated \$144,407 and 3.0 FTEs in Private Grant funds as a result of discontinuance of funding for the Child Support Program Erasing Borders project with the State of Maryland.

### **Additionally Adjusted Budget**

**Technical Adjustment:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$191,496 in Local funds, \$32,364 in Federal Grant funds, \$993 in Special Purpose Revenue funds, and \$33,568 in Intra-District funds.

### **Policy Initiative**

**Cost Increase:** \$115,417 and 1.0 FTE in Family Services Division to cover the salary and Fringe Benefits of a Mental Health Attorney; \$50,000 to cover the costs of remote access for telework initiative, \$198,000 and 2.0 FTEs to support enforcement of the "Student Residency Fraud Prevention Amendment Act of 2011," \$300,000 and 3.0 FTEs to increase personal services in the Public Safety Division to support juvenile and criminal victim services, and \$200,000 in Contractual Services for civil litigation support.

**Technical Adjustment:** \$120,000 and 3.0 FTEs to support the Charles Ruff Fellow program.

## FY 2013 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table CB0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget

**Table CB0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>56,661</b>	<b>453.1</b>
Removal of One-Time funding	Multiple Programs	-1,876	0.0
Recurring budget items	Multiple Programs	1,876	0.0
Fringe Benefit rate adjustment	Multiple Programs	572	0.0
Consumer price index	Multiple Programs	82	0.0
Personal Services growth factor	Multiple Programs	198	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL):</b>		<b>57,513</b>	<b>453.1</b>
Cost Increase: In nonpersonal services due to increase in Fixed Costs	Agency Management	265	0.0
Cost Decrease: In personal services	Multiple Programs	-265	0.0
Correct: Increase of FTE	Multiple Programs	0	0.2
<b>FY 2013 Initial Adjusted Budget:</b>		<b>57,513</b>	<b>453.3</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	191	0.0
<b>FY 2013 Additionally Adjusted Budget:</b>		<b>57,704</b>	<b>453.3</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: To cover the Salary and Fringe Benefits of a Mental Health Attorney	Family Services Division	115	1.0
Cost Increase: To cover the cost of remote access for telework initiative	Agency Management	50	0.0
Cost Increase: To support enforcement of the "Student Residency Fraud Prevention Amendment Act of 2011	Public Interest	198	2.0
Cost Increase: In personal services to support juvenile and criminal victim services	Public Safety Division	300	3.0
Cost Increase: In Contractual Services for civil litigation support	Multiple Programs	200	0.0
Technical Adjustments: To support Charles Ruff Fellows program	Multiple Programs	120	3.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>58,688</b>	<b>462.3</b>
<b>FEDERAL GRANT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>19,613</b>	<b>132.0</b>
Cost Decrease: In Fixed Costs due to federal grant match requirements	Child Support Services Division	-14	0.0
Cost Increase: In personal services due to increased Federal grant funding	Child Support Services Division	625	7.6
<b>FY 2013 Initial Adjusted Budget:</b>		<b>20,224</b>	<b>139.6</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	32	0.0
<b>FY 2013 Additionally Adjusted Budget:</b>		<b>20,257</b>	<b>139.6</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>20,257</b>	<b>139.6</b>
<b>PRIVATE GRANT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>144</b>	<b>3.0</b>
Eliminate: State of Maryland Child Support Enforcement Grant	Child Support Services Division	-144	-3.0
<b>FY 2013 Initial Adjusted Budget:</b>		<b>0</b>	<b>0.0</b>
<b>PRIVATE GRANT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>0</b>	<b>0.0</b>

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**Table CB0-5 (continued)**  
(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE</b>		<b>1,624</b>	<b>0.4</b>
Cost Increase: In personal services due to expected revenue increase	Multiple Programs	253	3.0
Cost Decrease: In projected revenue	Commercial Division	-67	0.0
<b>FY 2013 Initial Adjusted Budget:</b>		<b>1,809</b>	<b>3.4</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	1	0.0
<b>FY 2013 Additionally Adjusted Budget:</b>		<b>1,810</b>	<b>3.4</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>1,810</b>	<b>3.4</b>
<b>INTRA-DISTRICT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>16,490</b>	<b>140.2</b>
Cost Increase: In Other Services and Charges and Contractual Service adjustments	Multiple Programs	3	0.0
Cost Decrease: In personal services due to decrease in Intra-District arrangements with various agencies	Multiple Programs	-630	-12.6
<b>FY 2013 Initial Adjusted Budget:</b>		<b>15,862</b>	<b>127.6</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	34	0.0
<b>FY 2013 Additionally Adjusted Budget:</b>		<b>15,896</b>	<b>127.6</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>15,896</b>	<b>127.6</b>
<b>Gross for CB0 - Office of the Attorney General for the District of Columbia</b>		<b>96,650</b>	<b>732.8</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

### Child Support Services Division

**Objective 1:** The objective of the Child Support Services Division is to increase the percentage of out-of-wedlock births with paternity established for children in foster care cases; increase the amount of children and parents receiving child support by increasing the number of child support orders established; improve customer service and increase customer access to child support case information by expanding on-line and automated child support services; and reduce the poverty level of non-custodial parents by establishing an employment services initiative.

#### Proposed Key Performance Indicators - Child Support Services Division

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Paternity establishment percentage	88.13%	90%	80.05%	85%	90%	Not Available
Number of non-custodial parents enrolled in employment services program	263	200	251	255	225	Not Available
Number of parents newly registered to access their on-line payment histories	1,240	1,000	1,708	1,500	1,750	Not Available
Number of child support orders established	2,347	2,679	2,254	2,350	2,500	Not Available

### Civil Litigation Division

**Objective 1:** The Civil Litigation Division's objective is to provide the District of Columbia, its agencies and its employees a defense in civil litigation that is filed in the Superior Court of the District of Columbia and in the United States District Court for the District of Columbia.

#### Proposed Key Performance Indicators - Civil Litigation Division<sup>1</sup>

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Number of civil litigation closed cases	289	300	304	310	316	Not Available
Percentage of completed settled cases submitted within 10 business days of receipt of all required forms for payment	Not Available	Not Available	Not Available	75% <sup>2</sup>	Not Available	Not Available
Number of closed public school system special education cases closed per attorney FTE	Not Available	Not Available	Not Available	15	Not Available	Not Available

## Commercial Division

**Objective 1:** The Commercial Division objectives are to provide legal advice and transactional and litigation support to the District government in the core areas of community and economic development, real estate, procurement, tax and finance, land use and public works, and bankruptcy.

### Proposed Key Performance Indicators - Commercial Division

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of Legal sufficiency reviews performed by Land Use and Public Works Section timely completed	73%	85%	90%	87.5%	93%	Not Available
Percentage of Real Estate Transactions Section transactional documents prepared and/or reviewed for legal sufficiency within 60 days	96%	95%	94%	95%	93%	Not Available
Number of litigation successes by the Tax and Finance Section per FTE	14.4	15	27	20	15	Not Available
Percentage of litigation success by the Land Acquisition and Bankruptcy Section <sup>3</sup>	94.82%	90%	95%	92.5%	96%	Not Available
Percentage of Procurement Section non-emergency procurement reviews completed within 60 days <sup>4</sup>	94%	90%	95%	92.5%	93%	Not Available

## Family Services Division

**Objective 1:** To ensure safety, permanency and well-being of allegedly neglected children, and to seek guardianships or conservatorships for allegedly neglected, abused or exploited vulnerable adults.

### Proposed Key Performance Indicators - Family Services Division

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of favorable resolution in all cases which reach adjudication in the division	99%	97.5%	98 %	98%	98%	Not Available
Percentage of children whose first permanency hearing is held within 12 months of the child's entry into foster care	88.5%	90%	90.8%	91%	93%	Not Available
Percentage of cases filed for termination of parental right by the Child Protection Sections within 45 days of the child's goal becoming adoption	92.5%	92.5%	88.5%	90%	89%	Not Available
Successfully resolved criminal contempt motions handled by the Domestic Violence Section per FTE per quarter	4.38	4.5	4.24	4.5	15%	Not Available

## Public Interest Division

**Objective 1:** The Public Interest Division seeks through civil and administrative litigation to protect both the general public and the District from violations of the District's laws and regulations, to collect funds owed to the District, and to defend the District, its agencies, and officials in a variety of civil litigation, including individual and systemic constitutional and statutory challenges to its laws, regulations, policies and procedures.

### Proposed Key Performance Indicators - Public Interest Division

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Money collected by the Civil Enforcement Section per Attorney FTE	\$101,413	\$103,000	\$144,267	\$130,000	\$270,000	Not Available
Money collected by the Public Advocacy Section excluding Tobacco Settlement	\$2,418,052	\$2,700,000	\$2,611,641	\$2,700,000	\$2,700,000	Not Available
Number of closed cases in the Equity Section <sup>5</sup>	82	85	76	40	80	Not Available

## Legal Counsel Division

**Objective 1:** The Legal Counsel Division's objectives are to assist the Executive Office of the Mayor and all agencies of the District government by providing legal research and advice, reviewing for legal sufficiency all enrolled bills presented for action by the Mayor, reviewing for legal sufficiency all draft Executive bills, rulemakings, Mayor's Orders, and inter-agency MOUs, preparing Executive legislation and rulemakings, preparing formal opinions, legal memoranda, letters, and Office Orders for the Attorney General, and serving as attorney-advisor to the Advisory Neighborhood Commissions (ANCs).

### Proposed Key Performance Indicators - Legal Counsel Division

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Number of rulemaking projects completed for client agencies	50.00	50.00	36.00	40	46	Not Available
Percentage of written assignments completed by deadline given by client agency, or 30 days if no deadline given	99%	99%	99.04%	99%	98%	Not Available
Number of completed written assignment per FTE	212.00	215.00	180	215	200	Not Available
Number of high-profile lawsuits directly assisted	20.00	20.00	15.00	20	15	Not Available
Number of written opinions issued to ANCs	25.00	25.00	17.00	20	20	Not Available



## Office of the Solicitor General

**Objective 1:** The Office of the Solicitor General strives to provide the best possible representation to the District of Columbia government in matters before appellate courts, including the District of Columbia Court of Appeals, the United States Court of Appeals for the District of Columbia Circuit, and the United States Supreme Court, and to provide guidance and expertise to other parts of the District of Columbia government that require advice in other matters that may reach appellate courts.

### Proposed Key Performance Indicators - Office of the Solicitor General

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of favorable resolution in defensive appeals cases	90%	91%	94%	92%	93%	Not Available
Percentage of regular calendar arguments in which a moot court was held	100%	95%	100%	100%	93%	Not Available
Motions for summary disposition filed per FTE	1.09	2.00	2	2.1	2	Not Available

## Personnel, Labor and Employment Division

**Objective 1:** The Personnel Labor and Employment Division's objective is to defend agencies against administrative challenges to adverse actions, public sector workers' compensation and discrimination claims; hire and retain excellent diverse attorneys and interns while maintaining a diverse environment; ensure no person is a victim of workplace discrimination; and provide meaningful training and professional development for all OAG employees.

### Proposed Key Performance Indicators - Personnel, Labor and Employment Division

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Number of attorneys who left the agency	36	50	29	35	40	Not Available
Number of interns assisting attorneys and staff on an annual basis	224	225	256	250	200	Not Available
Number of in-house training hours taken per legal FTE	16.35	17.00	33.5	25	12	Not Available

## Public Safety Division

**Objective 1:** The objective of the Public Safety Division's three Sections (Juvenile, Criminal and Neighborhood and Victim Services) is to take appropriate legal action on behalf of the District of Columbia and to enforce District laws and regulations. Whether through civil or criminal prosecution to enforce the District's laws, the Division initiates legal claims to protect the public and to seek restitution, where applicable, for those who have been harmed, including the Government of the District of Columbia.

### Proposed Key Performance Indicators - Public Safety Division

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Number of Nuisance Property Prosecutions	24	25	11	15	39	Not Available
Juveniles referred for rehabilitation	91%	91%	89%	90	93%	Not Available
Successful criminal cases per FTE	58.00	60.00	72	65	30	Not Available

<sup>1</sup> Due to an office reorganization effective August 2011, the Civil Litigation no longer encompasses the function measured in prior KPI for Civil Enforcement Section, Public Advocacy Section of the Equity Section.

<sup>2</sup> During a reorganization of the Office of the Attorney General, the structure and responsibilities of the CLD were changed such that only one of the prior measures for CLD was applicable for 2012. Therefore, new measures had to be constructed. They are included herein.

<sup>3</sup> Due to a reorganization of responsibilities by OEM, the Economic Development Section is no longer associated with the Commercial Division. This necessitated replacement of a KPI for this Division. This is a new reported measure, even though the Division has previously kept this measure internally.

<sup>4</sup> See endnote 3.

<sup>5</sup> Due to a reorganization of responsibilities effective August 2011, one-half of the Equity Section's responsibilities were transferred to the Civil Litigation Division. This affected the number of closed cases during the current fiscal year, and will substantially decrease the number of closed Equity Section cases during the entire next fiscal year.

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# District of Columbia Board of Ethics and Government Accountability

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<b>Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Approved</b>	<b>FY 2013 Proposed</b>	<b>% Change from FY 2012</b>
Operating Budget	\$0	\$350,000	\$1,039,000	196.9
FTEs	0.0	3.0	9.0	200.0

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The mission of the District of Columbia Board of Ethics and Government Accountability (BEGA) is to administer and enforce the Code of Conduct and maintain an Ethics Board that receives, investigates, and adjudicates violations of the Code of Conduct; to monitor the District's compliance with the Freedom of Information Act (FOIA) to assist the public and promote effective use of the District's FOIA; and to resolve disputes between agencies and requesters regarding access to government records.

The District of Columbia Board of Ethics and Government Accountability is an independent agency that replaces the District of Columbia Open Government Office. BEGA will implement the duties and responsibility established pursuant to D.C. Act 19-318, the "Board of Ethics and Government Accountability Establishment and Comprehensive Ethics Reform Emergency Amendment Act of 2012." The new agency also incorporates the functions, responsibilities and funding of the District of Columbia Open Government Office, which will be an independent Office within the agency, charged with ensuring that District agencies comply with the District's FOIA and Open Meetings Act.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table AG0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget.

**Table AG0-1**

(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	0	0	350	979	629	179.7
Special Purpose Revenue Funds	0	0	0	60	60	N/A
<b>Total for General Fund</b>	<b>0</b>	<b>0</b>	<b>350</b>	<b>1,039</b>	<b>689</b>	<b>196.9</b>
<b>Gross Funds</b>	<b>0</b>	<b>0</b>	<b>350</b>	<b>1,039</b>	<b>689</b>	<b>196.9</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table AG0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type.

**Table AG0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	0.0	0.0	3.0	9.0	6.0	200.0
<b>Total for General Fund</b>	<b>0.0</b>	<b>0.0</b>	<b>3.0</b>	<b>9.0</b>	<b>6.0</b>	<b>200.0</b>
<b>Total Proposed FTEs</b>	<b>0.0</b>	<b>0.0</b>	<b>3.0</b>	<b>9.0</b>	<b>6.0</b>	<b>200.0</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table AG0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget.

**Table AG0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	0	0	253	752	499	197.6
14 - Fringe Benefits - Current Personnel	0	0	45	148	102	224.9
<b>Subtotal Personal Services (PS)</b>	<b>0</b>	<b>0</b>	<b>298</b>	<b>900</b>	<b>601</b>	<b>201.7</b>
20 - Supplies and Materials	0	0	5	2	-2	-50.0
32 - Rentals - Land and Structures	0	0	0	22	22	N/A
40 - Other Services and Charges	0	0	47	112	65	138.0
70 - Equipment and Equipment Rental	0	0	0	3	3	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>0</b>	<b>0</b>	<b>52</b>	<b>139</b>	<b>88</b>	<b>168.8</b>
<b>Gross Funds</b>	<b>0</b>	<b>0</b>	<b>350</b>	<b>1,039</b>	<b>689</b>	<b>196.9</b>

\*Percent change is based on whole dollars.

### Program Description

The District of Columbia Board of Ethics and Government Accountability (BEGA) 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 an 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

Pursuant to D.C. Act 19-318, the “Board of Ethics and Government Accountability Establishment and Comprehensive Ethics Reform Emergency Amendment Act of 2012” (the Ethics Act), the District of Columbia Office of Open Government was absorbed into the District of Columbia Board of Ethics and Government Accountability in the FY 2013 proposed budget. This change expands the responsibilities of the previous agency and expands the agency program structure to include the Office of Open Government and the Board of Ethics. It is anticipated that the agency will begin its operations in FY 2012.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table AG0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget.

**Table AG0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Office of Open Government</b>								
(1100) Office of Open Government	0	350	835	485	0.0	3.0	8.0	5.0
(1100) Office of Open Government	0	0	2	2	0.0	2.0	0.0	-2.0
<b>Subtotal (1000) Office of Open Government</b>	<b>0</b>	<b>350</b>	<b>835</b>	<b>485</b>	<b>0.0</b>	<b>3.0</b>	<b>8.0</b>	<b>5.0</b>
<b>(2000) Board of Ethics</b>								
(2010) Board of Ethics	0	0	204	204	0.0	0.0	1.0	1.0
<b>Subtotal (2000) Board of Ethics</b>	<b>0</b>	<b>0</b>	<b>204</b>	<b>204</b>	<b>0.0</b>	<b>0.0</b>	<b>1.0</b>	<b>1.0</b>
<b>Total Proposed Operating Budget</b>	<b>0</b>	<b>350</b>	<b>1,039</b>	<b>689</b>	<b>0.0</b>	<b>3.0</b>	<b>9.0</b>	<b>6.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

### FY 2013 Proposed Budget Changes

The District of Columbia Board of Ethics and Government Accountability's (BEGA) proposed FY 2013 gross budget is \$1,039,000, which represents a 196.9 percent increase over its FY 2012 approved gross funds budget of \$350,000. The budget is comprised of \$979,000 in Local funds and \$60,000 in Special Purpose Revenue funds.

The Ethics Act establishes two nonlapsing funds that shall be administered by the Ethics Board. The Board of Ethics and Government Accountability Fund (Accountability Fund) collects fees and fines imposed by the Ethics Board for civil and criminal violations of the Code of Conduct. The Lobbyist Administration and Enforcement Fund (Lobbyist Fund) collects a registration fee from lobbyists who have dealings with the District of Columbia government.

Pursuant to legislation, the Lobbyist Fund, which was within the Office of Campaign Finance and includes its certified fund balance and budget FY 2013 anticipated revenue, will transfer in to BEGA once the agency is officially established. The Accountability Fund will be created in BEGA when the agency is established and the anticipated revenue is certified.

### **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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

The BEGA's FY 2013 CSFL budget is \$355,481, which represents a \$5,481, or 1.6 percent, increase over the FY 2012 approved Local funds budget of \$350,000.

### **Initial Adjusted Budget**

**Cost Increase:** The agency allocated \$1,509 in Local funds to support Contractual Services costs related to satisfying Freedom of Information Act (FOIA) requests.

**Cost Decrease:** A reduction of \$1,509 in Local funds reflects changes in starting salaries for certain agency positions and cost adjustments for Supplies and Materials.

### **Additionally Adjusted Budget**

**Technical Adjustment:** Adjustments of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$1,066 in Local funds.

### **Policy Initiatives**

**Create:** An increase of \$450,467 and 5.0 FTEs in Local funds reflects the creation of a new structure based on the Ethics Act, which includes funding for a Director of the Office of Open Government as well as operational staffing. In addition, an increase of \$144,000 and 1.0 FTE in the Board of Ethics program to support a new Ethics Board Director position.

**Cost Increase:** An increase of \$22,376 in Rent costs supports the acquisition of office space for the new agency. Also, an increase of \$4,656 in Other Services and Charges supports compensation costs for members of the Board of Ethics and the Chairman of the Ethics Board. This increase complies with an Ethics Act provision, which states that the board compensation budget is to total \$51,500 per year. Members receive an amount no greater than \$12,500 and the Chairman an amount no greater than \$26,500.

**Cost Decrease:** A decrease of \$2,500 in Local funds reflects cost savings in Supplies and Materials.

**Transfer In:** An increase of \$60,000 reflects the transfer of the Lobbyist Administration and Enforcement fund from the Office of Campaign Finance to support the functions of the Board of Ethics program.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table AG0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table AG0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>350</b>	<b>3.0</b>
Fringe Benefit Rate Adjustment	Office of Open Government	3	0.0
Consumer Price Index	Office of Open Government	1	0.0
Personal Services Growth Factor	Office of Open Government	1	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>355</b>	<b>3.0</b>
Cost Increase: Compliance costs associated with FOIA requests	Office of Open Government	2	0.0
Cost Decrease: Personal services-related adjustments	Office of Open Government	-2	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>355</b>	<b>3.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	1	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>357</b>	<b>3.0</b>
<b>FY 2013 Policy Initiatives</b>			
Create: Salary and fringe costs of new agency	Office of Open Government	450	5.0
Create: Ethics Board Director	Board of Ethics	144	1.0
Cost Increase: Rent / Lease costs	Office of Open Government	22	0.0
Cost Increase: Stipend costs for Ethics Board members	Office of Open Government	5	0.0
Cost Increase: Equipment costs for new staff	Office of Open Government	3	0.0
Cost Decrease: Supply cost savings	Office of Open Government	-2	0.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>979</b>	<b>9.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
<b>FY 2013 Policy Initiative</b>			
Transfer In: Lobbyist fund	Board of Ethics	60	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>60</b>	<b>0.0</b>
<b>Gross for AG0 - District of Columbia Board of Ethics and Government Accountability</b>		<b>1,039</b>	<b>9.0</b>

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



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# Access to Justice

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<b>Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Approved</b>	<b>FY 2013 Proposed</b>	<b>% Change from FY 2012</b>
Operating Budget	\$2,951,000	\$0	\$0	N/A

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The Access to Justice agency was absorbed into the Deputy Mayor for Public Safety. Its mission and funding was transferred. The total funding amount transferred, based on the FY 2011 Approved Budget, is \$2,951,000. The proposed programs and projects for FY 2013 are shown in the Access to Justice program in the Deputy Mayor for Public Safety and Justice budget chapter.

The agency's FY 2011 actual expenditures and FY 2012 and FY 2013 budgets are presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table AJ0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table AJ0-1**

(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	0	2,951	0	0	0	N/A
<b>Total for General Fund</b>	<b>0</b>	<b>2,951</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>0</b>	<b>2,951</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table AJ0-2 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table AJ0-2**

(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
41 - Contractual Services - Other	0	2,951	0	0	0	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>0</b>	<b>2,951</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>0</b>	<b>2,951</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>

\*Percent change is based on whole dollars.

## Program Description

Please see the Deputy Mayor for Public Safety and Justice budget chapter for a description of programs related to the prior functions of Access to Justice.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table AJ0-3 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table AJ0-3**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Access to Justice (AJ0)</b>								
(1001) Access to Justice (AJ0)	2,951	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Access to Justice (AJ0)</b>	<b>2,951</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>2,951</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

### Program Structure Change

In FY 2012, the Access to Justice agency transferred its entire budget of \$2,951,000 and 0.0 FTE to the Deputy Mayor for Public Safety and Justice (DMPSJ). All functions and responsibilities that formerly existed in Access to Justice currently resides within DMPSJ. The program description, structure, and other information about the consolidation are presented in the Deputy Mayor for Public Safety and Justice agency budget chapter.

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# Office of the Inspector General

<http://oig.dc.gov>

Telephone: 202-727-2540

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$14,099,638	\$15,393,352	\$15,685,662	1.9
FTEs	106.3	112.0	112.0	0.0

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The mission of the Office of the Inspector General (OIG) is to conduct independent audits, investigations, and inspections to detect and prevent fraud, waste, and mismanagement, and to help the District of Columbia government improve its programs and operations by promoting economy, efficiency, and effectiveness.

## Summary of Services

OIG initiates and conducts independent financial and performance audits, inspections, and investigations of District government operations; serves as the principal liaison between the District government and the U.S. Government Accountability Office; conducts other special audits, assignments, and investigations; audits procurement and contract administration on a continual basis; forwards to the appropriate authorities evidence of criminal wrongdoing that is discovered as the result of audits, inspections, or investigations conducted by the Office; enters into a contract with an outside audit firm to perform the annual audit of the District government's financial operations with the results published in the Comprehensive Annual Financial Report (CAFR); and chairs the CAFR oversight committee.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table AD0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table AD0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	14,880	12,401	13,048	13,308	261	2.0
<b>Total for General Fund</b>	<b>14,880</b>	<b>12,401</b>	<b>13,048</b>	<b>13,308</b>	<b>261</b>	<b>2.0</b>
<b>Federal Resources</b>						
Federal Grant Funds	1,752	1,696	2,346	2,377	31	1.3
<b>Total for Federal Resources</b>	<b>1,752</b>	<b>1,696</b>	<b>2,346</b>	<b>2,377</b>	<b>31</b>	<b>1.3</b>
<b>Intra-District Funds</b>						
Intra-District Funds	0	3	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>16,632</b>	<b>14,100</b>	<b>15,393</b>	<b>15,686</b>	<b>292</b>	<b>1.9</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table AD0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table AD0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	99.5	89.1	94.8	94.8	0.0	0.0
<b>Total for General Fund</b>	<b>99.5</b>	<b>89.1</b>	<b>94.8</b>	<b>94.8</b>	<b>0.0</b>	<b>0.0</b>
<b>Federal Resources</b>						
Federal Grant Funds	14.5	17.2	17.2	17.2	0.0	0.0
<b>Total for Federal Resources</b>	<b>14.5</b>	<b>17.2</b>	<b>17.2</b>	<b>17.2</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>114.0</b>	<b>106.3</b>	<b>112.0</b>	<b>112.0</b>	<b>0.0</b>	<b>0.0</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table AD0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table AD0-3**

(dollars in thousands)

	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>Comptroller Source Group</b>						
11 - Regular Pay - Continuing Full Time	8,769	8,504	9,524	9,565	41	0.4
13 - Additional Gross Pay	169	53	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	1,647	1,616	1,942	2,121	179	9.2
15 - Overtime Pay	0	2	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>10,584</b>	<b>10,175</b>	<b>11,466</b>	<b>11,686</b>	<b>220</b>	<b>1.9</b>
20 - Supplies and Materials	12	7	30	31	1	2.0
30 - Energy, Comm. and Building Rentals	0	1	1	1	0	0.0
31 - Telephone, Telegraph, Telegram, Etc.	76	19	13	13	0	0.0
32 - Rentals - Land and Structures	1,403	228	228	228	0	0.0
35 - Occupancy Fixed Costs	9	1	1	1	0	0.0
40 - Other Services and Charges	3,881	3,411	3,406	3,478	72	2.1
41 - Contractual Services - Other	599	0	0	0	0	N/A
50 - Subsidies and Transfers	0	1	236	236	0	0.0
70 - Equipment and Equipment Rental	70	256	13	13	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>6,048</b>	<b>3,925</b>	<b>3,927</b>	<b>4,000</b>	<b>73</b>	<b>1.8</b>
<b>Gross Funds</b>	<b>16,632</b>	<b>14,100</b>	<b>15,393</b>	<b>15,686</b>	<b>292</b>	<b>1.9</b>

\*Percent change is based on whole dollars.

## Program Description

The Office of the Inspector General operates through the following 3 programs:

**Accountability, Control, and Compliance** - provides audits and inspections of and for the District government that focus efforts on mitigating risks that pose the most serious challenges to District agencies and other stakeholders. Through this work, District government entities can better maintain fiscal integrity and operational readiness to reduce fraud, waste, and mismanagement.

This program contains the following 2 activities:

- **Audit** – conducts audits, reviews and analysis of financial, operational, and programmatic functions; and
- **Inspections and Evaluations** – is responsible for inspections and evaluations of District agencies in accordance with defined performance criteria. Management and programs are evaluated, and recommendations are made relating to improving overall efficiency and effectiveness.

**Law Enforcement and Compliance** – conducts investigations of allegations of waste, fraud, and abuse relating to the programs and operations of the District government.

This program contains the following 3 activities:

- **Investigations** – investigates fraud and other misconduct by District government employees and contractors doing business with the District of Columbia;
- **Medicaid Fraud Control Unit (MFCU) 25% Match** – represents the Local match associated with the MFCU Federal Grant; and
- **Medicaid Fraud Control Unit** – investigates and prosecutes cases of patient abuse and neglect and cases of Medicaid fraud by health care providers.

**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 Office of the Inspector General has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table AD0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table AD0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management</b>								
(1010) Personnel	306	220	225	5	1.3	1.5	1.5	0.0
(1020) Contracting and Procurement	227	287	323	36	2.2	2.5	2.5	0.0
(1030) Property Management	14	36	36	0	0.0	0.0	0.0	0.0
(1040) Information Technology	653	422	433	11	3.2	3.5	3.5	0.0
(1050) Financial Management	261	288	298	10	2.2	2.5	2.5	0.0
(1060) Legal	640	662	676	15	5.0	5.5	5.5	0.0
(1070) Fleet Management	9	5	8	2	0.0	0.0	0.0	0.0
(1085) Customer Service	111	109	112	4	1.2	1.3	1.3	0.0
<b>Subtotal (1000) Agency Management</b>	<b>2,221</b>	<b>2,028</b>	<b>2,111</b>	<b>83</b>	<b>15.1</b>	<b>16.6</b>	<b>16.6</b>	<b>0.0</b>
<b>(2000) Accountability, Control, and Compliance</b>								
(2010) Audit	5,951	6,158	6,247	89	31.4	31.5	31.5	0.0
(2020) Investigations	11	0	0	0	0.0	0.0	0.0	0.0
(2030) Inspections and Evaluations	1,252	1,375	1,400	25	13.2	13.5	13.5	0.0
<b>Subtotal (2000) Accountability, Control, and Compliance</b>	<b>7,215</b>	<b>7,533</b>	<b>7,647</b>	<b>114</b>	<b>44.6</b>	<b>45.0</b>	<b>45.0</b>	<b>0.0</b>
<b>(3000) Law Enforcement and Compliance</b>								
(3010) Investigations	2,488	2,868	2,918	50	24.1	27.5	27.5	0.0
(3020) Medicaid Fraud Control Unit 25% Match	480	618	633	14	5.2	5.8	5.8	0.0
(3030) Medicaid Fraud Control Unit	1,696	2,346	2,377	31	17.2	17.2	17.2	0.0
<b>Subtotal (3000) Law Enforcement and Compliance</b>	<b>4,664</b>	<b>5,832</b>	<b>5,928</b>	<b>96</b>	<b>46.6</b>	<b>50.5</b>	<b>50.5</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>14,100</b>	<b>15,393</b>	<b>15,686</b>	<b>292</b>	<b>106.3</b>	<b>112.0</b>	<b>112.0</b>	<b>0.0</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.



## **FY 2013 Proposed Budget Changes**

The Office of the Inspector General's (OIG) proposed FY 2013 gross budget is \$15,685,662, which represents a 1.9 percent increase over its FY 2012 approved gross budget of \$15,393,352. The budget is comprised of \$13,308,492 in Local funds and \$2,377,170 in Federal Grant 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

OIG's FY 2013 CSFL budget is \$13,269,486, which represents a \$221,954, or 1.7 percent, increase over the FY 2012 approved Local funds budget of \$13,047,532.

### **Initial Adjusted Budget**

**Cost Increase:** Local funds - OIG increased Salaries by \$276 and Fringe Benefits by \$161 in support of projected step increases. Federal Grant funds - OIG increased Fringe Benefits by \$18,612; Other Services and Charges by \$12,555 for additional office support; Supplies and Materials by \$157; and Energy, Communications, and Building Rentals by \$25.

**Cost Decrease:** Local funds - OIG reduced Other Services and Charges by \$412 and Energy, Communication, and Building Rentals by \$25 to offset increases for steps and fringe benefits.

### **Additionally Adjusted Budget**

**Technical Adjustments:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$39,006 to OIG's Local Funds and \$5,372 to Federal Grant funds.

**Additional Adjustments:** Federal Grant funds – Other Services and Charges was reduced by \$5,372 in office support to offset the cost of the health insurance contribution.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table AD0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table AD0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>13,048</b>	<b>94.8</b>
Fringe Benefit Rate Adjustment	Multiple Programs	116	0.0
Consumer Price Index	Multiple Programs	66	0.0
Personal Services Growth Factor	Multiple Programs	41	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>13,269</b>	<b>94.8</b>
Cost Increase: Adjust salaries with projected step increases (less than \$500)	Multiple Programs	0	0.0
Cost Increase: Align fringe benefits with projected costs (less than \$500)	Multiple Programs	0	0.0
Cost Decrease: Reduce Other Services and Charges (less than \$500)	Multiple Programs	0	0.0
Cost Decrease: Reduce Energy, Comm., and Building Rentals (less than \$500)	Law Enforcement and Compliance	0	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>13,269</b>	<b>94.8</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	39	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>13,308</b>	<b>94.8</b>
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>13,308</b>	<b>94.8</b>
<b>FEDERAL GRANT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>2,346</b>	<b>17.2</b>
Cost Increase: Align fringe benefits with projected costs	Law Enforcement and Compliance	19	0.0
Cost Increase: Increase Other Services and Charges	Law Enforcement and Compliance	13	0.0
Cost Increase: Increase Supplies and Materials (less than \$500)	Law Enforcement and Compliance	0	0.0
Cost Increase: Increase Energy, Comm. and Building Rentals (less than \$500)	Law Enforcement and Compliance	0	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>2,377</b>	<b>17.2</b>
Additional Adjustments: Reduced Other Services and Charges to offset Health insurance contribution	Law Enforcement and Compliance	-5	0.0
Technical Adjustment: Health insurance contribution	Multiple Programs	5	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>2,377</b>	<b>17.2</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>2,377</b>	<b>17.2</b>
<b>Gross for AD0 - Office of the Inspector General</b>		<b>15,686</b>	<b>112.0</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

**Objective 1:** Use the Accountability, Control, and Compliance program to conduct audits and inspections for the District government, focusing efforts on mitigating risks that pose the most serious challenges to District agencies and other stakeholders.

**Objective 2:** Use the Law Enforcement and Compliance program to conduct investigations into allegations of waste, fraud, and abuse relating to the programs and operations of the District Government.

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## Agency Performance Measures

<b>Measure</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Target</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Projection</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>
Number of final audit reports issued (financial/performance)	28	28	28	28	28	28
Potential monetary benefits resulting from audits (dollars in millions)	25.8	25.8	28.2	38	21	21
Number of final inspection/evaluation reports issued	10	10	11	10	10	10
Percentage of complaints evaluated within 10 days of receipt in Investigations	99%	85%	96%	85%	85%	85%
Number of criminal/civil resolutions obtained in MFCU cases	26	20	27	22	24	26

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# Office of the Chief Financial Officer

[www.cfo.dc.gov](http://www.cfo.dc.gov)

Telephone: 202-727-2476

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$112,882,948	\$127,365,574	\$136,512,769	7.2
FTEs	900.9	869.0	888.0	2.2

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The mission of the Office of the Chief Financial Officer (OCFO) is to provide financial management services to the government and the people of the District of Columbia to sustain long-term fiscal and economic viability.

## Summary of Services

The Office of the Chief Financial Officer provides enhanced fiscal and financial stability, accountability, and integrity for the Government of the District of Columbia. The OCFO ensures that District spending levels remain within approved budgets and available revenues for each fiscal year so that spending deficits do not occur; maintains adequate cash balances; minimizes receivables balances; manages the District's debt and finances in a manner that provides optimal opportunities to maximize bond ratings and minimize the cost of borrowed capital; ensures that the ratio of total debt service to General Fund expenditures remains within a maximum of 12 percent; improves tax payment compliance by increasing collections from the accounts receivable balance and the non-filer population, as measured by percentage change in delinquent collections; develops and supports financial management systems that provide accurate and timely information; and produces the District's Comprehensive Annual Financial Report (CAFR) on time with an unqualified clean opinion.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table AT0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table AT0-1**  
(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	115,213	87,779	94,642	100,306	5,664	6.0
Special Purpose Revenue Funds	15,154	16,329	24,932	29,140	4,208	16.9
<b>Total for General Fund</b>	<b>130,367</b>	<b>104,108</b>	<b>119,574</b>	<b>129,445</b>	<b>9,872</b>	<b>8.3</b>
<b>Federal Resources</b>						
Federal Grant Funds	950	1,025	0	0	0	N/A
<b>Total for Federal Resources</b>	<b>950</b>	<b>1,025</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Private Funds</b>						
Private Donations	9	18	0	0	0	N/A
<b>Total for Private Funds</b>	<b>9</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Intra-District Funds</b>						
Intra-District Funds	8,631	7,731	7,792	7,067	-725	-9.3
<b>Total for Intra-District Funds</b>	<b>8,631</b>	<b>7,731</b>	<b>7,792</b>	<b>7,067</b>	<b>-725</b>	<b>-9.3</b>
<b>Gross Funds</b>	<b>139,957</b>	<b>112,883</b>	<b>127,366</b>	<b>136,513</b>	<b>9,147</b>	<b>7.2</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Full-Time Equivalents, by Revenue Type**

Table AT0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table AT0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change</b>
<b>General Fund</b>						
Local Funds	748.0	719.6	782.5	805.5	23.0	2.9
Special Purpose Revenue Funds	135.2	138.4	41.0	44.0	3.0	7.3
<b>Total for General Fund</b>	<b>883.1</b>	<b>858.0</b>	<b>823.5</b>	<b>849.5</b>	<b>26.0</b>	<b>3.2</b>
<b>Intra-District Funds</b>						
Intra-District Funds	42.6	43.0	45.5	38.5	-7.0	-15.4
<b>Total for Intra-District Funds</b>	<b>42.6</b>	<b>43.0</b>	<b>45.5</b>	<b>38.5</b>	<b>-7.0</b>	<b>-15.4</b>
<b>Total Proposed FTEs</b>	<b>925.8</b>	<b>900.9</b>	<b>869.0</b>	<b>888.0</b>	<b>19.0</b>	<b>2.2</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table AT0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table AT0-3**

(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	69,209	65,709	69,013	70,158	1,145	1.7
12 - Regular Pay - Other	570	459	477	963	485	101.6
13 - Additional Gross Pay	275	686	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	13,804	13,663	15,158	17,020	1,862	12.3
15 - Overtime Pay	389	204	0	25	25	N/A
<b>Subtotal Personal Services (PS)</b>	<b>84,247</b>	<b>80,721</b>	<b>84,649</b>	<b>88,166</b>	<b>3,517</b>	<b>4.2</b>
20 - Supplies and Materials	494	456	542	521	-21	-3.8
30 - Energy, Comm. and Building Rentals	384	-3	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	746	43	0	0	0	N/A
32 - Rentals - Land and Structures	20,136	0	0	0	0	N/A
33 - Janitorial Services	170	0	0	0	0	N/A
34 - Security Services	630	0	0	0	0	N/A
35 - Occupancy Fixed Costs	276	0	0	0	0	N/A
40 - Other Services and Charges	7,119	6,473	6,485	8,379	1,894	29.2
41 - Contractual Services - Other	24,692	24,686	35,065	38,802	3,736	10.7
70 - Equipment and Equipment Rental	1,063	507	624	645	21	3.3
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>55,710</b>	<b>32,162</b>	<b>42,717</b>	<b>48,347</b>	<b>5,630</b>	<b>13.2</b>
<b>Gross Funds</b>	<b>139,957</b>	<b>112,883</b>	<b>127,366</b>	<b>136,513</b>	<b>9,147</b>	<b>7.2</b>

\*Percent Change is based on whole dollars.

## Program Description

The Office of the Chief Financial Officer operates through the following 9 programs:

**Financial Operations and Systems** – carries out the District’s accounting operations, including critical functions such as District-wide general ledger accounting, financial reporting, and pay and retirement services. The program produces the CAFR, which shows the District’s financial position at the end of each fiscal year. The program also develops accounting policies and procedures, policies that support the System of Accounting and Reporting (SOAR), the District’s formal book of record, and policies and procedures for other areas of financial management throughout the OCFO.

This program contains the following 7 activities:

- **Operations and Administration** – provides leadership, general program management, personnel, procurement, automated accounting system access security, fixed asset accountability, and other logistical support services to OFOS staff for general accounting services, specialized accounting systems management, payroll, financial reporting, accounting policies and procedures, and benefits administration for employees, agencies, and District leaders for their use in decision-making. Additionally, this activity provides citizens with financial information so that they can keep abreast of the District’s financial position;
- **Accounting Operations** – provides District-wide General Ledger accounting in order to maintain the official automated book of record on which the financial position of the District ascertained by the District’s elected and appointed leaders, Congress, District agencies (directors, financial managers, and employees), public and private financial communities, and the general public. This activity ensures timely and accurate information on the District’s financial position and facilities to decision-makers;
- **Financial Policy and Procedures** – provides recorded references for standard government accounting practices (policies and theories) and guidelines for operation (procedures and process flows) of the District’s daily accounting functions and the supporting automated system of record to ensure that accounting and financial managers and their staff follow the District’s financial policy and procedures;
- **Accounting Systems Management/Functional Integration** – provides training and expert assistance on the automated accounting system, which follows Generally Accepted Accounting Principles, for the central OCFO cluster employees and agency financial staff to improve the daily recordings of accounting transactions and the reporting of financial position within each agency by activity;
- **Financial Control and Reporting** – provides statements of financial position for the Mayor, Council of the District of Columbia, Congress, District managers, national bond-rating agencies, and the general public to enable informed decisions based on timely and accurate financial information;
- **Federal Annuitant Benefits Administration** – provides accurate and timely annuity payments and related benefits to former and retired Federal law enforcement officers; and
- **Payroll Disbursements and Wage Reporting** – provides a record of compensation and related payments to District employees with accurate and timely paychecks.

**Budget Development and Execution** – provides for the preparation, monitoring, analysis, and execution of the District government's budget, including operating, capital, and enterprise funds, in a manner that facilitates fiscal integrity and maximizes services to taxpayers. This program also provides advice to policy-makers on the District government's budget and has the primary responsibility for expenditure forecasts.

This program contains the following 4 activities:

- **Executive Direction and Support** – provides general program management, leadership, technical assistance, and support services to the Office of Budget and Planning (OBP) staff and other District government personnel facilitating financial planning, budgetary, performance, and cost analysis of decision-makers to enable them to make effective decisions and achieve strategic goals. It also provides citizens with information on District finances;



- **Financial Planning and Analysis** – provides monitoring and analysis of the District’s budget and expenditures, including spending pressures, staffing for the District’s Anti-Deficiency Board, and guidance, development, and coordination of the District’s Financial Review Process, budget modification process, intra-District fund transfer process, and other reporting functions;
- **Operating Budget Formulation and Development** – provides for the formulation and execution processes of the District’s annual operating budget, as well as other financial and budgetary services, to the Mayor and Council on a timely and accurate basis enabling District officials to make informed decisions on allocations of the District operating resources among policy priorities; and
- **Capital Budget Formulation and Development** – provides detailed reviews of available capital financing and aligns such financing with the District’s annual capital funds budget authority, and provides other financial and budgetary services to the Mayor and Council on a timely and accurate basis to enable them to make informed decisions on District capital resources.

**Research and Analysis** – provides revenue estimates, revenue policy analysis, and analysis supporting economic development. The program area is divided into two offices, both of which report directly to the CFO: the Office of Revenue Analysis (ORA) and Economic Development Finance (EDF).

ORA services include the preparation of (i) analyses of revenue sources and development of quarterly revenue estimates that set the hard budget constraint for the District of Columbia budget; (ii) fiscal impact statements, which provide estimates of direct costs to the four-year financial plan; (iii) periodic reports on economic and revenue trends and the monthly Economic Indicators for the District of Columbia; (iv) the chapter on revenue in each annual Budget and Financial Plan that is prepared by the District of Columbia; and (v) special studies, including on metropolitan and nationwide household tax burden comparisons, a bi-annual Tax Expenditure Study detail on statutory provisions of District taxes, a running historical update of major changes in District revenue laws, an Annual Revenue Data Book, the monthly Cash Report of District tax collections and, in FY 2010, a system for the overall tracking of the American Recovery and Reinvestment Act of 2010 (ARRA).

EDF provides sophisticated analyses of fiscal, economic, financial, and administrative impacts of proposed projects; analyzes the financial feasibility of economic development projects in the District; and advises the CFO and Mayor on proposed economic development debt issuances. EDF oversees all Tax Increment Financing (TIF) and Payment-in-lieu-of-Taxes (PILOT) projects into which the District enters. EDF provides guidance on changes in development policy options and long-term financial expectations. EDF coordinates with ORA to provide fiscal impact analyses on proposed tax-supported financings, land transfers, and economic development projects. EDF represents the OCFO on the boards of the Washington Convention and Sports Authority and Destination D.C.

This program contains the following 6 activities:

- **Executive Direction and Support** – provides general program management, leadership, technical assistance, and support services to staff including research and analytical services on revenue and economic data and analysis of fiscal and administrative impacts to decision-makers;
- **Financial Data Quality Assurance** – ensures accuracy of reported data;
- **Revenue Estimation** – provides economic and revenue data and analysis and District tax structure data and analysis to the Mayor, Council, and Congress so that they have timely and quality information for policy formulation and decision-making;
- **Economic Development** – provides analysis of the fiscal, economic, financial, and administrative impact on real estate projects to the Chief Financial Officer, the Mayor, the Deputy Mayor for Planning and Economic Development, and the Council so that they can effectively assess economic development initiatives and ensure maximum economic benefit to the city;
- **Legislative and Fiscal Analysis** – provides legislative fiscal impact analysis for the Mayor, the Council, and Congress so that they can have timely and quality information for policy formulation and decision-making; and

- **Economic Affairs** – develops and presents documents detailing the economic and revenue affairs of the District of Columbia to components of the OCFO, the Mayor, the Council, and Congress so that all have timely and quality information for policy formulation and decision-making.

**Tax Administration** – provides fair, efficient, and effective administration of the District's business, income, excise, and real property tax laws.

This program contains the following 7 activities:

- **Executive Direction and Support** – provides general program management, leadership and support services to the Tax Administration program so that it can coordinate comprehensive tax services to District taxpayers and ensure that the District is collecting the accurate amount of tax revenue;
- **External Customer Service, Information, and Education** – provides customer service through walk-in and telephone customer service centers, which assist approximately 300,000 taxpayers annually. This activity also consists of the development and distribution of public tax forms, support of various electronic tax filing and payment options, including electronic self-service and account management functions, initiating and responding to mail correspondence with taxpayers, and tax registration and certification services;
- **Recorder of Deeds** – provides support for the transfer and titling of real property in the District, and responds to requests for title documents from individuals and the real estate and real estate title industries;
- **Real Property Tax Administration** – provides for the assessment and billing of real property taxes and first-level assessment appeals;
- **Tax Audits and Investigations** – enforces tax compliance by identifying potential non-filers and performing other tax compliance checks to ensure that the District is collecting the correct amount of tax payments due from all taxpayers. This activity also identifies and investigates cases of tax fraud;
- **Revenue Accounting** – provides for the proper accounting of and reporting on revenue collections, and supports issuance of tax refunds; and
- **Receipts and Delinquent Collections** – provides for the processing of more than one million tax returns annually, and the recording and prompt deposit of billions of dollars in tax payments. This includes collections of delinquent tax payments.

**Information Technology (IT)** – provides for the development and maintenance of state-of-the-art financial information systems to support the District of Columbia's payroll, pension, accounting, tax, and budget, treasury, and web-based financial reporting systems. The principal objectives of the program are to maintain accurate systems, modify systems in response to the changing needs of the District, and maintain compliance with federal, state, and local regulations.

**Office of Finance and Treasury (OFT)** – provides management of the financial assets and liabilities of the Government of the District of Columbia. This includes investing, collecting, safe-keeping, disbursing, recording, and acquiring District financial resources.

This program contains the following 6 activities:

- **Executive Direction and Support** – provides leadership, strategic direction, and administrative support services to department managers and employees so that they can achieve organizational and individual performance results;
- **Debt and Grants Management** – provides for the issuance of bonds, notes, and other financing vehicles for the District so that it can finance capital infrastructure projects and help ensure seasonal cash needs, and manages the cash and accounting of District agencies' federal grant draw-downs;
- **Cash Management and Investment** – provides for the management of the cash resources of the District so that

- the District can meet its cash obligations and maximize its return on investments;
- **Asset Management** – provides for the management of the District-run pension plans, college savings plan, and unclaimed property;
  - **Disbursement Management** – provides check-printing and disbursement services for District agencies so that they can fulfill their payment obligations; and
  - **Cash Receipts and Accounting** – provides revenue collection services, including cashiering at various District sites, and provides for the management of banking services for all District agencies.

**Office of Integrity and Oversight (OIO)** – ensures the maintenance of the accountability, integrity, and efficiency of the District of Columbia's financial management and tax administration systems. Through its audit and investigative activities, OIO provides the Chief Financial Officer with independent reviews and appraisals of OCFO operations and ensures the maintenance of the highest standards of integrity and security of OCFO employees.

This program contains the following 3 activities:

- **Audit Services** – provides audit and review services to assist the District's financial managers to ensure the integrity, efficiency, and effectiveness of District programs; manages the review and response to external audit reports; and coordinates District single audits and management letter comments for District agencies so that they can improve operations;
- **Security Integrity Oversight** – provides security and integrity oversight for the OCFO by administering the emergency response program for the OCFO and conducting integrity probes and integrity awareness presentations aimed at detecting and preventing fraud and other misconduct in OCFO programs; and
- **Investigations** – maintains public confidence in the integrity of the OCFO by investigating alleged misconduct by OCFO employees, as well as by conducting background investigations to determine suitability for employment. This investigative service provides reports to OCFO management so that they can take administrative action as appropriate.

**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.

**Agency Financial Operations** – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This program is standard for all agencies using performance-based budgeting.

### **Program Structure Change**

The Office of the Chief Financial Officer has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table AT0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table AT0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
((1010) Personnel	1,288	1,565	1,610	45	14.0	14.0	14.0	0.0
(1015) Training and Employee Development	531	555	564	10	4.0	4.0	4.0	0.0
(1020) Contracting and Procurement	2,028	1,196	1,180	-16	12.0	11.0	11.0	0.0
((1030) Property Management	861	757	764	7	10.0	9.0	9.0	0.0
(1060) Legal Services	1,936	2,009	2,069	60	13.9	14.0	14.0	0.0
(1080) Communications	185	181	184	3	2.0	1.0	1.0	0.0
(1090) Performance Management	1,100	1,224	1,344	120	9.0	8.0	8.0	0.0
<b>Subtotal (1000) Agency Management Program</b>	<b>7,928</b>	<b>7,487</b>	<b>7,715</b>	<b>228</b>	<b>64.7</b>	<b>61.0</b>	<b>61.0</b>	<b>0.0</b>
<b>(100F) Agency Financial Operations</b>								
(110F) Budget Operations	663	683	592	-92	5.0	5.0	4.0	-1.0
(120F) Accounting Operations	401	368	388	20	4.0	4.0	4.0	0.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>1,064</b>	<b>1,052</b>	<b>980</b>	<b>-72</b>	<b>9.0</b>	<b>9.0</b>	<b>8.0</b>	<b>-1.0</b>
<b>(2000) Financial Operations and Systems</b>								
(2100) Operations and Administration	452	815	842	26	8.0	7.0	7.0	0.0
(2200) Accounting Operations	2,063	1,955	2,044	89	21.0	18.0	18.0	0.0
(2300) Financial Policies and Procedures	1004	1,067	1,071	4	4.0	8.0	8.0	0.0
(2400) ASM/Functional Support	1,188	1,246	1,218	-28	0.0	9.0	9.0	0.0
(2500) Financial Control and Reporting	358	1,006	1,041	34	23.9	8.0	8.0	0.0
(2600) Benefits Administration	809	763	783	20	7.9	8.0	8.0	0.0
(2700) Payroll Disbursements and Wage Reporting	3,366	3,859	4,174	316	32.6	34.0	34.0	0.0
(2800) Accounting Systems Administration	647	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (2000) Financial Operations and Systems</b>	<b>9,887</b>	<b>10,711</b>	<b>11,173</b>	<b>462</b>	<b>97.4</b>	<b>92.0</b>	<b>92.0</b>	<b>0.0</b>
<b>(3000) Budget Development and Execution</b>								
(3100) Executive Direction and Support	1,613	1,847	1,873	26	12.0	12.0	12.0	0.0
(3200) Financial and Policy Analysis	452	0	0	0	0.0	0.0	0.0	0.0
(3300) Budget Formulation and Development	287	0	0	0	0.0	0.0	0.0	0.0
(3400) Financial Planning and Analysis	13	471	781	310	4.0	3.0	3.0	0.0
(3500) Information and Systems Management	128	0	0	0	0.0	0.0	0.0	0.0
(3600) Strategic Budgeting	16	0	0	0	0.0	0.0	0.0	0.0
(3700) Operating Budget Formulation and Develop	1,992	2,456	2,513	57	22.9	22.0	22.0	0.0
(3800) Capital Budget Formulation and Development	576	631	651	21	6.0	5.0	5.0	0.0
<b>Subtotal (3000) Budget Development and Execution</b>	<b>5,076</b>	<b>5,404</b>	<b>5,818</b>	<b>414</b>	<b>44.9</b>	<b>42.0</b>	<b>42.0</b>	<b>0.0</b>

(Continued on next page)

**Table ATO-4 (Continued)**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(4000) Research and Analysis</b>								
(4100) Executive Direction and Support	536	629	644	15	3.0	3.0	3.0	0.0
(4200) Financial Data Quality Assurance	0	608	908	300	0.0	0.0	0.0	0.0
(4300) Revenue Estimation	880	1,132	1,119	-13	9.0	9.0	9.0	0.0
(4500) Economic Development	675	691	805	113	5.0	4.0	5.0	1.0
(4700) Legislative and Fiscal Analysis	529	562	608	46	6.0	5.0	5.0	0.0
(4800) Economic Affairs	498	606	622	16	4.0	4.0	4.0	0.0
<b>Subtotal (4000) Research and Analysis</b>	<b>3,118</b>	<b>4,229</b>	<b>4,705</b>	<b>476</b>	<b>26.9</b>	<b>25.0</b>	<b>26.0</b>	<b>1.0</b>
<b>(5000) Tax Administration</b>								
(5100) Executive Direction and Support	3,373	3,301	4,663	1,362	20.9	19.0	20.0	1.0
(5200) External Customer Service Information	6,782	6,840	7,270	430	78.8	77.0	81.0	4.0
(5300) Recorder of Deeds	2,791	2,682	2,692	10	25.9	23.0	22.0	-1.0
(5400) Real Property Tax Administration	7,435	7,976	8,339	363	77.8	77.0	81.0	4.0
(5500) Tax Audits and Investigations	8,297	8,686	8,912	226	89.7	87.0	89.0	2.0
(5600) Revenue Accounting	1,726	1,777	2,287	510	18.9	17.0	18.0	1.0
(5700) Receipts and Delinquent Collections	13,879	25,021	25,225	204	167.7	170.0	170.0	0.0
<b>Subtotal (5000) Tax Administration</b>	<b>44,283</b>	<b>56,282</b>	<b>59,388</b>	<b>3,106</b>	<b>479.8</b>	<b>470.0</b>	<b>481.0</b>	<b>11.0</b>
<b>(6000) Information Technology</b>								
(6100) Information Technology Support	23,436	20,662	21,081	419	81.8	78.0	78.0	0.0
<b>Subtotal (6000) Information Technology</b>	<b>23,436</b>	<b>20,662</b>	<b>21,081</b>	<b>419</b>	<b>81.8</b>	<b>78.0</b>	<b>78.0</b>	<b>0.0</b>
<b>(7000) Finance and Treasury</b>								
(7100) Executive Direction and Support	898	1,051	915	-136	6.0	5.0	5.0	0.0
(7200) Debt Management	679	691	796	104	5.0	4.0	5.0	1.0
(7300) Cash Management and Investments	3,264	4,976	9,182	4,206	8.0	8.0	16.0	8.0
(7400) Disbursements	4,344	2,894	2,813	-82	11.0	10.0	8.0	-2.0
(7500) Cash Receipts and Accounting	2,881	2,846	3,228	383	33.7	31.0	32.0	1.0
(7600) Asset Management for Special Programs	2,214	4,281	4,321	40	10.9	13.0	13.0	0.0
<b>Subtotal (7000) Finance and Treasury</b>	<b>14,280</b>	<b>16,740</b>	<b>21,254</b>	<b>4,515</b>	<b>74.5</b>	<b>71.0</b>	<b>79.0</b>	<b>8.0</b>
<b>(8000) Integrity and Oversight</b>								
(8100) Audit Services	2,702	3,460	3,054	-406	12.0	12.0	12.0	0.0
(8200) Security Integrity Oversight	413	582	562	-20	3.0	3.0	3.0	0.0
(8300) Investigations	697	757	782	26	7.0	6.0	6.0	0.0
<b>Subtotal (8000) Integrity and Oversight</b>	<b>3,812</b>	<b>4,799</b>	<b>4,399</b>	<b>-400</b>	<b>21.9</b>	<b>21.0</b>	<b>21.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>112,883</b>	<b>127,366</b>	<b>136,513</b>	<b>9,147</b>	<b>900.9</b>	<b>869.0</b>	<b>888.0</b>	<b>19.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Office of the Chief Financial Officer's (OCFO) proposed FY 2013 gross budget is \$136,512,769, which represents a 7.2 percent increase over its FY 2012 approved gross budget of \$127,365,574. The budget is comprised of \$100,305,798 in Local funds, \$29,139,610 in Special Purpose Revenue funds, and \$7,067,361 in Intra-District 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

OCFO's FY 2013 CSFL budget is \$95,654,702, which represents a \$1,013,092, or 1.1 percent increase over the FY 2012 approved Local funds budget of \$94,641,610.

### **Major CSFL Cost Drivers**

OCFO's CSFL includes the removal of one-time funding, a decrease of \$608,000 for provisions associated with the Tax Revision Commission Establishment Act.

### **Initial Adjusted Budget**

**Cost Increase:** An increase of \$269,740 in Local funds reflects adjustments to Contractual Services costs including Information Technology Systems Maintenance, payroll support, network support, and the implementation of a check guarantee system used to verify bank-related transactions. The OCFO Local funds personal services budget increased by a total of \$181,996 agency-wide due to salary, step increases, and Fringe Benefits adjustments; specifically, to accurately represent historical spending trends and projected health insurance costs.

Special Purpose Revenue funds within the agency increased by \$317,450 to support Other Services and Charges costs; specifically, costs related to office support and maintenance agreements. An increase of \$100,169 in Contractual Services primarily reflects Recorder of Deeds information system integration costs. An increase of \$41,831 reflects adjustments to salary, step increases, and Fringe Benefits costs.

Increases of \$91,153 in Intra-District funds are a result of changes within the Finance and Treasury program armored car contract, and \$84,932 and 1.0 FTE across several programs supports anticipated personal services adjustments to salary, step increases, and Fringe Benefits.

**Cost Decrease:** A decrease of \$431,726 in Local funds in Other Services and Charges reflects a reduction in spending for office support, professional services fees, and printing costs, and \$20,009 was reduced in Supplies and Equipment spending. Within Special Purpose Revenue funds, the OCFO reduced its equipment budget by \$30,520. In Intra-District funds, a decrease of \$99,821 in Other Services and Charges reflects a reduction in office support costs within the Financial Operations and Systems program.

**Shift:** The agency moved a total of \$413,068 and 5.0 FTEs from Special Purpose Revenue funds to Intra-District funds within the Financial Operations and Systems program. To support the Payroll Disbursements and Wage Reporting activity conducted by the OCFO on behalf of participating District agencies, the OCFO will enter into memoranda of understanding agreements so that the OCFO can accurately reflect payroll processing costs.

**Other Adjustment:** An adjustment was made for an increase of \$290,000 and 2.0 FTEs in the Research and Analysis program to support a legislative requirement related to the Exemption and Abatements Information Requirements Act of 2011. The legislation seeks to create and maintain the requirements related to the exemption or abatement of taxes and to provide for an annual certification of eligible taxpayers so that they may continue receipt of an exemption or abatement from real property taxation.

### **Additionally Adjusted Budget**

Adjustments of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in increases of \$329,001 in Local funds, \$11,778 in Special Purpose Revenue funds, and \$9,120 in Intra-District funds.

### **Policy Initiatives**

**Enhance:** The budget reflects an effort to increase collections from delinquent taxpayers without increasing tax rates. In Local funds within the Research and Analysis program, a total of \$808,000 to continue the compliance with the provisions of the Tax Revision Commission Establishment Act (One-time); in the Tax Administration program, a total of \$270,000 and 4.0 FTEs to support an initiative that focuses on the recovery of unpaid taxes; \$256,481 and 3.0 FTEs to support the implementation of a real property initiative, which will improve the estimation and application of the real property assessments process; \$200,000 and 1.0 FTE to annualize aspects of the District's tax collection process; and \$100,000 to enhance the recovery of unpaid sales taxes through the implementation of the Credit Card Merchant Payment Reporting requirement (One-time).

In Special Purpose Revenue funds, a total of \$5,580,000 and 8.0 FTEs in the Finance and Treasury program supports the implementation of a Central Collection Unit. The purpose of this Unit is to augment the ability of the office to aggressively collect delinquent debts owed to the District pursuant Bill 19-8, "Delinquent Debt Recovery Act of 2011." The law also establishes a special non-lapsing fund to be designated the Delinquent Debt Fund to collect fees, fines, liens, and other delinquent debts.

**Cost Increase:** In Local funds, an increase of \$500,000 in the Tax Administration program supports operational costs related to the Credit Card Merchant Payment Reporting initiative for mailing out notices announcing partial amnesty as reported on merchant payment reports (One-time); \$345,000 in the Tax Administration program to comply with the Vendor Sales Tax Collection and Remittance Act of 2012 that requires licensed street or mobile vendors (these include food trucks, sidewalk food carts, and merchandise vendors) to collect and remit sales taxes; \$300,000 in the Tax Administration program to lower the interest rate paid by the District on refunds due to tax return filers; \$300,000 to support the Budget Development and Execution program Cost Driver project, which integrates the unit costs of agency services with the District's accounting system; and \$100,000 to cover the operational costs of a revenue initiative that will allow the Tax Administration program to integrate its systems with the Department of Motor Vehicles (DMV) to offset or block tax refunds for taxpayers who are delinquent on DMV-related charges including motor vehicle excise, fines, and other required payments (One-time).

**Cost Decrease:** In Special Purpose Revenue funds, a decrease of \$1,400,000 in the Finance and Treasury reflects costs savings in the District's contract with banks to cover certain fees. In Intra-District funds, a decrease of \$450,000 reflects contractual savings due to lower estimate costs to conduct the District's single audit.

**Shift:** In prior years, the DMV entered into an Intra-District agreement with the OCFO to cover costs related to cashier services at DMV facilities. To streamline certain cash collection functions, the Finance and Treasury program shifted \$772,888 and 13.0 FTEs funded by DMV to the Local funds budget.

**Transfer In:** As part of the aforementioned shift of positions and funding to the Local fund budget for cashier operations at DMV facilities, the Finance and Treasury program received \$79,597 in Local funds to support anticipated Overtime and Equipment costs.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table AT0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table AT0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>94,642</b>	<b>782.5</b>
Removal of One-Time Funding	Multiple Programs	-608	0.0
Fringe Benefit Rate Adjustment	Multiple Programs	969	0.0
Consumer Price Index	Multiple Programs	335	0.0
Personal Services Growth Factor	Multiple Programs	317	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>95,655</b>	<b>782.5</b>
Cost Increase: Adjustments to Contractual Services costs	Multiple Programs	270	0.0
Cost Increase: Miscellaneous personal services adjustments	Multiple Programs	182	0.0
Cost Decrease: Adjustments to Other Services and Charges	Multiple Programs	-432	0.0
Cost Decrease: Adjustments to Supplies and Equipment costs	Multiple Programs	-20	0.0
Other Adjustments: Supports Exemption and Abatements Information Requirements Act of 2011	Research and Analysis	290	2.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>95,945</b>	<b>784.5</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	329	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>96,274</b>	<b>784.5</b>
<b>FY 2013 Policy Initiatives</b>			
Enhance: Tax Revision Commission support (One-Time)	Research and Analysis	808	0.0
Enhance: Recovery of unpaid taxes	Tax Administration	270	4.0
Enhance: Real Property Initiative	Tax Administration	256	3.0
Enhance: Annual use tax returns	Tax Administration	200	1.0
Enhance: Recovery of unpaid sales taxes (One-Time)	Tax Administration	100	0.0
Cost Increase: Mailing costs for partial amnesty initiative (One-Time)	Tax Administration	500	0.0
Cost Increase: Vendor sales tax initiative	Tax Administration	345	0.0
Cost Increase: Lower interest on returns	Tax Administration	300	0.0
Cost Increase: Cost Driver support	Budget Development and Execution	300	0.0
Cost Increase: Cost to block tax refunds for residents who have unpaid DMV violations (One-Time)	Tax Administration	100	0.0
Shift: DMV cashier costs from Intra-District funds	Finance and Treasury	773	13.0
Transfer In: DMV cashier support	Finance and Treasury	80	0.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>100,306</b>	<b>805.5</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE</b>		<b>24,932</b>	<b>41.0</b>
Cost Increase: Other Services and Charges costs	Multiple Programs	317	0.0
Cost Increase: Adjustments to Contractual Services costs	Multiple Programs	100	0.0
Cost Increase: Miscellaneous personal services adjustments	Multiple Programs	42	0.0
Cost Decrease: Adjustments to Equipment purchases	Multiple Programs	-31	0.0
Shift: Positions to Intra-District funds	Financial Operations and Systems	-413	-5.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>24,948</b>	<b>36.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	12	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>24,960</b>	<b>36.0</b>

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**Table ATO-5 (Continued)**  
(dollars in thousands)

	<b>PROGRAM</b>	<b>BUDGET</b>	<b>FTE</b>
<b>SPECIAL PURPOSE REVENUE FUNDS (cont.)</b>			
<b>FY 2013 Policy Initiatives</b>			
Enhance: Supports expanded Central Collection Unit	Finance and Treasury	5,580	8.0
Cost Decrease: Contractual savings	Finance and Treasury	-1,400	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>29,140</b>	<b>44.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>7,792</b>	<b>45.5</b>
Cost Increase: Adjustments to Contractual Services costs	Finance and Treasury	91	0.0
Cost Increase: Miscellaneous personal services adjustments	Multiple Programs	85	1.0
Cost Decrease: Adjustments to Other Services and Charges	Financial Operational and Systems	-100	0.0
Shift: Positions from Special Purpose Revenue funds	Financial Operations and Systems	413	5.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>8,281</b>	<b>51.5</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	9	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>8,290</b>	<b>51.5</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Decrease: Contractual savings from reductions in Contractual Services	Integrity and Oversight	-450	0.0
Shift: DMV cashier costs to Local funds	Finance and Treasury	-773	-13.0
<b>INTRA-DISTRICT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>7,068</b>	<b>38.5</b>
<b>Gross for ATO - Office of the Chief Financial Officer</b>		<b>136,513</b>	<b>888.0</b>

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

# B

## Economic Development and Regulation

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# Office of the Deputy Mayor for Planning and Economic Development

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$19,288,367	\$16,218,505	\$42,322,649	161.0
FTEs	54.2	56.0	61.0	8.9

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The Office of the Deputy Mayor for Planning and Economic Development (DMPED) supports the Mayor in developing and executing the District's economic development vision.

## Summary of Services

DMPED assists the Mayor in the coordination, planning, supervision, and execution of programs, policies, proposals, and functions related to economic development in the District of Columbia. DMPED sets development priorities and policies, coordinates how the District markets itself to businesses and developers, and recommends and ensures implementation of financial packaging for District development, attraction, and retention efforts. DMPED also works to achieve its mission by focusing on outreach to the business community and neighborhood stakeholders, and by forging partnerships between government, business and communities to foster economic growth for residents of the District of Columbia

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table EB0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table EB0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	3,841	2,158	8,239	11,753	3,514	42.7
Dedicated Taxes	17,152	5,500	0	0	0	N/A
Special Purpose Revenue Funds	6,680	7,998	4,979	17,431	12,452	250.1
<b>Total for General Fund</b>	<b>27,673</b>	<b>15,656</b>	<b>13,219</b>	<b>29,184</b>	<b>15,966</b>	<b>120.8</b>
<b>Federal Resources</b>						
Federal Payments	0	0	0	9,565	9,565	N/A
Federal Grant Funds	3,157	3,439	3,000	3,000	0	0.0
<b>Total for Federal Resources</b>	<b>3,157</b>	<b>3,439</b>	<b>3,000</b>	<b>12,565</b>	<b>9,565</b>	<b>318.8</b>
<b>Intra-District Funds</b>						
Intra-District Funds	885	193	0	574	574	N/A
<b>Total for Intra-District Funds</b>	<b>885</b>	<b>193</b>	<b>0</b>	<b>574</b>	<b>574</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>31,714</b>	<b>19,288</b>	<b>16,219</b>	<b>42,323</b>	<b>26,104</b>	<b>161.0</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table EB0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table EB0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	14.8	10.8	30.0	52.0	22.0	73.3
Dedicated Taxes	3.8	3.8	0.0	0.0	0.0	N/A
Special Purpose Revenue Funds	39.3	39.7	26.0	6.0	-20.0	-76.9
<b>Total for General Fund</b>	<b>57.9</b>	<b>54.2</b>	<b>56.0</b>	<b>58.0</b>	<b>2.0</b>	<b>3.6</b>
<b>Intra-District Funds</b>						
Intra-District Funds	0.0	0.0	0.0	3.0	3.0	N/A
<b>Total for Intra-District Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>3.0</b>	<b>3.0</b>	<b>N/A</b>
<b>Total Proposed FTEs</b>	<b>57.9</b>	<b>54.2</b>	<b>56.0</b>	<b>61.0</b>	<b>5.0</b>	<b>8.9</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table EB0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table EB0-3**  
(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
11 - Regular Pay - Continuing Full Time	2,349	2,452	2,978	2,815	-163	-5.5
12 - Regular Pay - Other	2,619	2,161	2,222	2,757	535	24.1
13 - Additional Gross Pay	48	177	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	885	896	975	1,159	184	18.9
<b>Subtotal Personal Services (PS)</b>	<b>5,901</b>	<b>5,686</b>	<b>6,175</b>	<b>6,731</b>	<b>556</b>	<b>9.0</b>
20 - Supplies and Materials	13	25	20	25	5	25.0
30 - Energy, Comm. and Building Rentals	0	0	1	11	10	1,897.4
31 - Telephone, Telegraph, Telegram, Etc.	152	59	53	53	0	0.0
32 - Rentals - Land and Structures	483	438	292	248	-44	-15.1
34 - Security Services	0	0	6	10	3	49.9
35 - Occupancy Fixed Costs	6	0	0	0	0	N/A
40 - Other Services and Charges	7,287	5,402	4,561	9,288	4,727	103.6
41 - Contractual Services - Other	5,172	1,259	1,210	12,597	11,386	940.7
50 - Subsidies and Transfers	12,641	6,370	3,900	13,350	9,450	242.3
70 - Equipment and Equipment Rental	59	51	0	10	10	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>25,813</b>	<b>13,603</b>	<b>10,044</b>	<b>35,591</b>	<b>25,548</b>	<b>254.4</b>
<b>Gross Funds</b>	<b>31,714</b>	<b>19,288</b>	<b>16,219</b>	<b>42,323</b>	<b>26,104</b>	<b>161.0</b>

\*Percent change is based on whole dollars.

## Program Description

The Office of the Deputy Mayor for Planning and Economic Development operates through the following 3 programs:

**Deputy Mayor for Planning and Economic Development** – provides specialized and strategic economic development assistance. This includes program and policy development and inter-agency coordination services between businesses, developers, and community stakeholders to enable them to pursue ventures that revitalize neighborhoods, expand and diversify the local economy, and provide economic opportunity for District residents.

This program contains the following 3 activities:

- **Agency Oversight** – monitors agency performance and provides resources or direction to mayoral agencies so that they can overcome obstacles and achieve their strategic goals;
- **Community Outreach** – provides information and referrals to individuals, businesses, and organizations so that raised issues are resolved by the appropriate economic development cluster agency in accordance with District customer service standards; and
- **Economic Development Financing** – provides gap financing and other economic assistance services to businesses and organizations to leverage private sector investment in neighborhood retail, commercial, employment and housing opportunities for District residents.

**Instrumentality Economic Development** – implements neighborhood revitalization and economic development projects. This program includes the projects of the former National Capital Revitalization Corporation and Anacostia Waterfront Corporation (such as the Southwest Waterfront, Hill East, Poplar Point, the Ballpark District, Skyland Shopping Center, and the former McMillan Reservoir Sand Filtration site), and it coordinates the implementation of the Anacostia Waterfront Initiative, which supports the District's goals of promoting environmentally and socially responsible redevelopment along the Anacostia River and increasing public access to the river and riverfront parks.

**Agency Financial Operations** – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This program is standard for all agencies using performance-based budgeting.

## Program Structure Change

The Office of the Deputy Mayor for Planning and Economic Development has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table EB0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides FY 2011 actual data.

**Table EB0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management</b>								
(1040) Information Technology	58	0	0	0	0.0	0.0	0.0	0.0
(1080) Communications	0	0	0	0	0.9	0.0	0.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>58</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.9</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(100F) Agency Financial Operations</b>								
(110F) Budget Operations	253	248	259	11	1.9	2.0	2.0	0.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>253</b>	<b>248</b>	<b>259</b>	<b>11</b>	<b>1.9</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>
<b>(2000) Deputy Mayor for Planning and Economic Development</b>								
(2010) Agency Oversight	330	308	1,024	716	1.8	2.0	2.0	0.0
(2020) Community Outreach	287	2,369	2,839	471	1.8	2.0	5.0	3.0
(2030) Economic Development Financing	5,916	6,369	12,925	6,556	12.1	17.0	19.0	2.0
(2070) Public/Private Partnerships	0	1	0	-1	0.0	0.0	0.0	0.0
(2080) Neighborhood Investment Fund	5,500	0	0	0	3.8	0.0	0.0	0.0
<b>Subtotal (2000) Deputy Mayor for Planning and Economic Development</b>	<b>12,033</b>	<b>9,047</b>	<b>25,539</b>	<b>16,492</b>	<b>19.5</b>	<b>21.0</b>	<b>26.0</b>	<b>5.0</b>
<b>(4000) Instrumentality Economic Development</b>								
(4020) Development and Disposition	6,825	6,923	16,525	9,602	31.9	33.0	33.0	0.0
<b>Subtotal (4000) Instrumentality Economic</b>	<b>6,825</b>	<b>6,923</b>	<b>16,525</b>	<b>9,602</b>	<b>31.9</b>	<b>33.0</b>	<b>33.0</b>	<b>0.0</b>
<b>(7000) Intra-District Agreements</b>								
(7011) Economic Develop CFO Indirect Costs	119	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (7000) Intra-District Agreements</b>	<b>119</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>19,288</b>	<b>16,219</b>	<b>42,323</b>	<b>26,104</b>	<b>54.2</b>	<b>56.0</b>	<b>61.0</b>	<b>5.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Office of the Deputy Mayor for Planning and Economic Development's (DMPED) proposed FY 2013 gross budget is \$42,322,649, which represents a 161.0 percent increase over its FY 2012 approved gross budget of \$16,218,505. The budget is comprised of \$11,753,464 in Local funds, \$9,564,777 in Federal Payments, \$3,000,000 in Federal Grants funds, \$17,430,832 in Special Purpose Revenue funds, and \$573,576 in Intra-District 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

DMPED's FY 2013 CSFL budget is \$8,380,353, which represents a \$141,098, or 1.7 percent, increase over the FY 2012 approved Local funds budget of \$8,239,255.

### **Initial Adjusted Budget**

**Create:** \$573,000 and 3 FTEs in Intra-District funds as a result of an intra-District agreement with the Department of Employment Services (DOES) to support the Workforce Investment Council program.

**Cost Increase:** Contractual Services and Equipment and Equipment Rental increased by \$33,000 in Local funds to align the budget with cost estimates. Special Purpose Revenue increased by \$5,904,000 due to an increase in the projected revenue estimate.

**Cost Decrease:** The proposed budget includes a decrease of \$2,193,000 in Local funds in Other Services and Charges to offset the increase in personal services created by the shift from Special Purpose Revenue. Special Purpose Revenue funds were reduced by \$44,000 to align the budget with the decrease in Rent due to a recent move to space with less square footage.

**Shift:** DMPED's budget includes a shift of \$2,160,000 in personal services and 20.0 FTEs from Special Purpose Revenue funds to Local funds in the Instrumentality Economic Development program.

### **Additionally Adjusted Budget**

**Technical Adjustment:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$21,111 in Local funds, \$1,582 in Special Purpose Revenue funds, and \$576 in Intra-District funds.

### **Policy Initiatives**

**Create:** A Federal Payment in the amount of \$9,564,777 will be issued for DMPED's Instrumentality Economic Development program to support the redevelopment efforts at the site of the former St. Elizabeths Hospital.

**Enhance:** Local funds increased by \$1,600,000 due to the creation of the Workforce Intermediary, a pilot program to target specific employment sectors with potential District resident employees through specialized training and improved coordination.



**Cost Increase:** Adjustments in DMPED's Local funds budget include increases of \$350,000 to continue to support a competitive grant to promote local businesses, \$100,000 to continue the Eds and Meds program, \$75,000 to continue to support the competitive grant for regional economic growth, and \$50,000 to support the Bank On program. Additional funding proposed for the Local funds budget includes increases of \$700,000 in one-time funding to support economic development in the Pennsylvania Avenue SE Properties region, by providing incentives for an entity to open a sit-down restaurant at the site of the Penn Branch Shopping Center; \$107,000 to support funding for neighborhood parades and festivals; and \$100,000 to support the Skyland Clean Team.

**Technical Adjustment:** An adjustment to annualize funding for 2.0 FTEs increased Local funds by \$270,000.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table EB0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table EB0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>8,239</b>	<b>30.0</b>
Fringe Benefit Rate Adjustment	Multiple Programs	39	0.0
Consumer Price Index	Multiple Programs	87	0.0
Personal Services Growth Factor	Multiple Programs	15	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>8,380</b>	<b>30.0</b>
Cost Increase: In Contractual Services and Equipment	Deputy Mayor for Planning and Economic	33	0.0
Cost Decrease: In Other Services and Charges to offset the increase in personal services	Multiple Programs	-2,193	0.0
Shift: Convert funding from Special Purpose Revenue for FTEs to Local funds	Instrumentality Economic Development	2,160	20.0
Cost Increase: In Contractual Services and Equipment	Deputy Mayor for Planning and Economic	33	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>8,380</b>	<b>50.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	21	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>8,401</b>	<b>50.0</b>
<b>FY 2013 Policy Initiatives</b>			
Enhance: Creation of Workforce Intermediary	Deputy Mayor for Planning and Economic	1,600	0.0
Cost Increase: Continue competitive grant to promote local businesses	Deputy Mayor for Planning and Economic	350	0.0
Cost Increase: Continue Eds and Meds program	Deputy Mayor for Planning and Economic	100	0.0
Cost Increase: Continue competitive grant for regional economic growth	Deputy Mayor for Planning and Economic	75	0.0
Cost Increase: Continue Bank On program	Deputy Mayor for Planning and Economic	50	0.0
Cost Increase: To support economic development in the Pennsylvania Avenue SE Properties region (one-time funding)	Deputy Mayor for Planning and Economic	700	0.0
Cost Increase: To support funding for neighborhood parades and festivals	Deputy Mayor for Planning and Economic	107	0.0
Cost Increase: To support the Skyland Clean Team	Deputy Mayor for Planning and Economic	100	0.0
Technical Adjustments: Annualize funding for FTEs added in FY 2012	Deputy Mayor for Planning and Economic	270	2.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>11,753</b>	<b>52.0</b>
<b>FEDERAL PAYMENTS: FY 2012 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
Create: To support redevelopment efforts at the site of the former St. Elizabeths Hospital	Instrumentality Economic Development	9,565	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>9,565</b>	<b>0.0</b>
<b>FEDERAL PAYMENTS: FY 2013 Proposed Budget and FTE</b>		<b>9,565</b>	<b>0.0</b>

(Continued on next page)

**Table EBO-5 (cont.)**  
(dollars in thousands)

	<b>PROGRAM</b>	<b>BUDGET</b>	<b>FTE</b>
<b>FEDERAL GRANT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>3,000</b>	<b>0.0</b>
No Changes		0	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>3,000</b>	<b>0.0</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>3,000</b>	<b>0.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE</b>		<b>4,979</b>	<b>26.0</b>
Cost Increase: To align budget with increase projected revenue	Multiple Programs	5,904	0.0
Cost Decrease: To reduce Rent due to move to offices with smaller square footage	Instrumentality Economic Development	-44	0.0
Shift: Convert funding of FTEs from Special Purpose Revenue to Local funds	Instrumentality Economic Development	-2,160	-20.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>8,679</b>	<b>6.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	2	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>8,681</b>	<b>6.0</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: To support economic development in the H Street NE Retail Incentive Priority Area	Instrumentality Economic Development	8,750	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>17,431</b>	<b>6.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
Create: MOU with DOES for the Workforce Investment Council program	Deputy Mayor for Planning and Economic	573	3.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>573</b>	<b>3.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	1	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>574</b>	<b>3.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>574</b>	<b>3.0</b>
<b>Gross for EBO - Office of the Deputy Mayor for Planning and Economic Development</b>		<b>42,323</b>	<b>61.0</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

**Objective 1:** Manage and deliver the District's economic development programs and projects.

**Objective 2:** Help businesses relocate to and expand within the District of Columbia, generating jobs that can be held by District residents.

**Objective 3:** Demonstrate the viability of the communications department as a means to better manage internal communications, affect media coverage and influence stakeholder management.

## Agency Performance Measures

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Ratio of private funds to public funds leveraged through DMPED projects <sup>1</sup>	3:1	TBD	3:1	3:1	3:1	Not Available
Number of community economic development meetings held	35	45	80	55	65	65
Number of units of affordable housing developed	2386	TBD	TBD	TBD	TBD	TBD
Number of jobs created for DC residents	TBD	TBD	1,240	5,973	TBD	TBD
Number of square feet of retail space created	180,000	200,000	337,600	300,000	400,000	400,000
Number of grocery stores per capita <sup>2</sup>	1:11,820	TBD	1:12,360	TBD	TBD	TBD
Square footage of shopping center retail space per capita <sup>3</sup>	8.67:1	TBD	8.6:1	TBD	TBD	TBD
Percentage of subgrantee's budget spent on programmatic costs	Not Available	65%	85%	65%	65%	65%
Percentage of scheduled monitoring reports as defined in agency monitoring plan completed for each grant award	Not Available	100%	95%	100%	100%	100%

### Performance Plan Endnotes:

1. Measured by ratio of public funds (contributions by the District local government) to private investment (private monies from private sector investors or lenders). Funds from federal government sources should be excluded from the formula.
2. Industry Standard Measure: Industry Standard Measure: The national benchmark for grocery stores per capita is one "large" (50,000-100,000 sf) store per 10,000 people as cited by the New York City Department of City Planning in a report entitled, "Going to Market", <http://www.nyc.gov/html/dcp/html/supermarket/index.shtml>. Assuming that there are an equal number of "large" and "small" (10,000 to 50,000 sf) stores, the national ratio would be one overall grocery store per 5,000 people.
3. Industry Standard Measure: The national benchmark for square footage of shopping center retail space per capita is 23.4:1 as defined by the Delta Associates Spring 2010 Retail Outlook Report.

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# Office of Planning

www.planning.dc.gov

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$6,357,296	\$6,725,906	\$7,346,839	9.2
FTEs	56.2	61.0	61.0	0.0

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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 review. OP also conducts historic resources research and community visioning, and manages, analyzes, maps, and disseminates spatial and U.S. Census data.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table BD0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table BD0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	7,220	5,480	6,246	6,559	313	5.0
Special Purpose Revenue Funds	28	19	30	30	0	0.0
<b>Total for General Fund</b>	<b>7,249</b>	<b>5,499</b>	<b>6,276</b>	<b>6,589</b>	<b>313</b>	<b>5.0</b>
<b>Federal Resources</b>						
Federal Payments	0	0	0	235	235	N/A
Federal Grant Funds	574	626	450	523	73	16.2
<b>Total for Federal Resources</b>	<b>574</b>	<b>626</b>	<b>450</b>	<b>758</b>	<b>308</b>	<b>68.5</b>
<b>Intra-District Funds</b>						
Intra-District Funds	69	232	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>69</b>	<b>232</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>7,892</b>	<b>6,357</b>	<b>6,726</b>	<b>7,347</b>	<b>621</b>	<b>9.2</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table BD0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table BD0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change</b>
<b><u>General Fund</u></b>						
Local Funds	60.9	49.9	55.5	55.5	0.0	0.0
<b>Total for General Fund</b>	<b>60.9</b>	<b>49.9</b>	<b>55.5</b>	<b>55.5</b>	<b>0.0</b>	<b>0.0</b>
<b><u>Federal Resources</u></b>						
Federal Payments	0.0	0.0	2.0	2.0	0.0	0.0
Federal Grant Funds	2.4	5.9	3.5	3.5	0.0	0.0
<b>Total for Federal Resources</b>	<b>2.4</b>	<b>5.9</b>	<b>5.5</b>	<b>5.5</b>	<b>0.0</b>	<b>0.0</b>
<b><u>Intra-District Funds</u></b>						
Intra-District Funds	0.8	0.5	0.0	0.0	0.0	N/A
<b>Total for Intra-District Funds</b>	<b>0.8</b>	<b>0.5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>N/A</b>
<b>Total Proposed FTEs</b>	<b>64.2</b>	<b>56.2</b>	<b>61.0</b>	<b>61.0</b>	<b>0.0</b>	<b>0.0</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table BD0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table BD0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	5,053	4,350	4,913	5,262	350	7.1
12 - Regular Pay - Other	188	60	127	0	-127	-100.0
13 - Additional Gross Pay	144	45	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	998	915	1,005	1,143	137	13.6
15 - Overtime Pay	0	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>6,383</b>	<b>5,370</b>	<b>6,045</b>	<b>6,405</b>	<b>360</b>	<b>6.0</b>
20 - Supplies and Materials	16	29	38	38	0	0.0
30 - Energy, Comm. and Building Rentals	29	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	47	2	0	0	0	N/A
32 - Rentals - Land and Structures	183	0	0	0	0	N/A
33 - Janitorial Services	34	-4	0	0	0	N/A
34 - Security Services	6	-1	0	0	0	N/A
35 - Occupancy Fixed Costs	7	0	0	0	0	N/A
40 - Other Services and Charges	294	121	178	185	8	4.3
41 - Contractual Services - Other	607	575	182	445	263	144.6
50 - Subsidies and Transfers	199	217	230	220	-10	-4.2
70 - Equipment and Equipment Rental	87	48	54	54	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>1,509</b>	<b>987</b>	<b>681</b>	<b>942</b>	<b>261</b>	<b>38.4</b>
<b>Gross Funds</b>	<b>7,892</b>	<b>6,357</b>	<b>6,726</b>	<b>7,347</b>	<b>621</b>	<b>9.2</b>

\*Percent change is based on whole dollars.

## Division Description

The Office of Planning operates through the following 4 divisions:

**Development Review and Historic Preservation** – assesses plans and projects that range from large, complex developments that are precedent-setting in their potential to change the character of an area, to small individual building permits affecting individual property. 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. The staff also provides recommendations to the Historic Preservation Review Board, the Board of Zoning Adjustment, and the Zoning Commission.

This division contains the following 2 activities:

- **Development/Zoning Review** – provides the Board of Zoning Adjustment and the Zoning Commission with professional analyses 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. Neighborhood Planning’s main areas of responsibility include developing small-area plans and planning studies and coordinating and tracking plan implementation. Revitalization/Design’s main areas of responsibility include developing plans and projects for districts and development areas within Center City, with a focus on design strategies and guidelines, coordinating and tracking plan implementation, managing the public space program, and incorporating environmentally sound action into the ongoing development of the District.

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 sustainability, 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 emerging employment sectors, meeting retail needs, and coordinating the city’s land use and transportation. 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](http://www.dc.gov); and
- **State Data Center** – serves as the District’s official source of 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 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Division and Activity

Table BD0-4 contains the proposed FY 2013 budget by division and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table BD0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management</b>								
(1010) Personnel	108	117	121	3	0.7	0.8	0.8	0.0
(1015) Training and Employee Development	23	24	25	1	0.2	0.2	0.2	0.0
(1020) Contracting and Procurement	34	34	35	1	0.2	0.2	0.2	0.0
(1030) Property Management	102	207	200	-7	0.2	0.2	0.3	0.0
(1040) Information Technology (IT)	90	71	69	-2	0.2	0.2	0.0	-0.2
(1050) Financial Management	67	68	69	1	0.5	0.5	0.5	0.0
(1055) Risk Management	17	18	18	1	0.2	0.2	0.2	0.0
(1060) Legal	0	0	0	0	0.0	0.0	0.0	0.0
(1080) Communications	100	107	110	3	1.0	1.0	1.0	0.0
(1085) Customer Service	17	18	18	1	0.2	0.2	0.2	0.0
(1090) Performance Management	218	411	419	8	3.1	3.2	3.2	0.0
<b>Subtotal (1000) Agency Management</b>	<b>778</b>	<b>1,074</b>	<b>1,085</b>	<b>10</b>	<b>6.7</b>	<b>7.0</b>	<b>6.8</b>	<b>-0.2</b>
<b>(2000) Development Review and Historic Preservation</b>								
(2010) Development/Zoning Review	940	993	1,006	13	8.1	9.0	8.5	-0.5
(2020) Historic Preservation	1,544	1,508	1,730	223	14.4	13.0	13.5	0.5
<b>Subtotal (2000) Developmt Review and Historic Preservation</b>	<b>2,483</b>	<b>2,500</b>	<b>2,736</b>	<b>236</b>	<b>22.5</b>	<b>22.0</b>	<b>22.0</b>	<b>0.0</b>
<b>(3000) Revitalzatn/Design and Neighborhood Plannng</b>								
(3010) Neighborhood Planning	1,112	954	1,406	451	8.4	11.4	12.4	1.0
(3020) Revitalization and Design	668	677	586	-91	6.1	6.4	5.4	-1.0
<b>Subtotal (3000) Revitalzatn/Design and Neighborhood Plannng</b>	<b>1,780</b>	<b>1,631</b>	<b>1,992</b>	<b>361</b>	<b>14.5</b>	<b>17.8</b>	<b>17.8</b>	<b>0.0</b>
<b>(6000) Long Range Planning</b>								
(6010) Comprehensive Planning	142	0	0	0	0.0	0.0	0.0	0.0
(6020) GIS and IT	1	0	0	0	0.0	0.0	0.0	0.0
(6030) State Data Center	-4	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (6000) Long Range Planning</b>	<b>139</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(7000) Citywide Planning</b>								
(7010) Citywide Planning	304	529	531	2	3.2	4.4	4.4	0.0
(7020) GIS and IT	543	598	594	-5	5.1	5.4	5.6	0.2
(7030) State Data Center	331	392	409	17	4.2	4.4	4.4	0.0
<b>Subtotal (7000) Citywide Planning</b>	<b>1,178</b>	<b>1,520</b>	<b>1,534</b>	<b>14</b>	<b>12.5</b>	<b>14.2</b>	<b>14.4</b>	<b>0.2</b>
<b>Total Proposed Operating Budget</b>	<b>6,357</b>	<b>6,726</b>	<b>7,347</b>	<b>621</b>	<b>56.2</b>	<b>61.0</b>	<b>61.0</b>	<b>0.0</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 divisions, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Office of Planning's (OP) proposed FY 2013 gross budget is \$7,346,839, which represents a 9.2 percent increase over its FY 2012 approved gross budget of \$6,725,906. The budget is comprised of \$6,558,587 in Local funds, \$235,223 in Federal Payments, \$523,029 in Federal Grant funds, and \$30,000 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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 2013 CSFL budget is \$6,336,133, which represents a \$90,227, or 1.4 percent, increase over the FY 2012 approved Local funds budget of \$6,245,906.

### **Initial Adjusted Budget**

**Enhance:** In the President's proposed FY 2013 budget, the Office of Planning will receive a Federal Payment of \$235,223 for redevelopment of the former St. Elizabeths hospital. These funds will be used across multiple programs.

**Cost Increase:** The Office of Planning will increase Local funding in Other Services and Charges by \$12,885 and personal services by \$354. A Federal Grant funds increase of \$61,704 will be supported by the Historic Preservation fund grant and will be allocated to the Development Review and Historic Preservation program in Contractual Services. An increase of \$10,296 will align personal services with projected costs.

**Cost Decrease:** The agency made Local fund reductions of \$9,734 in Subsidies and Transfers, \$1,820 in Equipment and Supplies, and \$1,684 in Contractual Services.

### **Additionally Adjusted Budget**

**Technical Adjustment:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$22,455 in Local funds and \$1,029 in Federal Grant funds.

### **Policy Initiative**

**Enhance:** The Revitalization Design and Neighborhood Planning program will receive \$200,000 in One-Time Local funding, which will be used to support the Eckington Small Area plan.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table BD0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table BD0-5**

(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>6,246</b>	<b>55.5</b>
Removal of One-Time Funding	Development Review and Historic Preservation	-6	0.0
Fringe Benefit Rate Adjustment	Multiple Programs	67	0.0
Consumer Price Index	Multiple Programs	6	0.0
Personal Services Growth Factor	Multiple Programs	24	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>6,336</b>	<b>55.5</b>
Cost Increase: Other Services and Charges	Agency Management	13	0.0
Cost Increase: Align personal services with projected costs (less than \$500)	Multiple Programs	0	0.0
Cost Decrease: Subsidies and Transfers	Development Review and Historic Preservation	-10	0.0
Cost Decrease: Equipment and Supplies	Agency Management	-2	0.0
Cost Decrease: Contractual Services	Multiple Programs	-2	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>6,336</b>	<b>55.5</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	22	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>6,359</b>	<b>55.5</b>
<b>FY 2013 Policy Initiative</b>			
Enhance: One-Time funding for the Eckington Small Area plan	Revitalization /Design and Neighborhood Planning	200	0.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>6,559</b>	<b>55.5</b>
<b>FEDERAL PAYMENTS: FY 2012 Approved Budget and FTE</b>		<b>0</b>	<b>2.0</b>
Enhance: Redevelopment of the former St. Elizabeths hospital	Multiple Programs	235	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>235</b>	<b>2.0</b>
<b>FEDERAL PAYMENTS: FY 2013 Proposed Budget and FTE</b>		<b>235</b>	<b>2.0</b>
<b>FEDERAL GRANT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>450</b>	<b>3.5</b>
Cost Increase: Historic Preservation fund grant	Development Review and Historic Preservation	62	0.0
Cost Increase: Align personal services with projected costs	Development Review and Historic Preservation	10	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>522</b>	<b>3.5</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	1	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>523</b>	<b>3.5</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>523</b>	<b>3.5</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE</b>		<b>30</b>	<b>0.0</b>
No Changes		0	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>30</b>	<b>0.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>30</b>	<b>0.0</b>
<b>Gross for BD0 - Office of Planning</b>		<b>7,347</b>	<b>61.0</b>

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

## Agency Performance Plan

The agency has the following objectives and performance indicators for its divisions:

### 1. Citywide Planning

**Objective 1:** Use data to inform planning.

**Objective 2:** Better inform public and private investment decisions.

## Citywide Planning

Metric	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Measure 1: Develop facility plans, identify public-private partnerships or co-location opportunities, and conduct demographic analyses for targeted agencies	5	3	3	2	2	2
Measure 2: Percentage of OP-responsible Comp Plan implementation items from the current plan and future amendments that are newly achieved during the fiscal year	36.71%	25%	37%	25%	25%	27%
Measure 3: Change in retail indicators relative to the baseline, as measured by change in Gross Sales and Use Tax	-1.76%	1.0%	+2.87%	+1.00%	+1.00%	+1.00%
Measure 4: Change in retail indicators relative to the baseline, as measured by change in Retail Trade Employment	0.68%	1.0%	-3.34%	0.00%	+1.00%	+1.00%
Measure 5: Percentage change in transit ridership	-2.19%	2.5%	+0.82%	4%	4%	4%
Measure 6: Use Walkscore to compare DC's walkability to other US cities	Ranked #7	Ranked Top 10	Ranked #7	Remain in Top 10	Remain in Top 10	Remain in Top 10
Measure 7: Positive change, in Change in median single family home sales price	-4.98%	2.2%	+3.20	+2.50%	+2.50%	+3.00%
Measure 8: Positive change, in Change in median household income	2.34%	3.0%	+2.72	+2.00%	+3.00%	+3.00%
Measure 9: Positive change, in Change in District population	1.32%	0.3%	+3.06	+1.50%	+2.00%	+2.50%
Measure 10: Percentage of customers* who have the data and analysis needed to fulfill their role in planning the city and influencing quality neighborhood outcomes	94.26%	90%	95.11%	90%	90%	90%
Measure 11: Percentage of change to citizens' access to grocery stores and farmers markets	0.8%	5.0%	0.8%	1%	1%	1%
Measure 12: Median number of hours needed to successfully complete a mapping request	TBD	1%	1.0	2.0	2.0	2.0

Note: \* - Includes District residents and other individuals, private organizations, and government agencies.

## 2. Revitalization/Design and Neighborhood Planning

**Objective 1:** Catalyze improvements in neighborhoods and central Washington to enhance economic competitiveness, livability, and environmental harmony.

**Objective 2:** Increase the transparency and predictability of the planning process to better engage stakeholders and to increase the dialogue around key planning tools and topics.

### Revitalization/Design and Neighborhood Planning

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Measure 13: Percent of OP small area plans approved by the Council	100%	90%	100%	90%	90%	90%
Measure 14: Percent of plans completed in 18 months or less	100%	65%	100%	70%	75%	78%
Measure 15: Cost of consultant services per plan completed	\$104,595	\$250,000	\$198,373	\$250,000	\$250,000	\$250,000

## 3. Development Review and Historic Preservation

**Objective 1:** Deliver resources, clarified regulations, and technical assistance to enhance the quality of the built environment.

### Development Review and Historic Preservation

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percent of historic property permit applications reviewed over the counter	94.54%	90%	93.77%	90%	90%	90%
Dollars of historic homeowner grants issued	\$201,486	\$250,000	\$229,746	\$230,000	\$230,000	\$230,000
Percent of historic landmark designations without owner objection	100%	85%	100%	85%	85%	85%
Percent of District government project applications responded to within 5 business days	89.70%	90%	90.48%	90%	90%	90%
Percent of Development Review reports that meet the expectations of boards/commissions	93.84%	90%	94.31%	90%	90%	90%
Average cases reviewed per zoning review staff	41.06	20	37.30	20	20	20
Average cases reviewed per historic preservation staff	Not Available	500	634.86	500	500	500

#### 4. Office of the Director

Objective 1: Efficiently manage the resources and operations of the agency.

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### Office of the Director

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of subgrantee's budget spent on programmatic costs <sup>1</sup>	Not Available	65%	77.35%	65%	65%	65%
Percentage of scheduled monitoring reports as defined in agency monitoring plan completed for each grant award <sup>2</sup>	Not Available	100%	100%	100%	100%	100%

Note: These were standard for agencies for FY 2011.

#### Performance Plan Endnotes:

<sup>1</sup> The Wise Giving Alliance of the Better Business Bureau identifies 65 percent to be an industry standard for this measure <http://www.bbb.org/us/Charity-Standards/>. This metric measures all subgrantees' programmatic costs as a percentage of their overall costs.

<sup>2</sup> Pursuant to 11.4 of the Grants Manual and Source Book all District agencies must complete monitoring reports. All District agencies should be in compliance with this standard. The standard is 100 percent.

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# Department of Small and Local Business Development

<http://dslbd.dc.gov>

Telephone: 202-727-3900

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$7,802,987	\$5,264,071	\$6,185,221	17.5
FTEs	24.2	25.0	31.0	24.2

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The mission of the Department of Small and Local Business Development (DSLBD) is to foster the economic growth, development, and retention of District-based businesses.

## Summary of Services

The Department of Small and Local Business Development provides assistance and services to District-based businesses by identifying and disseminating business opportunities; advocating and promoting small business; providing one-on-one counseling services, workshops, courses and trainings; certifying companies to do business in the city; and fostering small business development in commercial districts.

The agency's FY 2013 proposed budget is presented in the following tables:



## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table EN0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table EN0-1**  
(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
<b><u>General Fund</u></b>						
Local Funds	2,339	7,536	4,852	5,276	424	8.7
<b>Total for General Fund</b>	<b>2,339</b>	<b>7,536</b>	<b>4,852</b>	<b>5,276</b>	<b>424</b>	<b>8.7</b>
<b><u>Federal Resources</u></b>						
Federal Grant Funds	341	258	361	909	548	152.0
<b>Total for Federal Resources</b>	<b>341</b>	<b>258</b>	<b>361</b>	<b>909</b>	<b>548</b>	<b>152.0</b>
<b><u>Intra-District Funds</u></b>						
Intra-District Funds	3,080	9	51	0	-51	-100.0
<b>Total for Intra-District Funds</b>	<b>3,080</b>	<b>9</b>	<b>51</b>	<b>0</b>	<b>-51</b>	<b>-100.0</b>
<b>Gross Funds</b>	<b>5,761</b>	<b>7,803</b>	<b>5,264</b>	<b>6,185</b>	<b>921</b>	<b>17.5</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table EN0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table EN0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	23.1	20.3	20.5	24.0	3.5	17.3
<b>Total for General Fund</b>	<b>23.1</b>	<b>20.3</b>	<b>20.5</b>	<b>24.0</b>	<b>3.5</b>	<b>17.3</b>
<b>Federal Resources</b>						
Federal Grant Funds	0.0	4.0	4.0	7.0	3.0	75.0
<b>Total for Federal Resources</b>	<b>0.0</b>	<b>4.0</b>	<b>4.0</b>	<b>7.0</b>	<b>3.0</b>	<b>75.0</b>
<b>Intra-District Funds</b>						
Intra-District Funds	0.0	0.0	0.5	0.0	-0.5	-100.0
<b>Total for Intra-District Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.5</b>	<b>0.0</b>	<b>-0.5</b>	<b>-100.0</b>
<b>Total Proposed FTEs</b>	<b>23.1</b>	<b>24.2</b>	<b>25.0</b>	<b>31.0</b>	<b>6.0</b>	<b>24.2</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table EN0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table EN0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	1,672	1,141	1,444	1,652	208	14.4
12 - Regular Pay - Other	309	301	528	690	162	30.7
13 - Additional Gross Pay	79	90	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	362	281	420	542	122	29.1
15 - Overtime Pay	0	1	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>2,422</b>	<b>1,814</b>	<b>2,391</b>	<b>2,884</b>	<b>493</b>	<b>20.6</b>
20 - Supplies and Materials	26	19	10	49	39	394.8
30 - Energy, Comm. and Building Rentals	26	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	30	22	0	37	37	N/A
33 - Janitorial Services	13	0	0	0	0	N/A
34 - Security Services	3	0	0	0	0	N/A
35 - Occupancy Fixed Costs	14	0	0	0	0	N/A
40 - Other Services and Charges	106	71	23	275	252	1,104.4
41 - Contractual Services - Other	39	571	695	910	215	30.9
50 - Subsidies and Transfers	3,082	5,301	2,144	2,000	-144	-6.7
70 - Equipment and Equipment Rental	0	5	0	29	29	5,726.6
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>3,339</b>	<b>5,989</b>	<b>2,873</b>	<b>3,301</b>	<b>428</b>	<b>14.9</b>
<b>Gross Funds</b>	<b>5,761</b>	<b>7,803</b>	<b>5,264</b>	<b>6,185</b>	<b>921</b>	<b>17.5</b>

\*Percent change is based on whole dollars.

## Division Description

The Department of Small and Local Business Development operates through the following 4 divisions:

**Certification** – processes applicants into the Certified Business Enterprise (CBE) division, and monitors, tracks, and reports the activities of District government agencies and non-government project partners to ensure compliance with set-aside goals regarding the utilization and participation of CBEs pursuant to District Law 16-33, the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended.

**Business Opportunities and Access to Capital** – provides District-based businesses with the knowledge and capacity-building tools necessary to form, develop, and expand by providing classes, training, technical assistance, and advocacy to promote greater participation in local, federal, and private-sector opportunities.

This division contains the following 4 activities:

- **Capital Acquisition** – expands business opportunities for CBEs by increasing the availability of start-up, working, equity, and development capital bonding; partners with lending institutions to provide financial tools; and provides targeted technical assistance that will allow for greater preparedness for the lending process;
- **Procurement Technical Assistance** – provides District based small businesses with support to prepare for and gain access to federal government procurement opportunities;
- **Business Development** – develops and implements business management training sessions and technical assistance programs, and identifies and disseminates business and training opportunities to small and local businesses; and
- **Trade and Export** – provides training, targeted services provision, trade mission support, and business opportunity identification in order to increase the number of District small businesses that export, grow the dollar value of exports from District businesses, and coordinate trade missions for qualified District-based businesses.

**Commercial Revitalization** – provides technical and funding assistance that supports, promotes, and fosters economic development in commercial districts and the retention, recruitment, and enhancement of small businesses throughout the city.

This division contains the following 3 activities:

- **Capacity Building** – provides oversight, funding, compliance monitoring, and support for the growth and development of neighborhood business development, and manages grants to community-based organizations;
- **Main Streets** – fosters retail investment in the District by providing services and funding to help communities retain and recruit businesses, improve commercial properties and streetscapes, and attract consumers; and
- **Commercial Clean Teams** – maintains commercial corridors; enhances litter clean-up efforts through the removal of debris from streets, sidewalks and storefronts; and removes graffiti and illegal sign postings within designated clean team service-delivery areas.

**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 Department of Small and Local Business Development has no division structure changes in the FY 2013 proposed budget.

### FY 2013 Proposed Operating Budget and FTEs, by Division and Activity

Table EN0-4 contains the proposed FY 2013 budget by division and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table EN0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1010) Personnel	16	17	20	2	0.2	0.2	0.2	0.0
(1015) Training and Education	13	14	17	2	0.1	0.1	0.2	0.0
(1020) Contracting and Procurement	13	14	17	2	0.1	0.1	0.2	0.0
(1030) Property Management	13	14	17	2	0.1	0.1	0.2	0.0
(1040) Information Technology	102	54	0	-54	0.1	0.1	0.0	-0.1
(1050) Financial Management	81	120	122	2	0.6	1.2	0.2	-0.9
(1055) Risk Management	13	14	17	2	0.1	0.1	0.2	0.0
(1060) Legal	149	150	157	7	0.3	0.0	0.0	0.0
(1070) Fleet Management	2	3	2	-1	0.0	0.0	0.0	0.0
(1080) Communications	13	14	126	112	0.1	0.1	1.4	1.2
(1085) Customer Service	63	60	118	58	1.1	1.1	1.7	0.6
(1090) Performance Management	14	16	173	157	0.2	0.2	1.3	1.2
<b>Subtotal (1000) Agency Management Program</b>	<b>493</b>	<b>492</b>	<b>785</b>	<b>293</b>	<b>3.2</b>	<b>3.5</b>	<b>5.6</b>	<b>2.1</b>
<b>(2000) Certification</b>								
(2010) Certification	477	576	619	42	7.7	6.5	5.2	-1.3
(2020) Compliance	111	0	0	0	0.0	0.0	0.0	0.0
(2050) Capacity Building	0	85	0	-85	0.0	1.0	0.0	-1.0
<b>Subtotal (2000) Certification</b>	<b>588</b>	<b>662</b>	<b>619</b>	<b>-43</b>	<b>7.7</b>	<b>7.5</b>	<b>5.2</b>	<b>-2.3</b>
<b>(3000) Business Opp and Access to Capital</b>								
(3010) Training and Education	0	136	0	-136	0.0	1.6	0.0	-1.6
(3020) Business Opportunities	269	321	0	-321	2.1	3.2	0.0	-3.2
(3030) Capital Acquisition	85	0	135	135	0.0	0.0	1.4	1.4
(3040) Procurement Tech Assistance	154	491	481	-10	4.1	4.7	4.0	-0.7
(3050) Access to Capital	0	0	0	0	0.8	0.0	0.0	0.0
(3060) Business Development	0	0	747	747	0.0	0.0	7.2	7.2
(3070) Trade and Export	0	0	796	796	0.0	0.0	3.0	3.0
<b>Subtotal (3000) Business Opp and Access to Capital</b>	<b>509</b>	<b>948</b>	<b>2,159</b>	<b>1,211</b>	<b>7.0</b>	<b>9.5</b>	<b>15.6</b>	<b>6.0</b>

(Continued on next page)

**Table ENO-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(4000) Commercial Revitalization</b>								
(4010) Neighborhood Corridor Revitalization	568	779	0	-779	2.6	2.4	0.0	-2.4
(4020) Capacity Building	5,645	2,384	465	-1,918	2.1	2.1	1.6	-0.5
(4030) Main Streets	0	0	888	888	0.0	0.0	1.6	1.6
(4040) Commercial Clean Teams	0	0	1,270	1,270	0.0	0.0	1.5	1.5
<b>Subtotal (4000) Commercial Revitalization</b>	<b>6,213</b>	<b>3,162</b>	<b>2,623</b>	<b>-540</b>	<b>4.7</b>	<b>4.5</b>	<b>4.7</b>	<b>0.2</b>
<b>(5000) Training and Education</b>								
(5010) Training and Education Services	0	0	0	0	1.6	0.0	0.0	0.0
<b>Subtotal (5000) Training and Education</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1.6</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>7,803</b>	<b>5,264</b>	<b>6,185</b>	<b>921</b>	<b>24.2</b>	<b>25.0</b>	<b>31.0</b>	<b>6.0</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 divisions, please see Schedule 30-PBB Program Summary by Activity in the FY 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Budget Changes

The Department of Small and Local Business Development's (DSLBD) proposed FY 2013 gross budget is \$6,185,221, which represents a 17.5 percent increase over its FY 2012 approved gross budget of \$5,264,071. The budget is comprised of \$5,276,440 in Local funds and \$908,781 in Federal Grant 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

DSLBD's FY 2013 CSFL budget is \$4,899,214, which represents a \$47,044, or 1.0 percent, increase over the FY 2012 approved Local funds budget of \$4,852,170.

### Initial Adjusted Budget

**Eliminate:** The Department of Small and Local Business Development will eliminate the split funding of \$51,236 and 0.5 FTE with the Department of Employment Services in Intra-District funds. The services that were provided will be assumed by existing DSLBD staff.

**Cost Increase:** DSLBD will make several modifications to its Local budget to reallocate funding to support the development, economic growth, and retention of District-based businesses. To help accomplish this mission, the agency will add 3.5 Local FTEs at a cost of \$187,497, and \$31,695 in Other Services and Charges. An additional \$27,505 is needed for the fixed cost assessment for Telecom; \$15,831 to align personal services based on historical spending; and \$15,790 for Equipment and Supplies. The State Trade and Export Promotion Grant Award/Procurement Technical Assistance Program will provide DSLBD with federal grant funding for FY 2013 to be used in the Business Opportunities and Access to Capital program. The award will be used to fund 3.0 additional FTEs at a cost of \$238,773. Also in Federal Grant funds, Other Services and Charges will realize an increase of \$196,275, and \$58,210 supports planned step increases and associated Fringe Benefits costs. Additional increases in Federal Grant funds will cover Contractual Services and Supplies and Equipment purchases in the amounts of \$35,716, and \$17,011 respectively.

**Cost Decrease:** In Local funds, DSLBD will decrease Subsidies and Transfers by \$144,144 in the Commercial Revitalization program to partially offset the increases in personal services. The agency will also streamline operational costs by reducing Contractual Services by \$134,174 without an impact on the level of service.

### **Additionally Adjusted Budget**

**Technical Adjustment:** Adjustment of fringe benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$9,017 in Local funds and \$2,132 in Federal Grant funds.

### **Policy Initiatives**

**Cost Increase:** DSLBD will have a Local funds match of \$119,000 for the Procurement Technical Assistance federal grant.

**Technical Adjustment:** In addition, a Local funds match of \$249,209 is needed for the State Trade and Export Promotion federal grant.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table EN0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table EN0-5**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>4,852</b>	<b>20.5</b>
Fringe Benefit Rate Adjustment	Multiple Programs	24	0.0
Consumer Price Index	Multiple Programs	15	0.0
Personal Services Growth Factor	Multiple Programs	8	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>4,899</b>	<b>20.5</b>
Cost Increase: Additional FTEs salary and Fringe Benefits	Multiple Programs	187	3.5
Cost Increase: Other Services and Charges	Multiple Programs	32	0.0
Cost Increase: Fixed costs assessment for Telecom	Agency Management Program	28	0.0
Cost Increase: Align personal services with projected costs	Multiple Programs	16	0.0
Cost Increase: Equipment, Supplies and Materials	Multiple Programs	16	0.0
Cost Decrease: Redirect funding from Subsidies and Transfers	Commercial Revitalization	-144	0.0
Cost Decrease: Contracts to streamline operations	Multiple Programs	-134	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>4,899</b>	<b>24.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	9	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>4,908</b>	<b>24.0</b>
<b>FY 2013 Policy Initiatives</b>			
Technical Adjustments: To match a federal grant	Business Opportunity and Access to Capital	249	0.0
Cost Increase: To match a federal grant	Business Opportunity and Access to Capital	119	0.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>5,276</b>	<b>24.0</b>
<b>FEDERAL GRANT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>361</b>	<b>4.0</b>
Cost Increase: STEP Grant award FTEs salary and fringe benefits costs	Business Opportunity and Access to Capital	239	3.0
Cost Increase: Other Services and Charges	Business Opportunity and Access to Capital	196	0.0
Cost Increase: Align personal services with projected costs	Business Opportunity and Access to Capital	58	0.0
Cost Increase: Contractual Services	Business Opportunity and Access to Capital	36	0.0
Cost Increase: Supplies and Equipment purchases	Business Opportunity and Access to Capital	17	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>907</b>	<b>7.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	2	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>909</b>	<b>7.0</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>909</b>	<b>7.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>51</b>	<b>0.5</b>
Eliminate: Intra-District agreement with the Department of Employment Services	Agency Management Program	-51	-0.5
<b>FY 2013 Initial Adjusted Budget</b>		<b>0</b>	<b>0.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>0</b>	<b>0.0</b>
<b>Gross for EN0 - Department of Small and Local Business Development</b>		<b>6,185</b>	<b>31.0</b>

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



## Agency Performance Plan

The agency has the following objectives and performance indicators for its divisions:

**Objective 1:** Extend economic development to District neighborhoods through commercial revitalization initiatives and programs.

**Objective 2:** Assist small businesses with accessing capital, expanding business opportunities and training and education resources.

**Objective 3:** Increase utilization of Certified Business Enterprises (CBEs) and strengthen compliance and enforcement program.

## Agency Performance Measures

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of certification applications processed within 45 business days <sup>1</sup>	95%	85%	88%	85%	85%	85%
Average number of business days for certification application determinations	24	30	28	30	30	30
Number of participants in small business training and education activities	Not Available	3,000	3,658	3,000	3,000	3,000
Number of businesses participating in exporting activities	Not Available	Not Available	Not Available	5	5	5
Percentage of District Agencies who met 50 percent CSBE set aside goal	Not Available	Not Available	Not Available	50%	50%	50%
Number of tree boxes maintained in commercial corridors	Not Available	Not Available	Not Available	20,000	20,000	20,000
Number of trash bags collected in commercial corridors	Not Available	200,000	121,604	200,000	200,000	200,000
Number of graffiti removed in commercial corridors	Not Available	Not Available	Not Available	2,000	2,000	2,000

### Performance Plan Endnotes:

1. This is an industry standard measure indicating a percentage of certification applications processed on time. Various municipalities use similar measures. For example, the Office the Fairfax County Executive in Fairfax employs percentage of audits completed on time. The Department of Contracting and Procurement in Oakland, CA uses two similar measures: Percentage of formal bids completed within 65 days and percent age of informal bids completed within 21 days.

# Office of Motion Picture and Television Development

[www.film.dc.gov](http://www.film.dc.gov)

Telephone: 202-727-6608

Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$644,781	\$726,078	\$869,450	19.7
FTEs	3.6	5.0	5.0	0.8

The mission of the Office of Motion Picture and Television Development (MPTD) is to initiate, implement and manage the operations and logistics of programs aimed at generating revenue and stimulating employment and business opportunities in the District through the production of film, television, video, photography, and other multimedia projects.

## Summary of Services

MPTD offers various services to filmmakers including research assistance and location scouting; technical and logistical assistance; script breakdown; production support; online locations library; community relations; special event planning and promotions; and hotel, restaurant and transportation assistance. MPTD also serves as a liaison between the film industry and the public and private sector.

MPTD works with the community to create a greater understanding of the filmmaking process. Relationships have been established with all facets of the community including religious institutions, educational establishments, businesses, and trade unions. MPTD realizes that the support and cooperation of this cross section of groups is vital to the development and enhancement of motion picture and television production in the District.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table TK0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table TK0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	518	571	671	784	113	16.9
Special Purpose Revenue Funds	20	74	55	85	30	54.5
<b>Total for General Fund</b>	<b>537</b>	<b>645</b>	<b>726</b>	<b>869</b>	<b>143</b>	<b>19.7</b>
<b>Gross Funds</b>	<b>537</b>	<b>645</b>	<b>726</b>	<b>869</b>	<b>143</b>	<b>19.7</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table TK0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table TK0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	3.9	3.6	5.0	5.0	0.0	0.8
<b>Total for General Fund</b>	<b>3.9</b>	<b>3.6</b>	<b>5.0</b>	<b>5.0</b>	<b>0.0</b>	<b>0.8</b>
<b>Total Proposed FTEs</b>	<b>3.9</b>	<b>3.6</b>	<b>5.0</b>	<b>5.0</b>	<b>0.0</b>	<b>0.8</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table TK0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table TK0-3**  
(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
11 - Regular Pay - Continuing Full Time	221	218	305	305	1	0.2
12 - Regular Pay - Other	121	170	139	142	3	1.9
13 - Additional Gross Pay	3	41	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	78	91	90	98	9	9.6
<b>Subtotal Personal Services (PS)</b>	<b>422</b>	<b>521</b>	<b>534</b>	<b>545</b>	<b>12</b>	<b>2.2</b>
20 - Supplies and Materials	4	4	6	13	7	105.9
30 - Energy, Comm. and Building Rentals	9	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	15	-8	0	0	0	N/A
33 - Janitorial Services	4	0	0	0	0	N/A
35 - Occupancy Fixed Costs	5	0	0	0	0	N/A
40 - Other Services and Charges	75	115	176	301	125	70.9
70 - Equipment and Equipment Rental	3	13	10	10	0	1.2
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>115</b>	<b>124</b>	<b>193</b>	<b>324</b>	<b>132</b>	<b>68.4</b>
<b>Gross Funds</b>	<b>537</b>	<b>645</b>	<b>726</b>	<b>869</b>	<b>143</b>	<b>19.7</b>

\*Percent change is based on whole dollars.

## Program Description

The Office of Motion Picture and Television Development operates through the following 2 programs:

**Motion Picture and Television Development** – promotes the District in the United States and abroad as a major venue for production activity. These outreach efforts generate revenue for the District and include the following forms of production: feature films; short films; television series; television specials; commercials; documentaries; and corporate, music, and education videos. This program also promotes the use of local film and video resources and provides pre-production, production, and post-production assistance to producers filming in the District. In addition, this program stimulates employment opportunities in the District through the production of film, video, photography, and multimedia projects.

This program contains the following 3 activities:

- **Marketing and Promotions** – provides the industry with information on the District’s film/video industry, studio and production facilities, and first-rate technicians and creative talent;
- **Production Support** – provides filmmakers with a range of services designed to save them time, money, and effort so that they will perceive the District as a “film-friendly” environment; and
- **Community Outreach** – provides filmmakers an opportunity to become involved in the community in which they are working.

**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 Changes

The Office of Motion Picture and Television Development has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table TK0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table TK0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1010) Personnel	19	16	17	0	0.1	0.1	0.1	0.0
(1015) Training and Employee Development	19	16	17	0	0.1	0.1	0.1	0.0
(1020) Contracting and Procurement	19	27	27	1	0.2	0.2	0.2	0.0
(1040) Information Technology	99	27	17	-10	0.1	0.2	0.1	-0.1
(1050) Financial Management	19	27	27	1	0.2	0.2	0.2	0.0
(1070) Fleet Management	1	1	1	0	0.0	0.0	0.0	0.0
(1080) Communications	19	16	27	11	0.2	0.1	0.2	0.1
(1085) Customer Service	19	27	27	1	0.2	0.2	0.2	0.0
(1090) Performance Management	19	16	17	0	0.1	0.1	0.1	0.0
<b>Subtotal (1000) Agency Management Program</b>	<b>235</b>	<b>173</b>	<b>177</b>	<b>3</b>	<b>1.1</b>	<b>1.2</b>	<b>1.2</b>	<b>0.0</b>
<b>(2000) Office of Motion Picture and TV Development</b>								
(2011) Marketing and Promotions	102	158	261	103	0.5	1.1	1.1	0.0
(2020) Production Support	280	323	411	88	1.9	2.1	2.6	0.5
(2030) Community Outreach	27	72	21	-51	0.1	0.6	0.1	-0.5
<b>Subtotal (2000) Office of Motion Picture and TV Development</b>	<b>409</b>	<b>553</b>	<b>693</b>	<b>140</b>	<b>2.5</b>	<b>3.8</b>	<b>3.8</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>645</b>	<b>726</b>	<b>869</b>	<b>143</b>	<b>3.6</b>	<b>5.0</b>	<b>5.0</b>	<b>0.0</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Office of Motion Picture and Television Development's (MPTD) proposed FY 2013 gross budget is \$869,450, which represents a 19.7 percent increase over its FY 2012 approved gross budget of \$726,078. The budget is comprised of \$784,450 in Local funds and \$85,000 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

MPTD's FY 2013 CSFL budget is \$682,330, which represents an \$11,253, or 1.7 percent, increase over the FY 2012 approved Local funds budget of \$671,077.

### **Initial Adjusted Budget**

**Cost Increase:** In Local funds, there were increases of \$1,142 for salary, step, and Fringe Benefits costs and \$534 for Supplies and Materials. In Special Purpose Revenue funds, there were increases of \$11,061 for Other Services and Charges, \$10,000 for advertising, \$5,890 for Supplies and Materials, and \$3,049 to cover the Office of the Chief Technology Officer's Information Technology (OCTO-IT) assessment.

**Cost Decrease:** The budget proposal for Local funds reflects a reduction of \$1,677 in Other Services and Charges.

### **Additionally Adjusted Budget**

**Technical Adjustments:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$2,120 in Local funds.

### **Policy Initiatives**

**Cost Increase:** An additional \$100,000 in Local funds was added to cover the costs of a feasibility study for film incentives and a District-owned sound stage.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table TK0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table TK0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>671</b>	<b>5.0</b>
Fringe Benefit Rate Adjustment	Multiple Programs	6	0.0
Consumer Price Index	Multiple Programs	3	0.0
Personal Services Growth Factor	Multiple Programs	2	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>682</b>	<b>5.0</b>
Cost Increase: Adjustment for salary, step, and Fringe Benefits costs	Agency Management Program	1	0.0
Cost Increase: Adjustment to Supplies and Materials	Office of Motion Picture and Television Development	1	0.0
Cost Decrease: Adjustment to Other Services and Charges	Multiple Programs	-2	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>682</b>	<b>5.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	2	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>684</b>	<b>5.0</b>
<b>FY 2013 Policy Initiative</b>			
Cost Increase: Feasibility study for film incentives and a District-owned sound stage	Office of Motion Picture and Television Development	100	0.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>784</b>	<b>5.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE</b>		<b>55</b>	<b>0.0</b>
Cost Increase: Additional funding to support Other Services and Charges	Office of Motion Picture and Television Development	11	0.0
Cost Increase: Cover costs related to advertising	Office of Motion Picture and Television Development	10	0.0
Cost Increase: Additional funding for Supplies and Materials	Office of Motion Picture and Television Development	6	0.0
Cost Increase: Adjustment for OCTO-IT assessment cost	Office of Motion Picture and Television Development	3	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>85</b>	<b>0.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>85</b>	<b>0.0</b>
<b>Gross for TK0 - Office of Motion Picture and Television Development</b>		<b>869</b>	<b>5.0</b>

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



## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

**Objective 1:** Expand overall level of motion picture and television production activity, increase visibility, and promote the District as a "film-friendly" city.

**Objective 2:** Create employment and business opportunities in motion picture and television production, while developing a qualified and skilled workforce to support the growth of the film industry in the District.

**Objective 3:** Expand community outreach and enhance constituent communication.

## Agency Performance Measures

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Film and video projects produced in the District	320	320	250	330	340	350
Motion picture and television industry spending in the District <sup>1</sup>	12.5 Million	\$20 Million	\$20.5 Million	\$20 Million	\$20 Million	\$25 Million
Filmmakers that rank the overall film experience in the District as satisfactory or very satisfactory	90%	90%	99%	90%	90%	90%
Industry events or activities attended and/or participated in to market the District as a production venue	4	4	19	4	4	5
Contacts made (in person or over the phone) with location filmmaking decision-makers to promote the District as a production venue	98	60	100	70	80	90
Temporary job and training opportunities in the motion picture and television industry	2,761	2,200	3,854	2,250	2,300	2,500
Events/activities aimed at connecting District residents with job and training opportunities	7	12	5	5	5	5

### Performance Plan Endnotes:

<sup>1</sup>MPTD projected higher production expenditures due to major motion pictures scheduled to film in the District during the latter half of FY 2010. Specifically, Transformers 3 was expected to generate significant spending in the District (upwards of \$8 million). This production changed their filming dates to October 2010, which is the start of FY 2011. As a result, their expenditures are not included in the FY 2010 reporting.

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# Office of Zoning

[www.dcoz.dc.gov](http://www.dcoz.dc.gov)

Telephone: 202-727-6311

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$2,485,023	\$2,567,588	\$2,620,137	2.0
FTEs	18.8	19.0	19.0	0.0

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The mission of the Office of Zoning (OZ) is to provide administrative, professional, and technical assistance to the Zoning Commission (ZC) and the Board of Zoning Adjustment (BZA) in support of their oversight and adjudication of zoning matters in the District of Columbia.

## Summary of Services

OZ administers the zoning application process for the ZC and the BZA. The agency reviews and accepts applications, schedules hearings to determine whether cases meet specified zoning criteria, schedules meetings to make determinations with respect to pending applications, and issues legal orders. Technology plays a critical role in support of this process by enhancing effectiveness and transparency. OZ also spearheads outreach to citizens of the District of Columbia to ensure a robust understanding of the zoning application process.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table BJ0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table BJ0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	2,986	2,466	2,544	2,596	53	2.1
<b>Total for General Fund</b>	<b>2,986</b>	<b>2,466</b>	<b>2,544</b>	<b>2,596</b>	<b>53</b>	<b>2.1</b>
<b>Intra-District Funds</b>						
Intra-District Funds	19	19	24	24	0	0.0
<b>Total for Intra-District Funds</b>	<b>19</b>	<b>19</b>	<b>24</b>	<b>24</b>	<b>0</b>	<b>0.0</b>
<b>Gross Funds</b>	<b>3,005</b>	<b>2,485</b>	<b>2,568</b>	<b>2,620</b>	<b>53</b>	<b>2.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table BJ0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table BJ0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	18.8	18.8	19.0	19.0	0.0	0.0
<b>Total for General Fund</b>	<b>18.8</b>	<b>18.8</b>	<b>19.0</b>	<b>19.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>18.8</b>	<b>18.8</b>	<b>19.0</b>	<b>19.0</b>	<b>0.0</b>	<b>0.0</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table BJ0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table BJ0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	1,417	1,297	1,383	1,450	66	4.8
12 - Regular Pay - Other	113	203	162	106	-55	-34.2
13 - Additional Gross Pay	52	24	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	298	299	338	370	32	9.6
<b>Subtotal Personal Services (PS)</b>	<b>1,879</b>	<b>1,823</b>	<b>1,883</b>	<b>1,926</b>	<b>43</b>	<b>2.3</b>
20 - Supplies and Materials	49	34	37	37	0	0.0
30 - Energy, Comm. and Building Rentals	59	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	12	0	0	0	0	N/A
33 - Janitorial Services	25	0	0	0	0	N/A
34 - Security Services	22	0	0	0	0	N/A
35 - Occupancy Fixed Costs	38	0	0	0	0	N/A
40 - Other Services and Charges	255	275	300	310	9	3.1
41 - Contractual Services - Other	606	324	318	318	0	0.0
70 - Equipment and Equipment Rental	60	29	30	30	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>1,126</b>	<b>662</b>	<b>685</b>	<b>694</b>	<b>9</b>	<b>1.4</b>
<b>Gross Funds</b>	<b>3,005</b>	<b>2,485</b>	<b>2,568</b>	<b>2,620</b>	<b>53</b>	<b>2.0</b>

\*Percent change is based on whole dollars.

## Program Description

The Office of Zoning operates through the following 2 programs:

**Zoning Services** - provides assistance, information and services to the ZC, BZA, other government agencies, applicants, businesses, and the general public regarding the District's zoning processes.

This program contains the following 4 activities:

- **Zoning Services** - provides administrative, professional, and technical assistance to the ZC and BZA in support of their oversight and adjudication of zoning matters in the District, and provides public outreach to ensure that the District's zoning processes are easily understandable and accessible to the public;
- **Compliance Review** - investigates and evaluates complaints of non-compliance with the conditions of ZC and BZA orders to the public, so that non-compliance issues can be resolved by or referred to the Department of Consumer and Regulatory Affairs for enforcement;
- **Zoning Information Management, Analysis and Distribution** - provides new systems to automate zoning information and facilitates delivery of zoning services to the public and other District agencies; and
- **Zoning Certifications** - provides authentication of zoning classification of property to the public, including developers, architects, lawyers, realtors, tax assessors, land owners, and others in the land use business, and provides certified copies of ZC and BZA case files so that courts can have full case documents required for decision-making.

**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 Office of Zoning has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table BJ0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table BJ0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1010) Personnel	25	27	27	0	0.4	0.4	0.4	0.0
(1015) Training and Employee Development	10	11	11	0	0.1	0.1	0.1	0.0
(1020) Contracting and Procurement	40	42	42	1	0.3	0.3	0.3	0.0
(1030) Property Management	0	10	0	-10	0.0	0.0	0.0	0.0
(1040) Information Technology	89	89	92	3	0.7	0.7	0.7	0.0
(1050) Financial Management	27	29	29	1	0.2	0.2	0.2	0.0
(1060) Legal	385	352	444	92	1.5	1.6	2.5	1.0
(1080) Communications	60	65	66	1	0.4	0.4	0.4	0.0
(1085) Customer Service	109	114	118	5	1.6	1.6	1.6	0.0
(1090) Performance Management	13	14	14	0	0.1	0.1	0.1	0.0
<b>Subtotal (1000) Agency Management Program</b>	<b>758</b>	<b>751</b>	<b>844</b>	<b>93</b>	<b>5.4</b>	<b>5.5</b>	<b>6.4</b>	<b>1.0</b>
<b>(2000) Zoning Services</b>								
(2010) Zoning Services	1,499	1,585	1,538	-47	11.4	11.4	10.4	-1.0
(2020) Compliance Review	59	58	60	2	0.4	0.6	0.6	0.0
(2030) Information Management	106	108	110	2	0.8	0.8	0.8	0.0
(2040) Zoning Certifications	63	66	68	2	0.7	0.8	0.8	0.0
<b>Subtotal (2000) Zoning Services</b>	<b>1,727</b>	<b>1,816</b>	<b>1,776</b>	<b>-41</b>	<b>13.4</b>	<b>13.5</b>	<b>12.6</b>	<b>-1.0</b>
<b>Total Proposed Operating Budget</b>	<b>2,485</b>	<b>2,568</b>	<b>2,620</b>	<b>53</b>	<b>18.8</b>	<b>19.0</b>	<b>19.0</b>	<b>0.0</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Budget Changes

The Office of Zoning's (OZ) proposed FY 2013 gross budget is \$2,620,137, which represents a 2.0 percent increase over its FY 2012 approved gross budget of \$2,567,588. The budget is comprised of \$2,596,137 in Local funds and \$24,000 in Intra-District 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

OZ's FY 2013 CSFL budget is \$2,588,163, which represents a \$44,575, or 1.8 percent, increase over the FY 2012 approved Local funds budget of \$2,543,588.

### Initial Adjusted Budget

**Cost Increase:** The Local funds budget within Other Services and Charges increased by \$15,331 to support attorney services costs through an Intra-District agreement with the Office of the Attorney General. In addition, an increase of \$3,785 aligns personal services costs based on historical spending within the agency.

**Cost Decrease:** The Local funds budget was reduced by \$17,782 in OZ's court reporting contract and by \$1,334 in Supplies and Equipment purchases.

### Additional Adjusted Budget

**Technical Adjustment:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$7,974 in Local funds.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table BJ0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table BJ0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>2,544</b>	<b>19.0</b>
Fringe Benefit Rate Adjustment	Multiple Programs	24	0.0
Consumer Price Index	Multiple Programs	13	0.0
Personal Services Growth Factor	Multiple Programs	8	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>2,588</b>	<b>19.0</b>
Cost Increase: Other Services and Charges	Multiple Programs	15	0.0
Cost Increase: Align personal services with projected costs	Multiple Programs	4	0.0
Cost Decrease: Court reporting contract	Multiple Programs	-18	0.0
Cost Decrease: Supplies and Equipment	Multiple Programs	-1	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>2,588</b>	<b>19.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	8	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>2,596</b>	<b>19.0</b>
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>2,596</b>	<b>19.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>24</b>	<b>0.0</b>
No Changes		0	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>24</b>	<b>0.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>24</b>	<b>0.0</b>
<b>Gross for BJ0 - Office of Zoning</b>		<b>2,620</b>	<b>19.0</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

**Objective 1:** Create a convenient, easy to use, and understandable zoning process through website development, expansive outreach and educational programs for District residents and businesses.

**Objective 2:** Leverage new and existing technology to further ensure that the District of Columbia's zoning processes are easily understandable and accessible to the public.

**Objective 3:** Streamline Zoning Regulations to enhance efficiency and transparency of zoning processes.

**Objective 4:** Efficiently manage the operations of the agency.

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## Agency Performance Measures

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percent of zoning certifications completed within two weeks	100%	100%	100%	100%	100%	100%
Percent of BZA summary orders issued within two weeks of decision	100%	98%	100%	98%	98%	98%
Percent of BZA hearings scheduled within four months of application acceptance (excluding recess month)	100%	85%	92.77%	90%	90%	90%
Percent of website inquiries responded to within 24 hours or the next business day <sup>1</sup>	95.8%	98%	99.59%	98%	98%	98%

### Performance Plan Endnote:

1. The industry standard for this measure is less than 70 percent. This information can be found in **Improving Citizen Customer Service: Metrics, Benchmarks, Best Practices, and Technology Trends, US General Service Administration.**



# Department of Housing and Community Development

[www.dhcd.dc.gov](http://www.dhcd.dc.gov)

Telephone: 202-442-7200

Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$101,096,878	\$144,318,583	\$125,842,249	-12.8
FTEs	107.6	146.5	146.5	0.0

The mission of the Department of Housing and Community Development (DHCD) is to create and preserve opportunities for affordable housing and economic development, and revitalize underserved communities in the District of Columbia.

## Summary of Services

DHCD's fundamental activities consist of financial operations, administration of regulations, and support of the independent Rental Housing Commission. The specific strategic objectives that DHCD focuses on to stimulate economic development and spur the dream of home ownership in underserved communities: (1) preserve and increase the supply of quality affordable housing throughout the District; (2) increase homeownership opportunities to residents of low and moderate income households; and (3) revitalize District neighborhoods by promoting community development that embraces economic opportunities for local businesses. DHCD creates and preserves affordable housing by providing low-cost gap financing and subsidies for single-family residential rehabilitation and multi-family construction projects to garner affordable rental and homeownership opportunities throughout the city. DHCD also leverages its appropriated Local and Federal funding to help finance community facilities, acquire property, and administer disposition activities for vacant and abandoned properties to help stabilize District neighborhoods and provide new local opportunities. DHCD partners with community-based organizations city-wide to implement residential and community services that include homeownership assistance programs, housing counseling services, storefront façade improvement initiatives, and small business technical assistance services. In addition, DHCD administers the rental housing regulations that govern condominium and cooperative conversions, rent control, inclusionary zoning, and affordable dwelling unit programs. The Affordable Housing Locator is also a service of DHCD and is available online at <http://dchousingsearch.org>. All of these programs and services can be accessed through DHCD's Housing Resource Center located in the Historic Anacostia neighborhood in Ward 8.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table DB0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table DB0-1**  
(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	22,220	10,772	12,221	12,591	370	3.0
Special Purpose Revenue Funds	4,237	6,610	7,798	6,500	-1,298	-16.6
<b>Total for General Fund</b>	<b>26,457</b>	<b>17,382</b>	<b>20,019</b>	<b>19,091</b>	<b>-928</b>	<b>-4.6</b>
<b>Federal Resources</b>						
Federal Grant Funds	58,729	60,087	79,934	38,147	-41,786	-52.3
<b>Total for Federal Resources</b>	<b>58,729</b>	<b>60,087</b>	<b>79,934</b>	<b>38,147</b>	<b>-41,786</b>	<b>-52.3</b>
<b>Private Funds</b>						
Private Donations	127	79	0	0	0	N/A
<b>Total for Private Funds</b>	<b>127</b>	<b>79</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Intra-District Funds</b>						
Intra-District Funds	315	23,549	44,366	68,604	24,238	54.6
<b>Total for Intra-District Funds</b>	<b>315</b>	<b>23,549</b>	<b>44,366</b>	<b>68,604</b>	<b>24,238</b>	<b>54.6</b>
<b>Gross Funds</b>	<b>85,627</b>	<b>101,097</b>	<b>144,319</b>	<b>125,842</b>	<b>-18,476</b>	<b>-12.8</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Full-Time Equivalents, by Revenue Type**

Table DB0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table DB0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change</b>
<b><u>General Fund</u></b>						
Local Funds	22.9	31.8	30.8	30.7	-0.1	-0.4
Special Purpose Revenue Funds	14.9	18.2	22.2	33.6	11.5	51.9
<b>Total for General Fund</b>	<b>37.7</b>	<b>49.9</b>	<b>53.0</b>	<b>64.3</b>	<b>11.4</b>	<b>21.5</b>
<b><u>Federal Resources</u></b>						
Federal Grant Funds	69.4	39.7	60.9	35.6	-25.3	-41.6
<b>Total for Federal Resources</b>	<b>69.4</b>	<b>39.7</b>	<b>60.9</b>	<b>35.6</b>	<b>-25.3</b>	<b>-41.6</b>
<b><u>Intra-District Funds</u></b>						
Intra-District Funds	0.0	18.0	32.7	46.6	13.9	42.6
<b>Total for Intra-District Funds</b>	<b>0.0</b>	<b>18.0</b>	<b>32.7</b>	<b>46.6</b>	<b>13.9</b>	<b>42.6</b>
<b>Total Proposed FTEs</b>	<b>107.2</b>	<b>107.6</b>	<b>146.5</b>	<b>146.5</b>	<b>0.0</b>	<b>0.0</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table DB0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table DB0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	7,723	7,470	10,586	10,108	-478	-4.5
12 - Regular Pay - Other	1,343	1,229	1,157	1,588	431	37.3
13 - Additional Gross Pay	246	193	176	176	0	0.0
14 - Fringe Benefits - Current Personnel	1,743	1,996	1,706	1,857	151	8.8
15 - Overtime Pay	7	3	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>11,062</b>	<b>10,891</b>	<b>13,625</b>	<b>13,729</b>	<b>104</b>	<b>0.8</b>
20 - Supplies and Materials	51	81	247	244	-4	-1.4
30 - Energy, Comm. and Building Rentals	17	25	9	58	50	575.3
31 - Telephone, Telegraph, Telegram, Etc.	121	81	96	119	22	22.8
32 - Rentals - Land and Structures	2,982	1,337	1,888	1,973	85	4.5
34 - Security Services	6	6	6	33	26	415.9
35 - Occupancy Fixed Costs	15	6	11	50	39	337.3
40 - Other Services and Charges	1,425	1,006	1,576	1,867	291	18.5
41 - Contractual Services - Other	1,577	4,890	24,083	22,626	-1,457	-6.1
50 - Subsidies and Transfers	68,324	82,714	102,548	84,920	-17,628	-17.2
70 - Equipment and Equipment Rental	46	58	229	224	-5	-2.2
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>74,564</b>	<b>90,206</b>	<b>130,693</b>	<b>112,113</b>	<b>-18,580</b>	<b>-14.2</b>
<b>Gross Funds</b>	<b>85,627</b>	<b>101,097</b>	<b>144,319</b>	<b>125,842</b>	<b>-18,476</b>	<b>-12.8</b>

\*Percent change is based on whole dollars.

## Division Description

The Department of Housing and Community Development operates through the following 9 divisions:

**Development Finance Division (DFD)** – provides funding for the development of rental, homeownership and community facility developments that serve District of Columbia neighborhoods. As both the creation and preservation of affordable housing units are important to DHCD, DFD plays a prominent role in helping the agency achieve its annual multi-family housing production goals.

This division contains the following 3 activities:

- **Affordable Housing Project Financing** – provides funding through a competitive Request for Proposal (RFP) funding process that targets communities and types of development needed to revitalize neighborhoods. This activity also provides development financing and regulatory oversight to nonprofit and for-profit developers so that they can develop properties as affordable ownership and rental units. This activity includes the preparation of Notice of Funding Availability and RFP documents, management of the application and selection process, project management meetings, construction overviews, underwriting, architectural reviews, monitoring reports, funding request presentations, loan closings, and project monitoring services;
- **Community Facilities Project Financing** – provides funding through a competitive RFP funding process for development financing and regulatory oversight to nonprofit and for-profit developers so that they can develop properties as neighborhood community/commercial facilities. This activity includes the preparation of Notice of Funding Availability and RFP documents, management of the application and selection process, project management meetings, construction overviews, underwriting, architectural reviews, monitoring reports, funding request presentations, loan closings, and project monitoring services; and
- **Tenant Opportunity to Purchase Assistance** – provides organizational and development assistance to tenant organizations expressing interest in purchasing their buildings after receiving a Right-of-First Refusal notice; education and below-market-cost management services to tenant organizations that have purchased their buildings; and financial assistance in the form of seed money, earnest money deposits, and acquisition loans to low-to-moderate income tenant organizations wishing to purchase their buildings after receiving the Right-of-First Refusal notice. Additional services provided in the technical assistance program include housing counseling services, contract management, and monitoring.

**Residential and Community Services Division (RCSD)** – provides funding for programs focused on household level housing needs and neighborhood revitalization. RCSD works through neighborhood-based organizations providing comprehensive housing counseling, small business technical assistance, and façade improvement opportunities. RCSD administers the District's Home Purchase Assistance Program and Employee Assisted Housing Programs, which provide financial assistance for low and moderate income households and District employees for the purpose of first-time home purchase. The division also provides rehabilitation resources, including grants for lead hazard remediation to eligible units and loans as well as grants to eligible District homeowners in order to preserve homeownership in the District.

This division contains the following 6 activities:

- **Community Services - Housing Counseling (Neighborhood Based Activities)** – provides funding for counseling services to tenants, potential homeowners, and current homeowners in support of various DHCD programs;
- **Community Services - Commercial Revitalization** – provides grants to neighborhood-based organizations for technical assistance to small businesses and storefront facade improvements in commercial corridors;
- **Residential Services - Home Purchase Assistance Program (HPAP)** – provides down payment and closing cost assistance to low and moderate income District residents so that they can become first-time homebuyers in the District of Columbia;

- **Residential Services - Employer Assisted Housing Program (EAHP)** – provides down payment and closing cost assistance to qualified District of Columbia government employees;
- **Residential Services - Lead Safe Washington** – provides funding to reduce lead-based paint hazards in eligible single and multi-family dwellings; and
- **Residential Services - Single Family Rehabilitation** – helps households finance up to \$75,000 in loans for home repairs that will address District housing code violations, such as repairing walls and floors, replacing windows, and repairing plumbing, electrical, and heating systems.

**Property Acquisition and Disposition Division (PADD)** – stabilizes neighborhoods by decreasing the number of vacant and abandoned residential properties in the District, and transforming vacant and/or abandoned residential properties into homeownership opportunities for District of Columbia residents at all income levels. PADD has three main functions: (1) encourage property owners to rehabilitate and/or occupy their vacant and abandoned residential property; (2) acquire vacant, abandoned and deteriorated properties through negotiated friendly sale, eminent domain, donation, or tax sale foreclosure; and (3) dispose of properties in the PADD inventory by selling the properties to individuals or developers to be rehabilitated into high quality affordable and market-rate single-family and/or multi-family for-sale housing in District neighborhoods.

This division contains the following 3 activities:

- **Property Acquisition** – acquires vacant, abandoned and deteriorated properties through negotiated friendly sale, eminent domain, donation, or tax sale foreclosure when owners are unwilling or unable to maintain their properties;
- **Property Disposition** – disposes of properties in the PADD inventory by selling the properties to individuals or developers to be rehabilitated into high quality affordable and market-rate single-family and/or multi-family for-sale housing in District neighborhoods; and
- **Property Management** – provides funding for the maintenance of properties in PADD’s inventory until they can be disposed of to create affordable housing units.

**Portfolio and Asset Management Division (PAMD)** - provides portfolio management and oversight to outstanding loans to DHCD and manages the allocation of Low Income Housing Tax Credits (LIHTC). Established in FY 2008, the division monitors the status of existing loans to ensure compliance with loan covenants and collections of loans that are due and conducts the reviews of the risks and relationships of potential borrowers to protect the Department’s assets.

This division contains the following 2 activities:

- **Portfolio and Asset Management** – monitors the status and ensures the performance of all loans in the department’s portfolio; and
- **Tax Credit Allocation** – manages the allocation of the District’s share of Low Income Housing Tax Credits (LIHTC) issued by the U.S. Treasury Department in accordance to the Internal Revenue Code, Section 42, and the District’s Qualified Allocation Plan (QAP).

**Program Monitoring Division (PMD)** – conducts oversight and reviews of DHCD projects and funding recipients. Its core functions include the following types of oversight: (1) contract compliance – completing various federally required compliance reviews as part of the underwriting and project development process; (2) quality assurance – monitoring the compliance of DHCD funded sub-recipients with Federal HOME Investments Partnership Program and Community Development Block Grant Program (CDBG) funding requirements; and (3) compliance monitoring – ensuring projects developed by DHCD through the Housing Production Trust Fund (HPTF), CDBG, HOME, and LIHTC programs remain in compliance with federal and local program requirements throughout the duration of the projects period of affordability.

This division contains the following 3 activities:

- **Contract Compliance** – provides oversight and monitoring services of DHCD projects to ensure the department's use of project funds fully complies with federal Department of Housing and Urban Development and District regulations;
- **Quality Assurance** – provides program review and performance evaluation to DHCD and contractors so that they can operate in full compliance with regulations in the most effective and efficient manner possible; and
- **Homelessness Prevention Compliance** – monitors programs aimed at preventing individuals and families from becoming homeless to ensure compliance with Federal rules and regulations.

**Housing Regulation Administration (HRA)** – administers residential housing regulations relating to condominium and cooperative conversions, rent adjustment procedures, licensing, and other related matters. It includes the Rental Accommodation Division and the Rental Conversion and Sales Division and manages the DHCD Housing Resource Center.

This division contains the following 3 activities:

- **Rental Conversion and Sales Division (CASD)** – administers the District's tenant opportunity to purchase program, regulates the conversion of property to condominiums and cooperatives, registers condominium and cooperative projects, and administers the structural defect warranty claim program;
- **Rental Accommodations Division (RAD)** – administers the District's rent stabilization program, including registering and licensing rental housing, administering rent adjustments procedures, processing landlord and tenant petitions, providing conciliation services, and acting as a repository for notices to vacate and all rental property records; and
- **Housing Resource Center (HRC)** – provides rental housing services to landlords and tenants and, starting in FY 2010, provides information to the public on all of the department's services for first-time homebuyers, developers of affordable housing projects, and low-income homeowners. The Housing Resource Center also includes access to the Affordable Housing Locator and an office of University Legal Services for on-site housing counseling.

**Rental Housing Commission (RHC)** – enforces the Rental Housing Act of 1985, as amended. The commission has three statutory functions in order to preserve and increase the supply of quality affordable housing in the District: (1) to issue, amend and rescind regulations that are promulgated for enforcement of the Act; (2) to certify and publish the annual adjustment of general applicability to rents and/or rent ceilings, which adjustment is based upon annual changes (if any) in the Consumer Price Index for the applicable region in which the District of Columbia is located; and (3) to decide appeals brought to the Commission from the Rent Administrator and the Office of Administrative Hearings. Although the Commission is an independent quasi-judicial body, it has direct reporting responsibility to DHCD on administrative, management, and budgetary matters.

**Agency Management** – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all division-based budgeting agencies.

**Agency Financial Operations** – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This division is standard for all agencies using division-based budgeting.

### **Division Structure Change**

The Department of Housing and Community Development has no division structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Division and Activity

Table DB0-4 contains the proposed FY 2013 budget by division and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table DB0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1010) Personnel	196	520	554	33	0.0	0.0	0.2	0.2
(1015) Training and Employee Development	221	246	246	0	0.8	1.0	1.0	0.0
(1020) Contracting and Procurement	0	81	0	-81	0.8	1.0	0.0	-1.0
(1030) Property Management	2,451	3,529	3,586	57	4.3	4.0	2.0	-2.0
(1040) Information Technology	514	755	759	4	2.4	4.0	4.0	0.0
(1050) Financial Management	0	2,090	2,257	167	0.0	0.0	0.0	0.0
(1055) Risk Management	1,039	654	0	-654	3.5	4.0	0.0	-4.0
(1060) Legal	973	1,505	1,467	-38	0.8	1.0	1.0	0.0
(1070) Fleet Management	18	20	20	0	0.0	0.0	0.0	0.0
(1080) Communications	569	460	599	138	3.4	4.0	5.0	1.0
(1085) Customer Service	81	159	83	-76	3.2	3.0	1.8	-1.2
(1087) Language Access	4	9	9	0	0.0	0.0	0.0	0.0
(1090) Performance Management	903	3,207	1,342	-1,865	6.3	9.0	11.0	2.0
<b>Subtotal (1000) Agency Management Program</b>	<b>6,968</b>	<b>13,234</b>	<b>10,919</b>	<b>-2,315</b>	<b>25.6</b>	<b>31.0</b>	<b>26.0</b>	<b>-5.0</b>
<b>(100F) Agency Financial Operations</b>								
((100F) Agency Financial Operations								
(110F) Budget Operations	143	284	218	-66	1.6	3.0	2.1	-0.9
(120F) Accounting Operations	134	254	257	3	2.3	3.0	3.0	0.0
(130F) Fiscal Officer	192	338	474	136	2.3	3.0	3.9	0.9
<b>Subtotal (100F) Agency Financial Operations</b>	<b>469</b>	<b>875</b>	<b>948</b>	<b>73</b>	<b>6.3</b>	<b>9.0</b>	<b>9.0</b>	<b>0.0</b>
<b>(2000) Development Finance Division</b>								
(2010) Affordable Housing Project Financing	51,946	81,901	77,405	-4,496	11.6	22.0	20.5	-1.5
(2015) Community Facilities Project Financing	1,953	4,000	1,727	-2,273	0.0	0.0	0.0	0.0
(2020) Tenant Opportunity to Purchase Assistance	74	83	86	3	0.6	1.0	1.0	0.0
<b>Subtotal (2000) Development Finance Division</b>	<b>53,973</b>	<b>85,984</b>	<b>79,219</b>	<b>-6,766</b>	<b>12.3</b>	<b>23.0</b>	<b>21.5</b>	<b>-1.5</b>

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**Table DB0-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(3000) Residential and Community Service Division</b>								
((3010) Neighborhood Based Activities	5,711	6,916	5,379	-1,537	5.4	9.0	8.0	-1.0
(3020) Community Services - Comm Revitalization	2,081	1,671	1,795	124	0.7	1.0	0.0	-1.0
(3030) Residential Services - HPAP	16,512	15,954	13,390	-2,564	3.5	6.0	6.0	0.0
(3040) Residential Services - EAHP	334	793	793	0	0.0	0.0	0.0	0.0
(3050) Residential Services - Lead Safe Washington	2,081	1,427	2,008	581	2.4	3.5	6.0	2.5
(3060) Residential Services - Single Fam Rehab	2,688	3,104	3,084	-20	4.3	6.0	8.0	2.0
<b>Subtotal (3000) Residential and Community Service Division</b>	<b>29,408</b>	<b>29,864</b>	<b>26,449</b>	<b>-3,415</b>	<b>16.4</b>	<b>25.5</b>	<b>28.0</b>	<b>2.5</b>
<b>(4000) Emergency Shelter Grant Management Program</b>								
(4010) Emergency Shelter Grant Management Program	630	0	0	0	0.0	0.0	0.0	0.0
(4011) Emergency Shelter Grant Management Program Stm	892	0	0	0	0.0	0.0	0.0	0.0
No Activity Assigned	1,276	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (4000) Emergency Shelter Grant Management Program</b>	<b>2,798</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(4100) Property Acquisition and Disposition Division</b>								
(4120) Property Acquisition	2,400	4,850	1,943	-2,907	0.8	2.0	9.0	7.0
(4130) Property Disposition	120	952	750	-202	0.0	2.0	0.0	-2.0
(4140) Property Management	227	250	255	5	0.0	0.0	0.0	0.0
<b>Subtotal (4100) Property Acquisition and Disposition Division</b>	<b>2,746</b>	<b>6,052</b>	<b>2,947</b>	<b>-3,104</b>	<b>0.8</b>	<b>4.0</b>	<b>9.0</b>	<b>5.0</b>
<b>(4500) Portfolio and Asset Management Division</b>								
(4510) Portfolio and Asset Management	523	753	551	-202	3.5	8.0	6.0	-2.0
(4520) Tax Credit Allocation	105	0	113	113	1.7	0.0	1.0	1.0
<b>Subtotal (4500) Portfolio and Asset Management Division</b>	<b>627</b>	<b>753</b>	<b>664</b>	<b>-89</b>	<b>5.2</b>	<b>8.0</b>	<b>7.0</b>	<b>-1.0</b>
<b>(6000) Homeownership and Home Rehab Assistance</b>								
(6010) Home Purchase Assistance Program (HPAP)	207	0	0	0	0.0	0.0	0.0	0.0
(6040) Single Family Residential Rehab	8	0	0	0	0.0	0.0	0.0	0.0
No Activity Assigned	79	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (6000) Homeownership and Home Rehab Assistance</b>	<b>295</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(7000) Program Monitoring Division</b>								
(7010) Contract Compliance	784	1,117	1,320	204	9.0	12.3	14.0	1.7
(7020) Quality Assurance	118	383	210	-173	2.6	3.7	2.0	-1.7
(7030) Homelessness Prevention Compliance	257	3,100	81	-3,019	1.3	2.0	1.0	-1.0
<b>Subtotal (7000) Program Monitoring Division</b>	<b>1,158</b>	<b>4,600</b>	<b>1,612</b>	<b>-2,988</b>	<b>12.9</b>	<b>18.0</b>	<b>17.0</b>	<b>-1.0</b>

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**Table DB0-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(8100) Housing Regulation Administration</b>								
(8110) Rental Conversion and Sales Division	1,257	693	1,087	395	10.2	7.0	11.0	4.0
(8120) Housing Resource Center	60	460	76	-383	0.8	4.0	0.0	-4.0
(8140) Rental Accommodations Division	1,097	1,097	1,135	38	12.7	13.0	13.0	0.0
<b>Subtotal (8100) Housing Regulation Administration</b>	<b>2,414</b>	<b>2,249</b>	<b>2,299</b>	<b>49</b>	<b>23.7</b>	<b>24.0</b>	<b>24.0</b>	<b>0.0</b>
<b>(9100) Rental Housing Commission</b>								
(9110) Rental Housing Commission	240	707	785	78	4.5	4.0	5.0	1.0
<b>Subtotal (9100) Rental Housing Commission</b>	<b>240</b>	<b>707</b>	<b>785</b>	<b>78</b>	<b>4.5</b>	<b>4.0</b>	<b>5.0</b>	<b>1.0</b>
<b>Total Proposed Operating Budget</b>	<b>101,097</b>	<b>144,319</b>	<b>125,842</b>	<b>-18,476</b>	<b>107.6</b>	<b>146.5</b>	<b>146.5</b>	<b>0.0</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 divisions, please see **Schedule 30-PBB Program Summary by Activity** in the FY 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Department of Housing and Community Development's (DHCD) proposed FY 2013 gross budget is \$125,842,249, which represents a 12.8 percent decrease from its FY 2012 approved gross budget of \$144,318,583. The budget is comprised of \$12,591,210 in Local funds, \$38,147,287 in Federal Grant funds, \$6,500,000 in Special Purpose Revenue funds, and \$68,603,751 in Intra-District 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

DHCD's FY 2013 CSFL budget is \$9,000,836, which represents a \$3,220,915, or 26.4 percent, decrease from the FY 2012 approved Local funds budget of \$12,221,301. The primary reason for the reduction was the removal of one-time funding of \$3,275,560 for the HPAP-Repay program and the DHCD United Fund.

### **Initial Adjusted Budget**

**Cost Increase:** DHCD increased Local funds for Subsidies and Transfers by \$20,817. Federal Grant funds increased \$153,954 in total fixed costs, which includes Telecom, Energy, Security, Building Rental and Maintenance. Special Purpose Revenue (SPR) funds increased by \$1,029,131 for adjustments to salaries, steps, Fringe Benefits, and 11.5 full-time equivalent (FTE) positions; \$162,028 in Other Services and Charges; \$29,315 in total fixed costs for Telecom, Energy, Security, Building Rental and Maintenance; \$11,037 in Supplies and Materials; and \$4,296 in Equipment. Intra-District funds increased by \$3,552,823 in Subsidies and Transfers; \$1,275,402 for adjustments to salaries, steps, Fringe Benefits, and 13.9 FTEs; \$156,606 in Other Services and Charges; \$91,177 in Contractual Services; \$38,771 in total fixed costs for Telecom, Energy, Security, Building Rental and Maintenance; \$5,518 in Supplies; and \$1,585 in Equipment.

**Cost Decrease:** DHCD reduced Local funds for salaries, steps, and Fringe Benefits by \$11,556; Contractual Services by \$8,616; and Other Services by \$645, to offset the increase in Subsidies and Transfers. In FY 2013, the overall Federal Grants funds budget decreased from FY 2012 because of the expiration of six grants and reduced funding in the remaining five ongoing grants. The reductions in Federal Grant funds include \$39,143,905 in Subsidies and Transfers, \$2,264,466 in personal services and 25.3 FTEs, \$465,052 in Contractual Services, \$32,787 in Other Services and Charges, \$21,766 in Supplies and Materials, and \$12,463 in Equipment. SPR was reduced by \$1,947,911 in Subsidies and Transfers and by \$1,085,661 in Contractual Services to align the budget with projected resources.

### **Additionally Adjusted Budget**

**Technical Adjustments:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$7,862 in Local funds, \$8,256 in Federal Grant funds, \$7,339 in Special Purpose Revenue funds, and \$7,159 in Intra-District funds.

**Additional Adjustments:** Federal Grant funds were reduced by \$8,256, and Special Purpose Revenue funds were reduced by \$7,339 to offset the cost of the health insurance contribution.

### **Policy Initiatives**

**Cost Increase:** Local funds were increased in Subsidies and Transfers by \$2,512,000 of one-time funds for the Home Purchase Assistance Program (HPAP), \$650,000 for the Local funds match portion of the Lead Safe Federal Grant, and \$410,512 for the Small Business Technical Assistance Program. Also, a \$10,000 Local fund adjustment was made to salary and Fringe Benefits in the Housing Regulation Administration division. An increase of \$500,000 was made in Special Purpose Revenue to Subsidies and Transfers to the Low/Moderate Income Home Loan program. In addition, Intra-District revenue increased by \$19,108,963 in Subsidies and Transfers for Housing Production Trust Fund (HPTF) related project delivery through the Development Finance Division.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table DB0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table DB0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>12,221</b>	<b>30.8</b>
Removal of One-Time Funding	Development Finance Community Service Division	-3,276	0.0
Fringe Benefit Rate Adjustment	Multiple Programs	23	0.0
Consumer Price Index	Multiple Programs	20	0.0
Personal Services Growth Factor	Multiple Programs	12	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>9,001</b>	<b>30.8</b>
Cost Increase: Adjustments to Subsidies and Transfers	Multiple Programs	21	0.0
Cost Decrease: Adjustments to salary, steps, and Fringe Benefits	Multiple Programs	-12	-0.1
Cost Decrease: Adjustments to Contractual Services	Multiple Programs	-9	0.0
Cost Decrease: Adjustments to Other Services	Multiple Programs	-1	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>9,001</b>	<b>30.7</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	8	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>9,009</b>	<b>30.7</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: Adjustment in Subsidies and Transfers to the Home Purchase Assistance Program (HPAP) (One-Time)	Residential and Community Service Division	2,512	0.0
Cost Increase: Local fund match for the Lead Safe Federal Grant	Residential and Community Service Division	650	0.0
Cost Increase: Adjustment in Subsidies and Transfers to the Small Business Business Technical Assistance program	Residential and Community Service Division	411	0.0
Cost Increase: Adjustment to salary and Fringe Benefits	Housing Regulation Administration	10	0.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>12,591</b>	<b>30.7</b>
<b>FEDERAL GRANT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>79,934</b>	<b>60.9</b>
Cost Increase: Adjustments to fixed costs	Agency Management Program	154	0.0
Cost Decrease: Adjustments to Subsidies and Transfers	Multiple Programs	-39,144	0.0
Cost Decrease: Adjustments to salary, steps, and Fringe Benefits	Multiple Programs	-2,264	-25.3
Cost Decrease: Adjustments to Contractual Services	Multiple Programs	-465	0.0
Cost Decrease: Adjustments to Other Services and Charges	Agency Management Program	-33	0.0
Cost Decrease: Adjustments to Supplies and Materials	Agency Management	-22	0.0
Cost Decrease: Adjustments to Equipment	Agency Management Program	-12	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>38,147</b>	<b>35.6</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	8	0.0
Additional Adjustments: Adjustment to offset the health insurance contribution	Multiple Programs	-8	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>38,147</b>	<b>35.6</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>38,147</b>	<b>35.6</b>

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**Table DB0-5 (continued)**  
(dollars in thousands)

	<b>PROGRAM</b>	<b>BUDGET</b>	<b>FTE</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE</b>		<b>7,798</b>	<b>22.2</b>
Cost Increase: Adjustments to salary, steps, and Fringe Benefits	Multiple Programs	1,029	11.5
Cost Increase: Adjustments to Other Services and Charges	Agency Management Program	162	0.0
Cost Increase: Adjustments to fixed costs	Agency Management Program	29	0.0
Cost Increase: Adjustments to Supplies and Materials	Agency Management Program	11	0.0
Cost Increase: Adjustments to Equipment	Agency Management Program	4	0.0
Cost Decrease: Adjustment in Subsidies and Transfers to align with projected resources	Multiple Programs	-1,948	0.0
Cost Increase: Adjustments to Contractual Services to align with projected resources	Multiple Programs	-1,086	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>6,000</b>	<b>33.6</b>
Additional Adjustments: Adjustment to Subsidies and Transfers to offset the health insurance contribution	Multiple Programs	-7	0.0
Technical Adjustment: Health insurance contribution	Multiple Programs	7	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>6,000</b>	<b>33.6</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: Adjustment to low income home loan program	Residential and Community Service Division	500	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>6,500</b>	<b>33.6</b>
<b>INTRA-DISTRICT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>44,366</b>	<b>32.7</b>
Cost Increase: Adjustments to Subsidies and Transfers	Multiple Programs	3,553	0.0
Cost Increase: Adjustments to salary, steps, and Fringe Benefits	Multiple Programs	1,275	13.9
Cost Increase: Adjustments to Other Services and Charges	Agency Management Program	157	0.0
Cost Increase: Adjustments to Contractual Services	Agency Management Program	91	0.0
Cost Increase: Adjustments to fixed costs	Agency Management Program	39	0.0
Cost Increase: Adjustments to Supplies and Materials	Agency Management Program	6	0.0
Cost Increase: Adjustments to Equipment	Agency Management Program	2	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>49,488</b>	<b>46.6</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	7	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>49,495</b>	<b>46.6</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: Adjustments to Subsidies and Transfers related to HPTF project delivery	Development Finance Division	19,109	0.0
<b>INTRA-DISTRICT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>68,604</b>	<b>46.6</b>
<b>Gross for DB0 - Department of Housing and Community Development</b>		<b>125,842</b>	<b>146.5</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

### 1. Housing Regulation Administration

**Objective 1:** Preserve and increase the supply of quality affordable housing.

**Objective 2:** Revitalize neighborhoods, promote community development, and provide economic opportunities.

## Housing Regulation Administration

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of orders issued on voluntary agreement petitions within 45 calendar days	91.67%	90%	100%	90%	95%	Not Available
Percentage of orders issued on hardship petitions within 90 calendar days of receipt	2.50%	90%	75%	90%	95%	Not Available
Percentage of condo registration applications processed within 60 calendar days	95.45%	98%	91.96%	98%	98%	Not Available
Percentage of structural defect warranty claim notices processed within 60 calendar days	48.48%	95%	35.42%	95%	95%	Not Available
Percentage of complete housing assistance payment requests processed within 30 calendar days	33.33%	95%	0.00%	95%	95%	Not Available
Number of inclusionary zoning units built	0	TBD	0	TBD	TBD	Not Available
Percentage of lotteries conducted for inclusionary units within 17 calendar days of receiving notice of availability	0	95%	100%	95%	95%	Not Available

### 2. Rental Housing Commission

**Objective 1:** Preserve and increase the supply of quality affordable housing.

## Rental Housing Commission

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Number of appeals disposed	1	31	19	32	33	Not Available
Number of appeals cases > 3 years old	36	18	71	12	10	Not Available
Percentage of cases processed under 6 weeks (from date of commencement)	25%	55%	52%	55%	60%	Not Available
Average amount of time from receipt of case to assignment	3mo	15mo	5mo	4mo	Not Available	Not Available
Percentage of hearings scheduled within 30 day requirement	50%	100%	100%	100%	Not Available	Not Available
Average number of calendar days between receipt of case and final decision	Not Available	91	376	91	91	Not Available

### 3. Development Finance Division

Objective 1: Preserve and increase the supply of quality affordable housing.

Objective 2: Increase homeownership opportunities.

Objective 3: Revitalize neighborhoods, promote community development, and provide economic opportunities.

## Development Finance

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of District owners spending >30 percent of income on monthly housing costs <sup>6</sup>	39.20%	35%	Annual Measurement	35%	35%	Not Available
Percentage of District renters spending >30 percent of income on housing costs <sup>6</sup>	49.20%	45%	Annual Measurement	45%	45%	Not Available
Total affordable housing units funded (new and rehab) <sup>7</sup>	1,312	900	846	900	900	Not Available
Total special needs housing units funded (elderly, disabled, and homeless units)	441	150	251	150	150	Not Available
Total new homeownership units funded	360	80	223	80	80	Not Available
Total First Right Purchase Assistance Program (tenant purchase) units funded – FRP New and Rehab Units	340	100	241	100	100	Not Available
Total affordable housing units rehabilitated	936	200	300	200	200	Not Available
Total affordable housing units preserved (via loan structuring, technical aid, etc.)	503	200	122	200	200	Not Available
Percentage of affordable housing units competitively evaluated and advancing to underwriting in the respective FY, that are highly sustainable and meet the Green Communities criteria	86%	100%	Annual Measurement	100%	100%	Not Available

Note: AMI – Area Medium Income



#### 4. Residential and Community Services Division

Objective 1: Preserve and increase the supply of quality affordable housing.

Objective 2: Increase homeownership opportunities.

Objective 3: Revitalize neighborhoods, promote community development and provide economic opportunities.

### Residential and Community Services Division

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Total affordable housing units funded	442	425	506	550	700	Not Available
Total Single Family Rehab units funded	61	75	124	80	80	Not Available
Total Lead Multifamily units funded	35	65	137	70	70	Not Available
Total Residential Rehab Elderly, Disabled, and Homeless units (special needs) funded	34	15	73	20	20	Not Available
Total Home Purchase Assistance Program (HPAP) Elderly, Disabled, and Homeless units (special needs) funded	11	10	7	10	10	Not Available
Number of first-time homebuyers funded by HPAP	362	400	223	500	500	Not Available
Number of District employee homebuyers funded by EHAP	110	80	75	90	100	Not Available
Number of District employee homebuyers funded by NEAHP	8	25	20	50	75	Not Available
Number of Elevated Blood Level cases in the District <sup>8</sup>	64	40	43	35	30	Not Available
Number of storefront façades improved	73	40	46	90	50	Not Available
Average cost per façade unit funded	\$29,333	\$25,000	\$25,000	\$25,000	\$25,000	Not Available

HPAP: Home Purchase Assistance Program

#### 5. Property Acquisition and Disposition Division

Objective 1: Preserve and increase the supply of quality affordable housing.

Objective 2: Revitalize neighborhoods, promote community development, and provide economic opportunities.

## Property Acquisition and Disposition Division

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Number of properties acquired	37	25	11	25	25	Not Available
Number of total properties acquired in targeted neighborhoods (Ivy City/Trinidad, Historic Anacostia, and Washington Highlands)	12	0	3	12	15	Not Available
Number of properties recaptured from developers or transferees	17	10	0	0	0	Not Available
Number of properties for which disposition agreements were executed	37	30	28	35	35	Not Available
Number of housing units rehabilitated through acquisition of abandoned properties	45	45	53	45	45	Not Available
Number of affordable housing units created or rehabilitated through acquisition of abandoned properties	35	45	31	45	45	Not Available
Average number of years of affordability for units created or rehabilitated through acquisition of abandoned properties	9	15	12	15	15	Not Available
Number of properties investigated that result in rehabilitation by the owner	4	5	0	5	5	Not Available
Targeted Average cost per property of acquisitions <sup>9</sup>	\$57,771	\$190,000	\$38,095	\$100,000	\$100,000	Not Available

### 6. Program Monitoring Division

**Objective 1:** Preserve and increase the supply of quality affordable housing.

**Objective 2:** Increase home ownership opportunities.

**Objective 3:** Revitalize neighborhoods, promote community development and provide economic opportunities.

## Program Monitoring Division

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Total number of grant projects reviewed	192	95	201	105	115	Not Available
Percentage of DHCD environmental reviews <sup>10</sup> conducted within 45 calendar days	72.80%	80%	87.10%	90%	95%	Not Available
Percentage of Fair Housing Reviews completed within stated Division timelines	100%	98%	100%	98%	98%	Not Available
Percentage of Section 3 Business Concerns Certified	Not Available	10	14	12	15	Not Available
Number of Section 3 Jobs Created	Not Available	15	38	20	25	Not Available
Percentage of eligible Community Housing Development Organizations certified/recertified by fiscal year-end	8	8	5	12	12	Not Available
Percentage of required physical inspections and file reviews of units conducted annually for HOME and LIHTC properties	1,200	1,000	1,032	1,000	1,000	Not Available

HOME: An investment partnership program with the U.S. Department of Housing and Urban Development designed to create affordable housing for low-income households.

LIHTC: Low Income Housing tax Credit.

## 7. Portfolio and Asset Management Division

Objective 1: Preserve and increase the supply of quality affordable housing.

### Portfolio and Asset Management Division

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of all required financial reviews completed	39.63%	50%	12.36%	75%	85%	Not Available
Percentage of loans in good standing from previous quarter	89.22%	92%	94.45%	97%	98%	Not Available
Percentage increase in number of loans in good standing from previous quarter	3.80%	4.59%	94.28%	4.59%	4.83%	Not Available
Percentage of loans more than 30 calendar days delinquent	2.91%	1.91%	2.76%	1.81%	1.72%	Not Available
Percentage of loans in default	5.59%	12%	4.24%	8%	3%	Not Available
Number of loans moved from delinquent to correct status	52	60	62	70	80	Not Available
Percentage of multi-family loans risk rated	61.25%	50%	32.14%	60%	70%	Not Available
Percentage of financial reports collected from existing borrowers <sup>11</sup>	1.30%	2%	7.79%	3%	4%	Not Available

## 8. Office of the Director

Objective 1: Preserve and increase the supply of quality affordable housing.

Objective 2: Increase homeownership opportunities.

Objective 3: Revitalize neighborhoods, promote community development, and provide economic opportunities.

### Office of the Director

Measure	FY 2010 Actual	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of sub-grantee budget spent on programmatic costs <sup>12</sup>	88%	Annual Measurement	65%	65%	Not Available
Percentage of scheduled monitoring reports as defined in agency monitoring plan completed for each grant award	100%	100%	100%	100%	Not Available

**Performance Plan Endnotes:**

1. The position of Rent Administrator, which had been vacant since 2010, was filled in Q4 of FY 2011. DHCD anticipates that this action will result in the increased ability to meet the FY 2012 projection.
2. New measure for FY 2012, Annual measurement.
3. American Community Survey, annual measurement, 1-year lag time (2010 release date is (9/28/10).
4. DHCD funds a unit of affordable housing when a project has completed all application and underwriting processes and its funding has been obligated in SOAR (System of Accounting and Reporting).
5. Annual Industry Standard Measure for Jurisdictions with over 100,000 residents collected by the International City/County Management Association (ICMA). For FY 2010, the mean is 7.5 and the median is 2.0.
6. Industry Standard – collected by the U.S. Centers for Disease Control and Prevention in conjunction with DDOE. The current national average is approximately 1 percent.
7. FY 2011 actual costs are lower than projected due to recapture methods available for FY 2011 actual properties recaptured. Costs are expected to increase in alignment with projections due to costs associated with more complex recaptures.
8. OPM staff complete a HUD-approved checklist after it independently reviews all of the environmental information collected for each site. Additionally, in accordance with the National Environmental Protection Act (NEPA), OPM has provided public notice and reviewed the environmental effects of proposed housing related activities throughout the District and concluded that a broad range of activities will not have an adverse impact on the environment.
9. PAMD collects this data in order to monitor the status of existing loans and to ensure compliance with loan covenants.
10. The Wise Giving Alliance of the Better Business Bureau identifies 65 percent to be an industry standard for this measure <http://www.bbb.org/us/Charity-Standards/>. This metric measures all subgrantees' programmatic costs as a percentage of their overall costs.
11. This monitoring function was transferred to PMD in FY 2010. Pursuant to Section 11.4 of the Grants Manual and Source Book, all District agencies must complete monitoring reports. All District agencies should be in compliance with this standard. The standard is 100 percent.

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# Department of Employment Services

[www.does.dc.gov](http://www.does.dc.gov)

Telephone: 202-724-7000

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$94,464,942	\$126,071,129	\$122,178,700	-3.1
FTEs	475.7	617.8	545.9	-11.7

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The Department of Employment Services (DOES) fosters and promotes the welfare of job seekers and wage earners by advancing opportunities for employment, helping employers find workers, tracking changes in employment and other national economic measurements impacting the District of Columbia, and improving employee working conditions.

## Summary of Services

DOES, the District of Columbia's lead labor and workforce development agency, provides customers with a comprehensive menu of workforce development services funded through a combination of federal grants and local appropriations. DOES' workforce bureau provides job seekers with workforce development and training programs that create pathways to job readiness, to new jobs, or to new educational opportunities. The workforce bureau also offers services to ensure employers have access to qualified job candidates as well as general employment services support. Finally, DOES provides District youth with job training, academic enrichment, leadership, and employment opportunities through its year-round, summer youth, and Mayor's Youth Leadership Institute programs. DOES also delivers basic income support services to unemployed or underemployed persons who lost their jobs through no fault of their own. The Labor Standards Program ensures a safe and healthy work environment for workers in the District; administers a program to provide benefits to qualified individuals with employment-related injuries or illnesses; administers the District's wage-and-hour laws; and provides hearing and adjudication services to settle workers' compensation disputes.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table CF0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table CF0-1**  
(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	50,980	38,148	40,654	47,457	6,803	16.7
Special Purpose Revenue Funds	27,903	21,763	29,981	30,876	895	3.0
<b>Total for General Fund</b>	<b>78,883</b>	<b>59,911</b>	<b>70,635</b>	<b>78,332</b>	<b>7,698</b>	<b>10.9</b>
<b>Federal Resources</b>						
Federal Payments	0	0	0	2,000	2,000	N/A
Federal Grant Funds	37,845	34,114	54,052	40,588	-13,464	-24.9
<b>Total for Federal Resources</b>	<b>37,845</b>	<b>34,114</b>	<b>54,052</b>	<b>42,588</b>	<b>-11,464</b>	<b>-21.2</b>
<b>Private Funds</b>						
Private Donations	0	0	80	80	0	0.0
<b>Total for Private Funds</b>	<b>0</b>	<b>0</b>	<b>80</b>	<b>80</b>	<b>0</b>	<b>0.0</b>
<b>Intra-District Funds</b>						
Intra-District Funds	4,421	440	1,305	1,179	-126	-9.7
<b>Total for Intra-District Funds</b>	<b>4,421</b>	<b>440</b>	<b>1,305</b>	<b>1,179</b>	<b>-126</b>	<b>-9.7</b>
<b>Gross Funds</b>	<b>121,149</b>	<b>94,465</b>	<b>126,071</b>	<b>122,179</b>	<b>-3,892</b>	<b>-3.1</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Full-Time Equivalents, by Revenue Type**

Table CF0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table CF0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change</b>
<b><u>General Fund</u></b>						
Local Funds	79.3	66.2	80.8	180.4	99.6	123.4
Special Purpose Revenue Funds	1678	125.8	157.5	152.4	-5.1	-3.3
<b>Total for General Fund</b>	<b>2471</b>	<b>192.0</b>	<b>238.3</b>	<b>332.8</b>	<b>94.5</b>	<b>39.7</b>
<b><u>Federal Resources</u></b>						
Federal Grant Funds	218.4	283.2	378.3	212.2	-166.1	-43.9
<b>Total for Federal Resources</b>	<b>218.4</b>	<b>283.2</b>	<b>378.3</b>	<b>212.2</b>	<b>-166.1</b>	<b>-43.9</b>
<b><u>Intra-District Funds</u></b>						
Intra-District Funds	0.0	0.4	1.3	0.9	-0.4	-28.9
<b>Total for Intra-District Funds</b>	<b>0.0</b>	<b>0.4</b>	<b>1.3</b>	<b>0.9</b>	<b>-0.4</b>	<b>-28.9</b>
<b>Total Proposed FTEs</b>	<b>465.5</b>	<b>475.7</b>	<b>617.8</b>	<b>545.9</b>	<b>-72.0</b>	<b>-11.7</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table CF0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table CF0-3**

(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	22,484	21,688	29,072	27,171	-1,901	-6.5
12 - Regular Pay - Other	10,481	10,231	11,736	8,766	-2,970	-25.3
13 - Additional Gross Pay	826	684	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	6,546	6,710	8,145	7,752	-393	-4.8
15 - Overtime Pay	126	192	0	0	0	N/A
99 - Unknown Payroll Postings	0	-1	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>40,463</b>	<b>39,504</b>	<b>48,953</b>	<b>43,690</b>	<b>-5,263</b>	<b>-10.8</b>
20 - Supplies and Materials	212	214	657	650	-7	-1.1
30 - Energy, Comm. and Building Rentals	163	236	278	248	-30	-10.8
31 - Telephone, Telegraph, Telegram, Etc.	1,111	790	1,200	1,021	-179	-14.9
32 - Rentals - Land and Structures	9,429	5,007	2,031	867	-1,165	-57.3
34 - Security Services	594	398	398	931	533	133.9
35 - Occupancy Fixed Costs	89	151	1,258	792	-466	-37.0
40 - Other Services and Charges	6,510	9,477	26,556	30,559	4,003	15.1
41 - Contractual Services - Other	6,706	2,474	1,015	2,106	1,091	107.5
50 - Subsidies and Transfers	55,144	35,453	41,208	40,024	-1,185	-2.9
70 - Equipment and Equipment Rental	730	760	2,515	1,291	-1,225	-48.7
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>80,686</b>	<b>54,961</b>	<b>77,118</b>	<b>78,489</b>	<b>1,371</b>	<b>1.8</b>
<b>Gross Funds</b>	<b>121,149</b>	<b>94,465</b>	<b>126,071</b>	<b>122,179</b>	<b>-3,892</b>	<b>-3.1</b>

\*Percent change is based on whole dollars.

## Division Description

The Department of Employment Services operates through the following 5 divisions:

**Unemployment Insurance** – provides income replacement services for workers unemployed through no fault of their own so that they can maintain their purchasing power and thereby contribute to the economic stability of the Washington, D.C. metropolitan area.

This division contains the following 3 activities:

- **Tax Collections** – collects quarterly taxes from for-profit local employers and reimbursement payments from local non-profit employers, which finance the payment of weekly benefits to workers unemployed without fault;
- **Benefits** – provides cash payments to customers who are unemployed through no fault of their own and are able and available for work; and
- **Appeals** – pursuant to the Office of Administrative Hearings Establishment Act of 2001 (D.C. Law 14-76), this activity will now be conducted by the Office of Administrative Hearings (OAH).



**Labor Standards** – provides worker protection and dispute resolution services for the workers and employers of the District so that disputes are resolved fairly and the safety of the workplace is ensured.

This division contains the following 5 activities:

- **Office of Wage Hour** – enforces the District’s wage-hour laws through compliance audits for the benefit of private-sector employees so that they can be paid at least the minimum wage, required overtime, all earned and promised wages, living wage, and required sick leave;
- **Office of Occupational Safety and Health** – provides on-site consultation services, investigations, training, and program assistance to private-sector employers so that they can identify and correct workplace hazards;
- **Office of Workers’ Compensation** – processes claims and provides informal dispute resolution, insurance-coverage compliance monitoring, and related services to private-sector injured workers, employers, insurance carriers, and other stakeholders;
- **Administrative Hearings Division** – provides formal administrative hearings to employees, employers, and the District government so that rights and responsibilities are determined fairly, promptly, and in accordance with the workers’ compensation acts; and
- **Compensation Review Board** – provides administrative review of case decisions (compensation orders) issued by the Administrative Hearings Division and/or the Office of Workers’ Compensation.

**Workforce Development** – provides employment-related services for unemployed or underemployed persons so that they can achieve economic security.

This division contains the following 12 activities:

- **Senior Services** – provides subsidized employment placements to District residents who are both 55 years old or older and economically underprivileged so that they can develop or enhance their job skills and be placed in unsubsidized employment;
- **Program Performance Monitoring** – provides compliance, oversight, and technical assistance to training vendors, procurement staff, and departmental administrators;
- **Local Adult Training** – provides training programs that teach job skills that will facilitate in the expansion of employment opportunities for District adult residents;
- **Office of Apprenticeship Information and Training** – provides apprenticeship promotional services and assistance to District residents and apprenticeship sponsors, and administers the pre-apprenticeship program;
- **Transitional Employment** – provides employment-related services that will assist hard-to-employ District residents to become self-sufficient through the provision of an array of services;
- **Employer Services** – provides technical assistance, recruitment, referral, placement, planning, and oversight services to area employers/businesses so that they can hire qualified individuals;
- **One-Stop Operations** – provides comprehensive employment support, unemployment compensation, training services, and supportive services through a network of easily accessible locations;
- **Labor Market Information** – administers five Bureau of Labor Statistics programs and an Employment and Training Administration program under a Federal/State cooperative agreement;
- **Year-Round Youth Program** – provides year-round services to eligible youth to include subsidized employment, academic enrichment activities, and vocational training to prepare participants for the world of work;
- **Summer Youth Employment Program** – provides temporary, subsidized summer employment and academic enrichment activities and unsubsidized employment opportunities in the private sector to eligible District youth;
- **Mayor’s Youth Leadership Program** – administers a four-level youth leadership training and development program emphasizing citizenship and leadership skills; and
- **Statewide Activities** – includes 15 percent reserved for statewide activities including incentive grants, technical assistance, management information systems, evaluation, and "One-Stop" system building. In addition, permissible statewide activities include incumbent worker projects, authorized youth and adult activities, and additional system building. For additional information, please refer to the Workforce Investment Act, Public Law 105-220, which was signed into law August 7, 1998.

**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.

**Agency Financial Operations** – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This division is standard for agencies using performance-based budgeting.

### Division Structure Change

The Department of Employment Services has no division structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Division and Activity

Table CF0-4 contains the proposed FY 2013 budget by division and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table CF0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management</b>								
(1010) Personnel	-80	523	285	-238	2.3	4.0	4.0	0.0
(1015) Training and Employee Development	0	1,924	2,398	473	0.0	19.0	26.0	7.0
(1017) Labor Management Partnerships	41	67	55	-11	0.8	1.0	1.0	0.0
(1020) Contracting and Procurement	0	1,022	676	-347	0.0	6.0	6.4	0.4
(1030) Property Management	7,254	7,652	6,319	-1,333	3.9	5.0	5.0	0.0
(1040) Information Technology	4,321	5,387	5,037	-350	25.8	33.0	30.0	-3.0
(1050) Financial Management	0	97	0	-97	0.0	1.0	0.0	-1.0
(1060) Legal	333	0	0	0	0.0	0.0	0.0	0.0
(1070) Fleet Management	435	515	608	94	4.6	5.0	7.0	2.0
(1080) Communications	214	529	439	-90	4.6	6.0	5.0	-1.0
(1085) Customer Service	358	272	212	-60	6.2	6.0	5.0	-1.0
(1090) Performance Management	2,760	1,753	1,939	186	25.3	14.0	19.0	5.0
<b>Subtotal (1000) Agency Management</b>	<b>15,638</b>	<b>19,741</b>	<b>17,968</b>	<b>-1,773</b>	<b>73.5</b>	<b>99.9</b>	<b>108.2</b>	<b>8.4</b>
<b>(100F) Agency Financial Operations</b>								
(110F) Budget Operations	1,005	1,176	973	-203	7.0	11.0	9.0	-2.0
(120F) Accounting Operations	723	1,022	983	-39	7.2	9.9	10.0	0.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>1,728</b>	<b>2,197</b>	<b>1,955</b>	<b>-242</b>	<b>14.2</b>	<b>21.0</b>	<b>18.9</b>	<b>-2.0</b>
<b>(2000) Unemployment Insurance</b>								
(2100) Tax Collections	3,585	6,439	7,204	765	38.3	49.0	42.0	-7.0
(2200) Benefits	12,367	22,198	20,884	-1,314	61.8	95.0	76.0	-19.0
(2300) Appeals	1,000	500	0	-500	0.0	0.0	0.0	0.0
<b>Subtotal (2000) Unemployment Insurance</b>	<b>16,952</b>	<b>29,137</b>	<b>28,088</b>	<b>-1,049</b>	<b>100.2</b>	<b>144.0</b>	<b>118.0</b>	<b>-26.0</b>
<b>(3000) Labor Standards</b>								
(3200) Office of Wage Hour	332	585	529	-56	5.1	5.0	4.0	-1.0
(3300) Office of Occupational Safety and Health	355	495	565	70	4.8	5.0	6.0	1.0
(3400) Office of Workers' Compensation	8,073	14,034	11,302	-2,732	58.0	83.0	70.0	-13.0
(3500) OAH: Administrative Hearings Division	2,205	3,347	2,781	-566	22.0	31.0	22.0	-9.0
(3600) OAH: Compensation Review Board	907	1,433	1,491	58	11.5	16.0	14.0	-2.0
<b>Subtotal (3000) Labor Standards</b>	<b>11,872</b>	<b>19,894</b>	<b>16,667</b>	<b>-3,227</b>	<b>101.4</b>	<b>140.0</b>	<b>116.0</b>	<b>-24.0</b>

(Continued on next page)

**Table CF0-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(4000) Workforce Development</b>								
(4100) Senior Services	755	648	0	-648	0.8	2.0	0.0	-2.0
(4200) Program Performance Monitoring	7,607	12,063	6,189	-5,874	20.7	20.0	7.4	-12.6
(4250) Local Adult Training	0	0	8,299	8,299	0.0	0.0	11.6	11.6
(4300) Office of Apprenticeship Info and Training	771	693	688	-5	7.2	6.0	5.0	-1.0
(4400) Transitional Employment	8,351	11,301	9,377	-1,924	22.3	26.0	27.0	1.0
(4500) Employer Services	4,236	2,865	4,775	1,910	23.9	28.0	23.0	-5.0
(4600) One-Stop Operations	5,146	6,371	5,716	-656	66.5	85.0	65.7	-19.3
(4700) Labor Market Information	848	1,150	1,349	199	7.0	11.0	10.0	-1.0
(4810) Year Round Youth Program	5,170	7,401	8,741	1,340	17.6	19.0	19.0	0.0
(4820) Summer Youth Employment Program	12,726	11,564	11,371	-193	13.8	9.0	10.0	1.0
(4830) Mayors Youth Leadership Program	646	751	762	11	4.1	4.0	4.0	0.0
(4900) State-Wide Activities	2,019	293	232	-62	2.3	3.0	2.0	-1.0
<b>Subtotal (4000) Workforce Development</b>	<b>48,276</b>	<b>55,102</b>	<b>57,500</b>	<b>2,398</b>	<b>186.4</b>	<b>213.0</b>	<b>184.7</b>	<b>-28.3</b>
<b>Total Proposed Operating Budget</b>	<b>94,465</b>	<b>126,071</b>	<b>122,179</b>	<b>-3,892</b>	<b>475.7</b>	<b>617.8</b>	<b>545.9</b>	<b>-72.0</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 divisions, please see Schedule 30-PBB Program Summary by Activity in the FY 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Department of Employment Service's (DOES) proposed FY 2013 gross budget is \$122,178,700, which represents a 3.1 percent decrease from its FY 2012 approved gross budget of \$126,071,129. The budget is comprised of \$47,456,750 in Local funds, \$2,000,000 in Federal Payments, \$40,587,769 in Federal Grant funds, \$80,000 in Private Donation funds, \$30,875,503 in Special Purpose Revenue funds, and \$1,178,678 in Intra-District 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

DOES's FY 2013 CSFL budget is \$40,828,055, which represents a \$174,301, or 0.4 percent, increase over the FY 2012 approved Local funds budget of \$40,653,754.

### **Initial Adjusted Budget**

**Reduce:** The Local reduction of \$2,358,865 in Subsidies and Transfers (\$1,855,000 from the Year Round Youth Program) will be used to partially offset proposed increases. A reduction in Federal Grant funds will necessitate a reduction-in-force saving of \$12,299,448 in personal services costs. Of the 166.1 FTEs to be eliminated, 85 are positions that are currently filled. The fixed cost assessments for Energy, Rent, Security, and Occupancy will realize a net reduction of \$970,226 from the Department of General Services (DGS), and the Telecom assessment from the Office of Finance and Resource Management (OFRM) will be reduced by \$814,169. These reductions are part of the outcomes realized from the plans to close three One-Stop Shop operations. The greatest impact to service from these measures will be in Workforce Development programs, as fewer District residents will be served.

**Cost Increase:** The agency will add \$1,416,757 to Local funds in personal services for planned step increases, Fringe Benefits costs, and to increase FTEs by 14.6. This will partially offset the loss of Federal Grant funded FTEs. Other Services and Charges will increase by \$859,624 across multiple programs. In addition, Equipment and Supplies and Contractual Services will increase by \$55,685 and \$26,799 respectively. Federal Grant funds will realize an increase of \$276,571 in Subsidies and Transfers. Additional increases of \$190,893 in Equipment and \$173,013 in Other Services and Charges will be used across multiple programs. Special Purpose Revenue fund increases will be \$2,505,783 in Other Services and Charges and \$1,064,500 in Contracts. Fixed costs increases of \$634,778 for Telecom from OFRM and \$291,151 for Energy and Rent from DGS are projected.

**Cost Decrease:** DOES will decrease Federal Grant fund spending by \$20,603 in Supplies and Materials. Special Purpose Revenue decreases of \$1,463,539 in Equipment and \$1,202,245 in Subsidies and Transfers will partially offset increases without impacting the level of service. The agency will save \$519,298 in personal services by reducing FTEs by 5.1, and the fixed costs estimates from DGS for Security and Occupancy will decrease by \$448,682. Intra-District funds will decrease by \$126,161 and 0.4 FTE in personal services based on historical spending.

### **Additionally Adjusted Budget**

**Technical Adjustment:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$28,857 in Local funds, \$59,831 in Federal Grant funds, \$32,087 in Special Purpose Revenue funds, and \$170 in Intra-District funds.

### **Additional Adjustments**

**Cost Increase:** Federal Grant fund spending will decrease \$59,831 in Subsidies and Transfers to offset the increase in health insurance contribution.

### **Policy Initiatives**

**Create:** The agency will establish a new activity entitled Local Adult Training. This activity will be funded entirely by Local funds. Funding supporting this activity will comprise of \$7,553,710 in Subsidies and Transfers and \$745,042 in salaries and fringe benefits for 11.6 FTEs.

**Reduce:** DOES will reduce Local funds by \$7,553,710 in Subsidies and Transfers and 11.6 FTEs and \$745,042 in personal services in the Program Performance Monitoring program to support the newly created Local Adult Training activity. An additional reduction of \$2,000,000 will be made in the Transitional Employment program. The sum of all reductions will be allocated to other programs within the Workforce Development division.

**Cost Increase:** The agency will use Local funds to offset a portion of the reductions in Federal Grant funds. The personal services increase of \$6,100,000 for 85.0 FTEs will mainly be used for Career Centers to remain at the current service level, and \$400,000 will be used in Other Services and Charges for the Workforce Investment Council. \$2,000,000 in Local funds will be used to draw down federal reimbursements by providing eligible services to residents for the Supplemental Nutrition Assistance Program Employment and Training. \$100,000 in Local funds will be added for technical assistance and capacity building activities for contracted Year Round Youth Employment program vendors. In addition, a Federal Payment in the amount of \$2,000,000 will be used in the Workforce Development program for job training activities.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table CF0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table CF0-5**

(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>40,654</b>	<b>80.8</b>
Fringe Benefit Rate Adjustment	Multiple Programs	76	0.0
Consumer Price Index	Multiple Programs	71	0.0
Personal Services Growth Factor	Multiple Programs	27	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>40,828</b>	<b>80.8</b>
Reduce: Subsidies and Transfers	Multiple Programs	-2,359	0.0
Cost Increase: Additional FTEs, step increases and Fringe Benefit rates	Multiple Programs	1,417	14.6
Cost Increase: Other Services and Charges	Multiple Programs	860	0.0
Cost Increase: Equipment and Supplies	Multiple Programs	56	0.0
Cost Increase: Contractual Services	Workforce Development	27	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>40,828</b>	<b>95.4</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	29	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>40,857</b>	<b>95.4</b>
<b>FY 2013 Policy Initiatives</b>			
Create: Subsidies and Transfers for new Local Adult Training activity	Workforce Development	7,554	0.0
Create: Salary and Fringe Benefits for new Local Adult Training activity	Workforce Development	745	11.6
Reduce: Reduce Program Performance Monitoring (PPM) to support new Local Adult Training activity	Workforce Development	-7,554	0.0
Reduce: Subsidies and Transfers	Workforce Development	-2,000	0.0
Reduce: FTEs from PPM to new Local Adult Training activity	Workforce Development	-745	-11.6
Cost Increase: Personal services to partially offset Federal Grant reduction	Multiple Programs	6,100	85.0
Cost Increase: Eligible services to residents for the Supplemental Nutrition Assistance Program Employment and Training	Workforce Development	2,000	0.0
Cost Increase: Other Services and Charges	Workforce Development	400	0.0
Cost Increase: Year Round Youth Employment program vendors	Workforce Development	100	0.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>47,457</b>	<b>180.4</b>
<b>FEDERAL PAYMENTS: FY 2012 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: Job training activities	Workforce Development	2,000	0.0
<b>FEDERAL PAYMENTS: FY 2013 Proposed Budget and FTE</b>		<b>2,000</b>	<b>0.0</b>
<b>FEDERAL GRANT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>54,052</b>	<b>378.3</b>
Reduce: Reduction in Force	Multiple Programs	-12,299	-166.1
Reduce: Net effect on fixed costs assessments for Energy, Rent, Security, and Occupancy from DGS	Agency Management	-970	0.0
Reduce: Fixed cost estimate for Telecom from OFRM	Agency Management	-814	0.0
Cost Increase: Subsidies and Transfers	Multiple Programs	277	0.0
Cost Increase: Equipment	Multiple Programs	191	0.0
Cost Increase: Other Services and Charges	Agency Management	173	0.0
Cost Decrease: Supplies and Materials	Multiple Programs	-21	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>40,588</b>	<b>212.2</b>
Additional Adjustments: Reduce Subsidies and Transfers to offset health insurance contribution	Workforce Development	-60	0.0
Technical Adjustment: Health insurance contribution	Multiple Programs	60	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>40,588</b>	<b>212.2</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>40,588</b>	<b>212.2</b>

(Continued on next page)

**Table CFO-5 (Continued)**  
(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>PRIVATE DONATIONS: FY 2012 Approved Budget and FTE</b>		<b>80</b>	<b>0.0</b>
No Changes		0	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>80</b>	<b>0.0</b>
<b>PRIVATE DONATIONS: FY 2013 Proposed Budget and FTE</b>		<b>80</b>	<b>0.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE</b>		<b>29,981</b>	<b>157.5</b>
Cost Increase: Other Services and Charges	Multiple Programs	2,506	0.0
Cost Increase: Contractual Services	Agency Management	1,064	0.0
Cost Increase: Telecom assessment from OFRM	Agency Management	635	0.0
Cost Increase: Fixed cost estimates for Energy and Rent from DGS	Agency Management	291	0.0
Cost Decrease: Equipment	Multiple Programs	-1,464	0.0
Cost Decrease: Subsidies and Transfers	Multiple Programs	-1,202	0.0
Cost Decrease: Align personal services with cost projections	Multiple Programs	-519	-5.1
Cost Decrease: Fixed cost estimate for Security and Occupancy from DGS	Agency Management	-449	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>30,843</b>	<b>152.4</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	32	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>30,876</b>	<b>152.4</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>30,876</b>	<b>152.4</b>
<b>INTRA-DISTRICT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>1,305</b>	<b>1.3</b>
Cost Decrease: Align personal services with cost projections	Agency Management	-126	-0.4
<b>FY 2013 Initial Adjusted Budget</b>		<b>1,179</b>	<b>0.9</b>
Technical Adjustment: Health insurance contribution (less than \$500)	Multiple Programs	0	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>1,179</b>	<b>0.9</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>1,179</b>	<b>0.9</b>
<b>Gross for CFO - Department of Employment Services</b>		<b>122,179</b>	<b>545.9</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

### 1. Workforce Development Program (WDP)

**Objective 1:** Implement an Integrated Workforce System that will improve customer service for employers and job seekers.

## Workforce Development Program

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Target	FY 2013 Target	FY 2014 Target
KPI 1.1: Number of adult participants completing workforce development training program [New for FY 2011]	1,126*	1,290	1,597*	TBD	TBD	TBD
KPI 1.2: Number of SYEP youth participants referred to summer jobs	21,243	12,000	14,062	14,000	14,000	TBD
KPI 1.3: Percentage of unemployed adult customers placed in full-time unsubsidized employment	60.90%	Currently unavailable	Currently unavailable	TBD	TBD	TBD

\*KPI 1.1 data represents the following: numbers based on the date range listed below, of all adult and/or dislocated workers successfully completing training (300 series with a successful Completion Indicator).

Data Ranges: FY 2011 represents October 1, 2010 to September 30, 2011; FY 2010 represents October 1, 2009 to September 30, 2010.

KPI 1.2: The FY 2011 Actual and FY 2012 and FY 2013 Projected Targets have been impacted by legislative, administration, and budget changes that limit the number of SYEP participants.

### 2. Unemployment Insurance (UI) Program

**Objective 1:** Increase the efficiency and integrity of unemployment compensation benefits and unemployment tax services provided to unemployment insurance claimants and District employers through the creation and leveraging of technological solutions.

## Unemployment Insurance

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Target	FY 2013 Target	FY 2014 Target
KPI 1.1: Percentage of all first unemployment insurance payments made to eligible claimants within 14 days of the first compensable week-ending date [87 percent is the Federal Standard]	67.40%	87%	69.36%	87%	87%	TBD
KPI 1.2: District of Columbia re-employment rate as reported by USDOL	46.5%	56%	44.71%	60%	TBD	TBD

KPI 1.2 explanation: The Agency previously reported KPI 1.2 FY 2010 Actual as 43.70 percentage. USDOL now reports this result as 46.5 percentage. Please note that the performance data charts generated by USDOL regarding the re-employment query is based on data extracted from the UI database on the date and time this query is executed. Because the UI database is dynamic, charts based on data extracted at other times may differ since states occasionally submit amended reports. USDOL also attempts to verify outliers and correct obviously erroneous data from time to time. The run date for the FY 2010 re-employment percentage was Saturday, September 10, 2011.



### 3. Office of Policy, Performance and Economics (OPPE)

**Objective 1:** Increase the identification and implementation of best practice policies and continuous improvement, standard operating procedures, and utilization of tools with which to assess the future and economic state of jobs and job statutes; assess the viability of available jobs, unemployment, and wages to ensure the accuracy and efficiency of data collected across departments, offices, and programs.

#### Office of Policy, Performance and Economics

Measure	FY 2010 Actual	FY 2011 Actual	FY 2012 Target	FY 2013 Target	FY 2014 Target
Percentage of performance data validation accuracy [New for FY 2012]	Not Available	Not Available	TBD	TBD	TBD

\*Note: This measure will include a combination of the Program Year (July 1 to June 30) and Fiscal Year (Oct 1 to Sept 30) periods.

### 4. Labor Standards Program (LSP)

**Objective 1:** Provide a more efficient and effective system to prevent workers from exposure to unsafe working environments (Occupational Safety and Health Program) and from falling beneath an unacceptable income level at times of unemployment due to injury/illness (Workers' Compensation Program).

#### Labor Standards Program

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Target	FY 2013 Target	FY 2014 Target
Percentage of back wages collected from employers on valid complaints	99.86%	97%	97%	97%	97%	TBD
Percentage of workers compensation formal hearings resolved within 120 working days	84.03%	80%	80.09%	80%	80%	TBD

Note: FY 2011 YTD is through August 31, 2011.

### 5. Operations and Agency Management (Office of the Director)

**Objective 1:** Improve Office of the Director Management and Administration.

#### Operations and Agency Management

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Target	FY 2013 Target	FY 2014 Target
Percentage of agency-wide cost savings	Not Available	Not Available	Not Available	5%	10%	TBD

USDOL description: Facilitation of Re-employment; further, USDOL identifies re-employment as a core measure linked with the following: Percent of UI claimants who become re-employed within the quarter following their first UI payment.

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# Board of Real Property Assessments and Appeals

<http://brpaa.dc.gov>  
Telephone: 202-727-6860

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$1,062,693	\$1,631,000	\$1,663,264	2.0
FTEs	2.8	11.0	11.0	0.0

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The mission of the Board of Real Property Assessments and Appeals (BRPAA) is to conduct fair and impartial real property assessment appeal hearings and to ensure that appellants' real properties are assessed at 100 percent of market value.

## Summary of Services

The real property assessment appeals process provides a second-level administrative remedy for property owners to adjudicate property assessments prior to potential formal litigation in D.C. Superior Court.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table DA0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table DA0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	645	1,063	1,631	1,663	32	2.0
<b>Total for General Fund</b>	<b>645</b>	<b>1,063</b>	<b>1,631</b>	<b>1,663</b>	<b>32</b>	<b>2.0</b>
<b>Gross Funds</b>	<b>645</b>	<b>1,063</b>	<b>1,631</b>	<b>1,663</b>	<b>32</b>	<b>2.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table DA0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table DA0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	4.0	2.8	11.0	11.0	0.0	0.0
<b>Total for General Fund</b>	<b>4.0</b>	<b>2.8</b>	<b>11.0</b>	<b>11.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>4.0</b>	<b>2.8</b>	<b>11.0</b>	<b>11.0</b>	<b>0.0</b>	<b>0.0</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table DA0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table DA0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	229	157	936	849	-87	-9.2
12 - Regular Pay - Other	0	0	0	100	100	N/A
13 - Additional Gross Pay	0	15	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	52	33	188	207	20	10.4
15 - Overtime Pay	0	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>281</b>	<b>205</b>	<b>1,123</b>	<b>1,156</b>	<b>33</b>	<b>2.9</b>
20 - Supplies and Materials	6	10	20	12	-8	-37.5
30 - Energy, Comm. and Building Rentals	16	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	4	0	0	1	1	N/A
33 - Janitorial Services	9	0	0	0	0	N/A
34 - Security Services	4	0	0	0	0	N/A
35 - Occupancy Fixed Costs	11	0	0	0	0	N/A
40 - Other Services and Charges	314	842	478	366	-112	-23.5
41 - Contractual Services - Other	0	0	0	110	110	N/A
70 - Equipment and Equipment Rental	0	6	9	18	8	87.5
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>365</b>	<b>858</b>	<b>508</b>	<b>507</b>	<b>-1</b>	<b>-0.1</b>
<b>Gross Funds</b>	<b>645</b>	<b>1,063</b>	<b>1,631</b>	<b>1,663</b>	<b>32</b>	<b>2.0</b>

\*Percent change is based on whole dollars.

### Program Description

The Real Property Tax Appeals Commission operates through the following 3 programs:

**Real Property Appeals Process** – provides a second-level administrative remedy for property owners to adjudicate property assessments prior to formal litigation in the D.C. Superior Court.

This program contains the 2 following activities:

- **Appeals Process** – provides a second-level administrative remedy for property owners to adjudicate property assessments prior to formal litigation in the D.C. Superior Court. Under the Real Property Assessments Process program, the agency schedules all real property assessment appeals and coordinates the hearings process with board members to ensure that property assessments reflect 100 percent of fair market value; mails all decisions; performs inspections, as required, and renders solid decisions based on the actual condition of properties; and updates rules and regulations to include legislative revisions; and

- **Commission Operations** – a new activity to support direct Commission operations. This includes the development of Commission policies and procedures, direct office support, and Commission training and development.

**Real Property Outreach Education** – provides assessment appeal services and education to residents, communities, and businesses in the District of Columbia.

This program contains the following 2 activities:

- **Outreach Education** – provides assessment appeal services and education to residents, communities, and businesses in the District of Columbia; and
- **Commission Outreach** – A new activity established to support outreach operations to residents, communities and businesses in the District of Columbia provided directly by the Commission.

**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 Board of Real Property Assessments and Appeals has added two activities to its operation in an effort to segregate direct Commission Operations from overall agency operations.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table DA0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table DA0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1010) Personnel	3	6	6	0	0.0	0.0	0.0	0.0
(1015) Training and Employee Development	8	11	12	1	0.1	0.2	0.2	0.0
(1020) Contracting and Procurement	20	26	23	-3	0.2	0.4	0.4	0.0
(1030) Property Management	6	11	11	0	0.1	0.1	0.1	0.0
(1040) Information Technology	12	20	20	0	0.1	0.1	0.1	0.0
(1050) Communications	5	8	8	0	0.0	0.1	0.1	0.0
(1080) Communications	47	51	59	8	0.5	1.0	1.0	0.0
(1085) Customer Service	1	2	2	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Agency Management Program</b>	<b>103</b>	<b>135</b>	<b>141</b>	<b>6</b>	<b>1.0</b>	<b>1.9</b>	<b>1.8</b>	<b>0.0</b>
<b>(2000) Real Property Appeals Process</b>								
(2010) Appeals Process	948	633	362	-270	1.6	2.9	2.6	-0.4
(2020) Commission Operations	0	0	971	971	0.0	0.0	5.2	5.2
<b>Subtotal (2000) Real Property Appeals Process</b>	<b>948</b>	<b>633</b>	<b>1,333</b>	<b>700</b>	<b>1.6</b>	<b>2.9</b>	<b>7.8</b>	<b>4.8</b>
<b>(3000) Real Property Outreach Education</b>								
(3010) Outreach Education	11	863	71	-793	0.1	6.2	0.6	-5.6
(3020) Commission Outreach	0	0	119	119	0.0	0.0	0.8	0.8
<b>Subtotal (3000) Real Property Outreach Education</b>	<b>11</b>	<b>863</b>	<b>189</b>	<b>-674</b>	<b>0.1</b>	<b>6.2</b>	<b>1.4</b>	<b>-4.8</b>
<b>Total Proposed Operating Budget</b>	<b>1,063</b>	<b>1,631</b>	<b>1,663</b>	<b>32</b>	<b>2.8</b>	<b>11.0</b>	<b>11.0</b>	<b>0.0</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Board of Real Property Assessments and Appeals' (BRPAA) proposed FY 2013 gross budget is \$1,663,264, which represents a 2.0 percent increase over its FY 2012 approved gross budget of \$1,631,000. The budget is comprised entirely of Local funds.

BRPAA changed its program structure in FY 2012 from a Board structure, in which experts are paid stipends for their service, to a District-employee based structure.

### **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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

BRPAA's FY 2013 CSFL budget is \$1,658,801, which represents a \$27,801, or 1.7 percent, increase over the FY 2012 approved Local funds budget of \$1,631,000.

### **Initial Adjusted Budget**

**Create:** The proposed budget in Local funds includes \$685,160 to support the creation of two new activities, Commission Operations and Commission Outreach.

**Cost Increase:** The proposed budget in Local funds includes an increase in personal services of \$3,656.

**Cost Decrease:** The agency reduced \$688,817 from the Appeals Process and Outreach Education activities to offset the cost of two new activities. The funds transferred were from Regular Pay - Continuing Full Time, Other Services and Charges, Fringe Benefits - Current Personnel, and Supplies and Materials to create the Commission Outreach and Commission Operations activities.

### **Additionally Adjusted Budget:**

**Technical Adjustments:** Adjustments of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$4,463 in Local funds.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table DA0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table DA0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>1,631</b>	<b>11.0</b>
Fringe Benefit Rate Adjustment	Multiple Programs	13	0.0
Consumer Price Index	Multiple Programs	10	0.0
Personal Services Growth Factor	Multiple Programs	5	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>1,659</b>	<b>11.0</b>
Create: Creation of a new commission structure and two new activities (Commission Operations and Commission Outreach)	Multiple Programs	685	0.0
Cost Increase: Personal services	Agency Management Program	4	0.0
Cost Decrease: Offset the cost of creation of two new activities	Multiple Programs	-689	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>1,659</b>	<b>11.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	4	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>1,663</b>	<b>11.0</b>
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>1,663</b>	<b>11.0</b>
<b>Gross for DA0 - Board of Real Property Assessments and Appeals</b>		<b>1,663</b>	<b>11.0</b>



## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

**Objective 1:** Conduct efficient operations of the Commission's appeals process through scheduling, conduct and deliberations of appeals cases.

**Objective 2:** Improve service delivery through the greater use of technology.

**Objective 3:** Ensure that the appellant receives knowledgeable, accurate and complete assessment appeals decisions.

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## Agency Performance Measures

<b>Measure</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Target</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Projection</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>
Number of visitors to Commission website (in thousands)	Not Available	Not Available	11.859	25	50	75
Percentage of inquiries responded to within 48 hours	Not Available	Not Available	96.90%	100%	100%	100%
Percentage of inquiries responded to within 24 hours	Not Available	Not Available	85%	85%	95%	100%
Percentage of residential real property cases decided within 30 days	Not Available	Not Available	Not Available	Not Available	TBD	TBD
Percentage of commercial real property cases decided within 80 days	Not Available	Not Available	Not Available	Not Available	TBD	TBD

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# Department of Consumer and Regulatory Affairs

[www.dkra.dc.gov](http://www.dkra.dc.gov)  
Telephone: 202-442-4400

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$21,698,326	\$26,030,884	\$32,951,767	26.6
FTEs	233.3	267.0	279.0	4.5

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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.

## Summary of Services

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

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table CR0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table CR0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	15,499	7,624	10,041	16,365	6,325	63.0
Special Purpose Revenue Funds	16,752	14,074	15,990	16,586	596	3.7
<b>Total for General Fund</b>	<b>32,251</b>	<b>21,698</b>	<b>26,031</b>	<b>32,952</b>	<b>6,921</b>	<b>26.6</b>
<b>Intra-District Funds</b>						
Intra-District Funds	436	0	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>436</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>32,687</b>	<b>21,698</b>	<b>26,031</b>	<b>32,952</b>	<b>6,921</b>	<b>26.6</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table CR0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table CR0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	69.0	77.7	97.0	132.0	35.0	36.1
Special Purpose Revenue Funds	185.6	155.6	170.0	147.0	-23.0	-13.5
<b>Total for General Fund</b>	<b>254.6</b>	<b>233.3</b>	<b>267.0</b>	<b>279.0</b>	<b>12.0</b>	<b>4.5</b>
<b>Total Proposed FTEs</b>	<b>254.6</b>	<b>233.3</b>	<b>267.0</b>	<b>279.0</b>	<b>12.0</b>	<b>4.5</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table CR0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table CR0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	16,032	14,924	18,017	18,936	919	5.1
12 - Regular Pay - Other	207	88	149	125	-23	-15.8
13 - Additional Gross Pay	1,010	409	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	3,640	3,223	3,915	4,441	526	13.4
15 - Overtime Pay	267	243	129	201	72	55.8
<b>Subtotal Personal Services (PS)</b>	<b>21,157</b>	<b>18,888</b>	<b>22,210</b>	<b>23,704</b>	<b>1,494</b>	<b>6.7</b>
20 - Supplies and Materials	95	86	141	203	62	43.5
30 - Energy, Comm. and Building Rentals	28	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	370	1	389	389	0	0.0
32 - Rentals - Land and Structures	7,454	0	0	0	0	N/A
34 - Security Services	269	0	0	0	0	N/A
35 - Occupancy Fixed Costs	38	0	0	0	0	N/A
40 - Other Services and Charges	1,589	852	860	1,921	1,061	123.4
41 - Contractual Services - Other	1,661	1,858	2,415	6,682	4,268	176.7
70 - Equipment and Equipment Rental	25	13	16	53	37	227.2
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>11,530</b>	<b>2,811</b>	<b>3,821</b>	<b>9,248</b>	<b>5,427</b>	<b>142.0</b>
<b>Gross Funds</b>	<b>32,687</b>	<b>21,698</b>	<b>26,031</b>	<b>32,952</b>	<b>6,921</b>	<b>26.6</b>

\*Percent change is based on whole dollars.

### Division Description

The Department of Consumer and Regulatory Affairs operates through the following 7 divisions:

**Licensing** – serves as a central point of the agency’s customer service intake and issuance responsibilities for business, corporate, and professional licenses, and for compliance with business regulations.

This division contains the following 4 activities:

- **Business Service Center** – provides a public-facing office where customers can inquire about, apply for, and receive business licenses and vending licenses, and can register corporations;
- **License and Registration Renewal** – processes and conducts research for business license applications, renewals, and certifications for businesses seeking to conduct business in the District;
- **Occupational and Professional Licenses** – develops licensing standards, administers examinations, processes license applications, makes recommendations for board rulings, issues licenses and certificates, and provides technical support and administrative assistance; and

- **Corporations** – protects the health, safety, and welfare of the residents of the District of Columbia and the community through maintenance services and timely registration, including trade name registration of corporations, limited liability companies, and partnerships conducting affairs within the District of Columbia.

**Enforcement** - coordinates and monitors enforcement of violations cited by the agency's regulatory programs, and works closely with the Office of the Attorney General to ensure that actions taken are legally sufficient. The division also registers vacant properties to encourage their return to productive use and condemns existing properties for the existence of unsafe and deteriorating conditions.

This division contains the following 6 activities:

- **Enforcement Unit** – processes all civil infractions with the Office of Administrative Hearings, represents DCRA in most civil proceedings, collects fines, and places property liens on unpaid fines;
- **Regulatory Investigations** – investigates unlicensed business activity;
- **Rehabilitation** – abates housing and building code violations when cited property owners fail to do so, processes abatement contracts, and collects unpaid abatement costs;
- **Vacant Property** – registers vacant properties in the District of Columbia and condemns properties that endanger the health or lives of the occupants or persons living in the vicinity;
- **Weights and Measures** – inspects all commercially used weighing and measuring devices in the District of Columbia; and
- **Consumer Protection** – serves as the District of Columbia's central clearinghouse for consumer complaints, mediates disagreements between consumers and businesses, and investigates claims of illegal and unfair trade practices.

**Inspections** – protects District residents and visitors and ensures habitable housing by performing residential inspections and by inspecting construction sites for code compliance and proper permits, manages the District's third-party inspection program, monitors elevators and boilers in District buildings, and maintains the District's building codes to ensure that the District's state-of-the-art and unique buildings are structurally sound.

This division contains the following 3 activities:

- **Building Inspection** – manages commercial building and permit-related inspection requests and issues citations for violations of the District's Building Codes and District's Zoning Regulations to correct construction code violations;
- **Residential Inspections** – manages inspection requests for residential properties and issues citations of housing code violations; and
- **Construction Compliance** – manages and coordinates revisions to the District's building and trade codes to meet current demands for adequate and safe construction and the maintenance of new and existing building structures as outlined by the International Code Council Family of Codes.

**Permitting** – certifies compliance with current building and land use codes, manages a consolidated permit application intake center hosting multiple agencies, issues permits for District construction projects, and maintains land records.

This division contains the following 5 activities:

- **Plan Review** – conducts technical building plan reviews for approval and issues building permits;
- **Homeowner Center** – functions as a dedicated resource center for homeowners conducting small interior and exterior renovations of their personal residences;
- **Development Ambassador** – assists large-scale projects through the permit processing to the issuance of a permit;

- **Permits** – serves as the District’s central intake and issuance center for building permits and certificates of occupancy; and
- **Surveyor** – produces and maintains the District’s land records.

**Zoning and Construction Compliance** – interprets and enforces the District’s zoning regulations.

**Agency Management** – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using division-based budgeting.

**Agency Financial Operations** – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This division is standard for all agencies using division-based budgeting.

### Division Structure Change

The Department of Consumer and Regulatory Affairs has no division structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Division and Activity

Table CR0-4 contains the proposed FY 2013 budget by division and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table CR0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Administrative Services</b>								
(1010) Personnel	340	225	236	10	2.6	2.0	2.0	0.0
(1015) Training and Employee Development	-5	0	0	0	0.0	0.0	0.0	0.0
(1020) Contracting and Procurement	154	134	139	5	1.9	2.0	2.0	0.0
(1030) Property Management	138	178	183	5	1.8	2.0	2.0	0.0
(1040) Information Technology	1,420	1,520	1,921	401	10.5	12.0	13.0	1.0
(1055) Risk Management	267	337	355	18	3.5	4.0	4.0	0.0
(1060) Legal	32	101	103	2	0.8	1.0	1.0	0.0
(1070) Fleet Management	180	277	194	-83	1.0	1.0	1.0	0.0
(1080) Communications	106	0	0	0	1.7	0.0	0.0	0.0
(1085) Customer Service	889	927	912	-15	12.1	12.0	12.0	0.0
(1090) Performance Management	917	933	998	65	7.4	8.0	8.0	0.0
<b>Subtotal (1000) Administrative Services</b>	<b>4,438</b>	<b>4,633</b>	<b>5,040</b>	<b>407</b>	<b>43.3</b>	<b>44.0</b>	<b>45.0</b>	<b>1.0</b>
<b>(100F) Agency Financial Operations</b>								
(110F) Budget Operations	260	270	455	185	1.9	2.0	4.0	2.0
(120F) Accounting Operations	397	456	427	-29	4.6	5.0	5.0	0.0
(130F) ACFO Operations	339	372	431	59	2.8	3.0	3.0	0.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>996</b>	<b>1,098</b>	<b>1,312</b>	<b>214</b>	<b>9.4</b>	<b>10.0</b>	<b>12.0</b>	<b>2.0</b>

(Continued on next page)

**Table CR0-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(2000) Permitting</b>								
(2020) Plan Review	2,279	2,379	2,315	-64	23.8	26.0	25.0	-1.0
(2025) Homeowner Center	86	62	68	6	1.7	1.0	1.0	0.0
(2030) Development Ambassador	233	329	841	512	3.5	4.0	5.0	1.0
(2040) Regulatory Investigations	4	0	0	0	0.0	0.0	0.0	0.0
(2050) Permits	914	868	880	12	11.8	13.0	13.0	0.0
(2060) Surveyor	696	689	711	22	7.0	8.0	8.0	0.0
<b>Subtotal (2000) Permitting</b>	<b>4,212</b>	<b>4,327</b>	<b>4,815</b>	<b>488</b>	<b>47.9</b>	<b>52.0</b>	<b>52.0</b>	<b>0.0</b>
<b>(3000) Enforcement</b>								
(3020) Scheduling and Enforcement Unit	21	267	274	6	2.6	3.0	3.0	0.0
(3025) Vacant Property	126	291	397	106	3.4	4.0	6.0	2.0
(3045) Regulatory Investigations	918	847	948	101	8.5	9.0	10.0	1.0
(3050) Rehabilitation	29	1,009	4,815	3,806	0.0	9.0	9.0	0.0
(3055) Consumer Protection	146	175	263	89	1.7	2.0	3.0	1.0
(3060) Weights and Measures	227	292	318	26	3.4	4.0	4.0	0.0
<b>Subtotal (3000) Enforcement</b>	<b>1,467</b>	<b>2,881</b>	<b>7,014</b>	<b>4,133</b>	<b>19.6</b>	<b>31.0</b>	<b>35.0</b>	<b>4.0</b>
<b>(4000) Inspection</b>								
(3010) Building Inspections Division	2,826	3,095	2,973	-121	33.5	36.0	34.0	-2.0
(3080) Residential Inspections	1,290	2,239	2,397	159	25.5	30.0	31.0	1.0
(3095) Construction Compliance	226	309	312	2	3.4	4.0	4.0	0.0
<b>Subtotal (4000) Inspection</b>	<b>4,342</b>	<b>5,643</b>	<b>5,683</b>	<b>40</b>	<b>62.4</b>	<b>70.0</b>	<b>69.0</b>	<b>-1.0</b>
<b>(6000) Zoning and Construction Compliance</b>								
(6010) Zoning Administrator	919	1,106	1,134	28	10.7	12.0	12.0	0.0
<b>Subtotal (6000) Zoning and Construction Compliance</b>	<b>919</b>	<b>1,106</b>	<b>1,134</b>	<b>28</b>	<b>10.7</b>	<b>12.0</b>	<b>12.0</b>	<b>0.0</b>
<b>(7000) Licensing</b>								
(2070) Business Service Center	320	409	415	6	4.4	5.0	5.0	0.0
(2080) Corporation Division	662	1,204	1,521	318	6.8	10.0	13.0	3.0
(2090) License and Registration Renewal	1,266	1,221	1,744	522	16.2	19.0	18.0	-1.0
(2095) Occupational and Professional Licensing	3,077	3,509	4,273	765	12.8	14.0	18.0	4.0
<b>Subtotal (7000) Licensing</b>	<b>5,324</b>	<b>6,343</b>	<b>7,954</b>	<b>1,611</b>	<b>40.1</b>	<b>48.0</b>	<b>54.0</b>	<b>6.0</b>
<b>Total Proposed Operating Budget</b>	<b>21,698</b>	<b>26,031</b>	<b>32,952</b>	<b>6,921</b>	<b>233.3</b>	<b>267.0</b>	<b>279.0</b>	<b>12.0</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 divisions, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Department of Consumer and Regulatory Affairs' (DCRA) proposed FY 2013 gross budget is \$32,951,767, which represents a 26.6 percent increase over its FY 2012 approved gross budget of \$26,030,884. The budget is comprised of \$16,365,311 in Local funds and \$16,586,456 in Special Purpose Revenue funds.

### **Current Service 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

DCRA's FY 2013 CSFL budget is \$10,201,544, which represents a \$160,963, or 1.6 percent, increase over the FY 2012 approved Local funds budget of \$10,040,581.

### **Initial Adjusted Budget**

**Enhance:** Local funds increased by \$1,014,729 and 9.0 FTEs to promote a fair market-place initiative that supports consumer education outreach services and may serve as a clearing house for consumer complaints.

**Cost Increase:** \$80,006 in Local funds to support salary, steps, and Fringe Benefits cost increases, and \$2,160,301 in Special Purpose Revenue funds to align with revenue estimates.

**Cost Decrease:** \$80,006 in Local funds reflects the changes in Contractual Services – Other and Other Services and Charges to offset the increase in personal services.

**Technical Adjustment:** \$1,508,349 and 23.0 FTEs increase in Local funds, and the same decrease in Special Purpose Revenue funds, is a result of a shift of the Nuisance Abatement initiative to Local funds.

### **Additionally Adjusted Budget**

**Technical Adjustment:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$47,518 in Local funds and \$38,201 in Special Purpose Revenue funds.

### **Policy Initiatives**

**Technical Adjustment:** \$3,500,000 in Local funds for the Enforcement program to maintain the Nuisance Abatement initiative previously funded through Capital funds.

**Cost Increase:** \$96,000 and 2.0 FTEs to identify more vacant properties, \$94,000 in Local funds to fund Bill 19-80, the Accountant Mobility Act of 2011, \$72,000 and 1.0 FTE to support a Rental Housing Non-compliance initiative, \$20,000 in One-Time implementation costs for 2 motor fuels testing devices of \$10,000 each, and \$8,000 for recurring costs for maintaining and calibrating the testing equipment.

**Cost Decrease:** \$196,829 in Local fund to align the Contractual Services budget with projected expenditures, and \$94,000 in Special Purpose Revenue to also align the contractual services budget with expected revenue in FY 2013.



## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table CR0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table CR0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>10,041</b>	<b>97.0</b>
Fringe Benefit Rate Adjustment	Multiple Programs	109	0.0
Consumer Price Index	Multiple Programs	16	0.0
Personal Services Growth Factor	Multiple Programs	36	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>10,202</b>	<b>97.0</b>
Enhance: Increase in personal services to promote a fair market-place through consumer education outreach services	Multiple Programs	1,015	9.0
Cost Increase: In personal services due to salary steps and Fringe Benefits cost increases	Multiple Programs	80	0.0
Cost Decrease: In nonpersonal services to absorb salary, steps and Fringe Benefits cost increases	Multiple Programs	-80	0.0
Technical Adjustments: Shift of FTEs from Special Purpose Revenue funds, Nuisance Abatement Initiative	Enforcement	1,508	23.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>12,725</b>	<b>129.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	48	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>12,772</b>	<b>129.0</b>
<b>FY 2013 Policy Initiatives</b>			
Technical Adjustment: To maintain Nuisance Abatement initiative previously funded by Capital funds	Enforcement	3,500	0.0
Cost Increase: To identify vacant properties in the District	Enforcement	96	2.0
Cost Increase: To fund Bill 19-80, Accountant Mobility Act of 2011	Licensing	94	0.0
Cost Increase: To support rental housing non-compliance initiative	Enforcement	72	1.0
Cost Increase: One-time implementation costs for testing devices	Enforcement	20	0.0
Cost Increase: For maintenance of testing equipment	Enforcement	8	0.0
Cost Decrease: To align Contractual Services budget with projected expenditures	Administrative Services	-197	0.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>16,365</b>	<b>132.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE</b>		<b>15,990</b>	<b>170.0</b>
Cost Increase: In nonpersonal services due to increase in projected revenue	Multiple Programs	2,160	0.0
Technical Adjustments: Shift FTEs to Local funds	Enforcement	-1,508	-23.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>16,642</b>	<b>147.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	38	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>16,680</b>	<b>147.0</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Decrease: To align contractual services budget with expected revenue	Licensing	-94	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>16,586</b>	<b>147.0</b>
<b>Gross for CR0 - Department of Consumer and Regulatory Affairs</b>		<b>32,952</b>	<b>279.0</b>

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

Department of Consumer and Regulatory Affairs

FY 2013 Proposed Budget and Financial Plan

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

### 1. Business and Professional Licensing Administration (BPLA)

**Objective 1:** Maintain efficient licensing operations.

**Objective 2:** Manage corporate registration and maintenance services.

**Objective 3:** Ensure compliance with licensing requirements.

### Business and Professional Licensing Administration (BPLA)

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of business license applications submitted online (new and renewal)	7%	60%	16.59%	80%	90%	92%
Percentage of business licenses issued within 45 business days	Baseline Year	50%	42.54%	70%	85%	87%
Percentage of professional license applications submitted online (new and renewal)	68%	60%	90.88%	80%	90%	92%
Percentage of corporate filings submitted online	0%	60%	11.14%	65%	70%	75%
Percentage of occupational and professional license renewals processed in three days (when a complete application is submitted)	95%	100%	90%	97%	98%	98%
Percentage of regulatory investigations resulting in the issuance of a notice of infraction	99%	60%	23.08%	87%	85%	85%
Percentage of businesses that have obtained a business license after being issued a notice of infraction	Baseline Year	60%	9.90%	70%	80%	80%
Percentage of pre-license investigations conducted by regulatory investigations within five business days	95%	85%	95.73%	90%	95%	95%
Percentage of weighing and measuring devices approved	98%	80%	96.09%	85%	90%	90%

### 2. Permit Operations

**Objective 1:** Ensure building plans comply with construction codes.

**Objective 2:** Provide superior customer service in the Permit Center.

**Objective 3:** Manage and maintain District land records.

## Permit Operations

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Average length of customer wait in Permit Center (minutes)	17	16	57.39	15	15	15
Percentage of walk through applications processed same day	Not Available	70%	61.03%	75%	80%	82%
Percentage of green building plan review completed within 30 days	Not Available	95%	100%	97%	99%	99%
Percentage of filed plan reviews completed on-time	91.7%	94%	94%	95%	96%	97%
Percentage of TPR project reviews by DCRA Technical Review within 15 business days	Not Available	80%	77.85%	85%	90%	92%
Percentage of building plats utilizing expedited review service	11%	20%	22.07%	30%	35%	37%
Percentage of applications submitted online	Not Available	Baseline	15.05%	TBD	TBD	TBD
Percentage of all permit applications held for correction	Not Available	TBD	Baseline	TBD	TBD	TBD
Percentage of permits issued online (postcard, supplemental, eHOP)	Not Available	TBD	13.47%	TBD	TBD	TBD
Percentage of permits issued on the same day as application <sup>1</sup>	Not Available	Baseline	Baseline	TBD	TBD	TBD

eHOP = electronic Home Occupancy Permit

TPR: Third Party Review

### Performance Plan Endnotes:

1. Industry Standard Measure: ICMA reports that in FY 2009, 54 percent of permits issued in jurisdictions with over 100,000 in population were issued on the date of application. The 57 jurisdictions surveyed issued a mean 16,621 building permits in FY 2009.

### 3. Office of Zoning Administrator

**Objective 1:** Enhance applicant and general citizen satisfaction through timely, efficient and accurate application zoning conformance review processes.

**Objective 2:** Pursue enforcement of verified zoning violations through timely and forceful action to achieve compliance.

## Office of the Zoning Administrator

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of Certificate of occupancy applications receiving OZA initial review from the application date, in compliance with timelines (30 business days)	86%	95%	93.20%	95%	95%	95%
Percentage of HOPs issued within 10 business days of application submission	Not available	90%	84.25%	90%	95%	95%
Percentage of successful defenses of appeals of Zoning Administrator decisions before the BZA	88%	90%	77.78%	75%	78%	79%
Percentage of complaint-initiated enforcement actions occurring within 60 days of receipt of concern	51%	70%	773.63%	80%	90%	92%

#### 4. Inspections

Objective 1: Manage an efficient combination inspection program.

Objective 2: Manage an efficient housing inspection program.

Objective 3: Develop a premier specialty inspections program.

### Inspections

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Number of units inspected by Proactive Inspections Team	1,718	2,500	2,075	2,500	2,500	2,500
Percentage of complaint-related inspections conducted within 3-5 days of the request	Not Available	75%	78.83%	80%	85%	85%
Percentage of permit-related inspections completed within 48 hours of request	94%	100%	93.53%	87%	90%	90%
Number of Quality Control inspections performed on Third-Party Inspections	Not Available	Baseline	165	TBD	TBD	TBD
Percentage of Third-Party Inspection agencies with quality control audits found to be in compliance	Not Available	Baseline	69.70%	TBD	TBD	TBD
Percentage reduction in the number of illegal construction cases dismissed at the initial DCRA appeal hearing	Not Available	10%	17.40%	10%	10%	10%
Percentage of inspections completed as scheduled	81%	80%	92.0%	82%	85%	85%
Average number of inspections per inspector daily	Not Available	TBD	6.46	TBD	TBD	TBD
Average number of Housing inspections per inspector daily	Not Available	TBD	Not Available	TBD	TBD	TBD
Average number of Construction inspections per inspector daily	Not Available	TBD	Not Available	TBD	TBD	TBD

## 5. Enforcement and Legislative Affairs

Objective 1: Provide efficient and effective regulatory and compliance processes.

Objective 2: Protect the health and safety of people who visit, live, and work in the District of Columbia.

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### Enforcement and Legislative Affairs

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<b>Measure</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Target</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Projection</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>
Total number of vacant properties	2,896	3,400	6,529	3,200	3,000	TBD
Percentage of registered vacant properties (includes properties that are registered and exempt)	62.5%	75%	46.81%	80%	85%	TBD
Percentage of rate of return on special assessments filed	Not Available	Baseline	68.46%	TBD	TBD	TBD
Total dollar amount of Special Assessments collected	\$597,556	\$1,600,000	\$2,404,486.14	\$1,900,000	\$2,000,000	TBD
Percentage of cases "won" with OAH finding of liability ("upheld")	44%	80%	42.15%	85%	90%	TBD
Total dollar amount of tax liens collected	\$888,697	Baseline	\$203,648.78	TBD	TBD	TBD
Number of blighted properties reported to OTR	300	220	1,034	210	200	TBD
Percentage of DCRA abatements completed within 30 days	77%	70%	82.34%	75%	80%	TBD

OAH: Office of Administrative Hearings

OTR: Office of Tax and Revenue

## 6. Agency Management

**Objective 1:** Maintain a qualified, healthy, and highly motivated workforce.

**Objective 2:** Increase public awareness of DCRA programs and services.

**Objective 3:** Manage agency performance and integrity.

**Objective 4:** Provide excellent customer service.

**Objective 5:** Support the agency by managing facilities, resources, and reducing risks to agency assets.

**Objective 6:** Expand and maintain technology infrastructure.

**Objective 7:** Manage the Construction Codes Coordinating Board (CCCB).

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### Agency Management

<b>Measure</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Target</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Projection</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>
Percentage of OIG inquiries completed timely	95%	100%	92.31%	100%	100%	N/A
Percentage of FOIA requests completed timely	71.5%	90%	52.28%	95%	95%	N/A

FOIA: Freedom of Information Act

OIG: Office of the Inspector General

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# Office of the Tenant Advocate

<http://ota.dc.gov>

Telephone: 202-719-6560

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$1,755,446	\$1,923,771	\$2,063,971	7.3
FTEs	13.3	13.5	15.0	11.1

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The mission of the Office of the Tenant Advocate (OTA) is to provide technical advice and other legal services to tenants regarding disputes with landlords; to educate and inform the tenant community about tenant rights and rental housing matters; to advocate for the rights and interests of District renters in the legislative, regulatory, and judicial contexts; and to provide financial assistance for certain emergency housing and tenant relocation expenses as defined in the Housing Assistance Fund statute.

## Summary of Services

The OTA provides a range of services to the tenant community to further each aspect of its mission. (1) OTA advises tenants on resolving disputes with landlords, identifies legal issues and the rights and responsibilities of tenants and landlords, and provides legal and technical assistance for further action such as filing tenant petitions. (2) OTA provides in-house representation for tenants in certain cases, and refers other cases to pro bono or contracted legal service providers and attorneys. (3) OTA works with other governmental and non-governmental officials and entities, including the District Council, the Mayor's office, executive agencies, the courts, tenant stakeholders, advocates, and others, to promote better tenant protection laws and policies in the District. (4) OTA conducts educational seminars in a variety of contexts to inform tenants about their rights and other rental housing concerns. (5) OTA provides financial assistance for certain emergency housing and relocation expenses to tenants displaced by fires, floods, or government closures.

The FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table CQ0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table CQ0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	539	560	1,924	2,064	140	7.3
Special Purpose Revenue Funds	1,780	1,195	0	0	0	N/A
<b>Total for General Fund</b>	<b>2,319</b>	<b>1,755</b>	<b>1,924</b>	<b>2,064</b>	<b>140</b>	<b>7.3</b>
<b>Gross Funds</b>	<b>2,319</b>	<b>1,755</b>	<b>1,924</b>	<b>2,064</b>	<b>140</b>	<b>7.3</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table CQ0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table CQ0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	4.3	7.4	13.5	15.0	1.5	11.1
Special Purpose Revenue Funds	9.6	6.0	0.0	0.0	0.0	N/A
<b>Total for General Fund</b>	<b>13.8</b>	<b>13.3</b>	<b>13.5</b>	<b>15.0</b>	<b>1.5</b>	<b>11.1</b>
<b>Total Proposed FTEs</b>	<b>13.8</b>	<b>13.3</b>	<b>13.5</b>	<b>15.0</b>	<b>1.5</b>	<b>11.1</b>



## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table CQ0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table CQ0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	936	916	942	1,061	120	12.7
12 - Regular Pay - Other	27	16	14	0	-14	-100.0
13 - Additional Gross Pay	21	13	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	224	230	170	285	115	67.4
15 - Overtime Pay	6	2	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>1,213</b>	<b>1,176</b>	<b>1,126</b>	<b>1,347</b>	<b>220</b>	<b>19.6</b>
20 - Supplies and Materials	39	0	22	22	0	0.1
31 - Telephone, Telegraph, Telegram, Etc.	31	13	38	0	-38	-100.0
32 - Rentals - Land and Structures	171	0	0	0	0	N/A
35 - Occupancy Fixed Costs	1	0	0	0	0	N/A
40 - Other Services and Charges	129	542	290	375	85	29.4
41 - Contractual Services - Other	736	24	434	310	-125	-28.7
50 - Subsidies and Transfers	0	0	10	2	-8	-75.0
70 - Equipment and Equipment Rental	0	0	2	8	5	200.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>1,106</b>	<b>579</b>	<b>797</b>	<b>717</b>	<b>-80</b>	<b>-10.1</b>
<b>Gross Funds</b>	<b>2,319</b>	<b>1,755</b>	<b>1,924</b>	<b>2,064</b>	<b>140</b>	<b>7.3</b>

\*Percent change is based on whole dollars.

## Program Description

The Office of the Tenant Advocate operates through the following 6 programs:

**Legal Representation** – implements the agency’s statutory duty to represent tenants, at its discretion and as it determines to be in the public interest, in Federal or District judicial or administrative proceedings.

This program contains the following 3 activities:

- **In-House Legal Representation** – provides in-house legal representation in certain “high-impact” cases if certain criteria are met, and refers other clients to *pro bono* or contracted legal service providers and attorneys or assists them in finding other representation;
- **Scheduling and Enforcement** – provides advice and analysis regarding legal rights in response to individual tenant inquiries regarding disputes with their landlords. Assists tenants in completing and filing tenant petitions and drafting other court documents. Provides in-house legal representation based on public interest impact and as resources allow; or provides funding for other legal service providers; or otherwise assists tenants in finding representation for court and administrative proceedings; and
- **Housing Service Center** – provides a web-based “Ask the Director” forum and responds to Mayoral, Council, inter-agency, and community inquiries about tenant rights and rental housing law.

**Legal Advocacy Program** – provides support to community-based programs that inform tenants regarding their legislative and regulatory legal protections. It serves as the legal expert on all legislation relating to tenant rights, other affordable housing, tenant, and housing-related laws. The agency tracks legislative and regulatory issues and recommends appropriate changes.

**OTA Educational Institute** – provides a more formal series of educational and outreach forums with educational material regarding rental housing laws, rules, and policies, especially rights to petition and to form tenant associations.

**Emergency Housing** – implements the agency’s statutory duty to “provide emergency housing and relocation assistance to qualified tenants” in certain situations by:

- Providing financial assistance to temporarily house tenants displaced by fires, floods, or government closures;
- Providing assistance to tenants regarding the packing, moving and storing of personal possessions;
- Providing first month’s rent, security and/ or utility deposits, and application fees for replacement rental housing; and
- Coordinating with other District agencies and community-based organizations to ensure that displaced tenants receive appropriate services.

**Case Management Administration and Community Outreach** – implements the agency’s statutory duty to advise tenants and tenant organizations on filing complaints and petitions, including petitions in response to disputes with landlords.

This program contains the following 2 activities:

- **Case Management Administration** – provides legal and technical assistance to tenants regarding rental housing disputes with landlords, including identifying legal issues and the tenant’s and the landlord’s respective rights and responsibilities, and assisting with follow-up action items, such as completing and filing tenant petitions and monitoring rental housing case hearings; and

- **Community Outreach** – provides outreach and educational programs regarding tenant rights and rental housing matters and sends “rapid response” letters to tenants affected by certain administrative actions to apprise them of their rights and of the OTA’s availability to provide further assistance.

**Administrative Services** – Provides for administrative support and the required tools to achieve operational and programmatic results. The program is standard for all agencies using performance-based budgeting. The Administrative Services program performs the agency management functions for the agency.

**Program Structure Change**

The Office of Tenant Advocate has eliminated the Housing Assistance Community Service program and added two programs in FY 2013: the Emergency Housing program and the Case Management Administration and Community Outreach program.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table CQ0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table CQ0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Administrative Services</b>								
(1030) Property Management	-1	0	0	0	0.0	0.0	0.0	0.0
(1040) Information Technology	0	38	17	-21	0.0	0.0	0.0	0.0
(1090) Performance Management	387	327	407	80	4.4	3.5	4.0	0.5
<b>Subtotal (1000) Administrative Services</b>	<b>386</b>	<b>365</b>	<b>424</b>	<b>59</b>	<b>4.4</b>	<b>3.5</b>	<b>4.0</b>	<b>0.5</b>
<b>(2000) Housing Assistance Community Service Program</b>								
(2010) Housing Assistance Community Service Program	681	561	0	-561	4.9	4.0	0.0	-4.0
<b>Subtotal (2000) Housing Assistance Community Service Program</b>	<b>681</b>	<b>561</b>	<b>0</b>	<b>-561</b>	<b>4.9</b>	<b>4.0</b>	<b>0.0</b>	<b>-4.0</b>
<b>(3000) Legal Representation</b>								
(3010) Housing Assistance	503	273	0	-273	3.0	3.0	0.0	-3.0
(3015) In-House Legal Representation	0	0	519	519	0.0	0.0	5.0	5.0
(3020) Scheduling and Enforcement Unit	0	168	45	-123	0.0	0.0	0.0	0.0
(3030) Housing Service Center	0	328	260	-69	0.0	1.0	0.0	-1.0
<b>Subtotal (3000) Legal Representation</b>	<b>503</b>	<b>769</b>	<b>824</b>	<b>55</b>	<b>3.0</b>	<b>4.0</b>	<b>5.0</b>	<b>1.0</b>
<b>(4000) Legal Advocacy Program</b>								
(4010) Legal Advocacy Program	186	109	123	14	1.0	1.0	1.0	0.0
(4020) Research and Development	0	19	0	-19	0.0	0.0	0.0	0.0
<b>Subtotal (4000) Legal Advocacy Program</b>	<b>186</b>	<b>128</b>	<b>123</b>	<b>-5</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>
<b>(5000) OTA Educational Institute</b>								
(5010) OTA Educational Institute	0	100	106	5	0.0	1.0	1.0	0.0
<b>Subtotal (5000) OTA Educational Institute</b>	<b>0</b>	<b>100</b>	<b>106</b>	<b>5</b>	<b>0.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>
<b>(6000) Emergency Housing</b>								
(6010) Emergency Housing	0	0	250	250	0.0	0.0	0.0	0.0
<b>Subtotal (6000) Emergency Housing</b>	<b>0</b>	<b>0</b>	<b>250</b>	<b>250</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(8000) Case Management Admin and Comm Outreach</b>								
(8010) Case Management Administration	0	0	287	287	0.0	0.0	4.0	4.0
(8020) Community Outreach	0	0	50	50	0.0	0.0	0.0	0.0
<b>Subtotal (8000) Case Management Admin and Comm Outreach</b>	<b>0</b>	<b>0</b>	<b>337</b>	<b>337</b>	<b>0.0</b>	<b>0.0</b>	<b>4.0</b>	<b>4.0</b>
<b>Total Proposed Operating Budget</b>	<b>1,755</b>	<b>1,924</b>	<b>2,064</b>	<b>140</b>	<b>13.3</b>	<b>13.5</b>	<b>15.0</b>	<b>1.5</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Office of the Tenant Advocate's (OTA) proposed FY 2013 gross budget is \$2,063,971, which represents a 7.3 percent increase over its FY 2012 approved gross budget of \$1,923,771. The budget is comprised entirely of Local 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

OTA's FY 2013 CSFL budget is \$1,955,461, which represents a \$31,690, or 1.6 percent, increase over the FY 2012 approved Local funds budget of \$1,923,771.

### **Initial Adjusted Budget**

**Cost Increase:** The budget proposal allows the Office of the Tenant Advocate to continue to provide services to families that have been displaced from their homes. The agency will increase the total FTE count by 0.5 and personal services costs by \$95,187. This increase allows for planned step increases and associated fringe benefit costs. Additionally, the OTA is projecting increases in Other Services and Charges of \$79,508 and Equipment purchases of \$4,950.

**Cost Decrease:** A reduction of \$133,272 in Contractual Services will not affect the level of service provided and will partially offset the other increases proposed by the agency. OTA will realize additional savings of \$38,444 in the Telecom assessment from the Office of Finance and Resource Management, and a savings of \$7,929 by reducing Supplies and Subsidies and Transfers.

### **Additionally Adjusted Budget**

**Technical Adjustment:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$5,681 in Local funds.

### **Policy Initiative**

**Cost Increase:** The Legal Representation program will increase Local funding by \$102,829 and 1.0 FTE for the salary and fringe benefits for an Attorney Advisor.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table CQ0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table CQ0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>1,924</b>	<b>13.5</b>
Fringe Benefit Rate Adjustment	Multiple Programs	12	0.0
Consumer Price Index	Multiple Programs	15	0.0
Personal Services Growth Factor	Multiple Programs	5	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL):</b>		<b>1,955</b>	<b>13.5</b>
Cost Increase: Align personal services with projected costs	Multiple Programs	95	0.5
Cost Increase: Other Services and Charges	Multiple Programs	80	0.0
Cost Increase: Equipment purchases	OTA Educational Institute	5	0.0
Cost Decrease: Contractual Services	Multiple Programs	-133	0.0
Cost Decrease: Telecom	Administrative Services	-38	0.0
Cost Decrease: Supplies, Subsidies and Transfers	Multiple Programs	-8	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>1,955</b>	<b>14.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	6	0.0
<b>FY 2013 Additionally Adjusted Budget:</b>		<b>1,961</b>	<b>14.0</b>
<b>FY 2013 Policy Initiative</b>			
Cost Increase: Attorney Advisor position	Legal Representation	103	1.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>2,064</b>	<b>15.0</b>
<b>Gross for CQ0 - Office of the Tenant Advocate</b>		<b>2,064</b>	<b>15.0</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

**Objective 1:** Create and improve channels of communication between the agency and the tenant community.

**Objective 2:** Inform the tenant communities about tenant rights and related issues.

**Objective 3:** Provide financial assistance to cover certain emergency housing and tenant relocation expenses under the OTA's Emergency Housing Assistance Program.

## Agency Performance Measures

<b>Measure<sup>1</sup></b>	<b>FY 2010 Actual</b>	<b>FY 2011 Target</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Projection</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>
Percentage of tenant intake cases resolved	100%	85%	100%	87%	89%	89%
Number of cases initiated	2,261	Not Available	2,615	Not Available	Not Available	Not Available
Number of rental housing case abstracts to be included in database	100	75	118	150	180	210
Percentage of identified tenant associations to be represented in tenant summit.	53% (8/15)	50%	85% (34/40)	50%	50%	50%
Percentage of all emergency housing cases resolved	100%	85%	100%	85%	85%	85%
Percentage of households eligible for housing assistance for whom OTA made emergency housing available within 24 hours	100%	90%	100%	90%	90%	90%
Number of Emergency Housing cases	95	Not Available	111	Not Available	Not Available	Not Available

<sup>1</sup>In addition to the KIPs listed, OTA will provide year-end data on the outcomes of cases referred to legal services.

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# D.C. Commission on the Arts and Humanities

[www.dcartarts.dc.gov](http://www.dcartarts.dc.gov)

Telephone: 202-724-5613

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$5,694,956	\$4,798,246	\$14,435,142	200.8
FTEs	12.6	16.0	18.0	12.5

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The mission of the D.C. Commission on the Arts and Humanities (DCCAHA) is to provide grants, programs, and educational activities that encourage diverse artistic expressions and learning opportunities so that all District of Columbia residents and visitors can experience the rich culture of our city.

## Summary of Services

DCCAHA offers a wide range of grant programs to support practicing artists and arts organizations in the District of Columbia. In partnership with both national and community-based organizations, DCCAHA promotes excellence in the arts by initiating and supporting programs and activities that reflect the diversity of art forms and population in the District.

The agency's FY 2013 proposed budget is presented in the following tables:



## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table BX0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table BX0-1**  
(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	5,160	4,182	3,920	11,090	7,170	182.9
Special Purpose Revenue Funds	51	542	100	100	0	0.0
<b>Total for General Fund</b>	<b>5,211</b>	<b>4,724</b>	<b>4,020</b>	<b>11,190</b>	<b>7,170</b>	<b>178.4</b>
<b>Federal Resources</b>						
Federal Payments	0	0	0	2,500	2,500	N/A
Federal Grant Funds	1,028	816	779	746	-33	-4.2
<b>Total for Federal Resources</b>	<b>1,028</b>	<b>816</b>	<b>779</b>	<b>3,246</b>	<b>2,467</b>	<b>316.8</b>
<b>Intra-District Funds</b>						
Intra-District Funds	289	155	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>289</b>	<b>155</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>6,527</b>	<b>5,695</b>	<b>4,798</b>	<b>14,435</b>	<b>9,637</b>	<b>200.8</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table BX0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table BX0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	4.4	3.6	8.0	10.0	2.0	25.0
<b>Total for General Fund</b>	<b>4.4</b>	<b>3.6</b>	<b>8.0</b>	<b>10.0</b>	<b>2.0</b>	<b>25.0</b>
<b>Federal Resources</b>						
Federal Grant Funds	8.5	9.0	8.0	8.0	0.0	0.0
<b>Total for Federal Resources</b>	<b>8.5</b>	<b>9.0</b>	<b>8.0</b>	<b>8.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>12.9</b>	<b>12.6</b>	<b>16.0</b>	<b>18.0</b>	<b>2.0</b>	<b>12.5</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table BX0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table BX0-3**

(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	482	207	518	534	16	3.1
12 - Regular Pay - Other	255	439	470	613	144	30.6
13 - Additional Gross Pay	12	53	9	0	-9	-100.0
14 - Fringe Benefits - Current Personnel	135	135	211	266	55	26.2
<b>Subtotal Personal Services (PS)</b>	<b>883</b>	<b>833</b>	<b>1,207</b>	<b>1,412</b>	<b>206</b>	<b>17.0</b>
20 - Supplies and Materials	18	7	7	7	0	0.0
31 - Telephone, Telegraph, Telegram, Etc.	25	1	0	2	2	N/A
32 - Rentals - Land and Structures	213	0	0	0	0	N/A
35 - Occupancy Fixed Costs	2	0	0	0	0	N/A
40 - Other Services and Charges	322	119	100	110	10	10.3
41 - Contractual Services - Other	15	331	150	305	155	103.1
50 - Subsidies and Transfers	5,032	4,392	3,328	12,592	9,265	278.4
70 - Equipment and Equipment Rental	17	11	7	7	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>5,644</b>	<b>4,862</b>	<b>3,592</b>	<b>13,023</b>	<b>9,431</b>	<b>262.6</b>
<b>Gross Funds</b>	<b>6,527</b>	<b>5,695</b>	<b>4,798</b>	<b>14,435</b>	<b>9,637</b>	<b>200.8</b>

\*Percent change is based on whole dollars.

## Program Description

The D.C. Commission on the Arts and Humanities operates through the following 5 programs:

**Arts Building Communities** – provides grants, performances, exhibitions, and other services to individual artists, arts organizations, and neighborhood and community groups so that they can express, experience, and access the rich cultural diversity of the District. A particular emphasis is placed on traditionally underserved populations, including first-time applicants, seniors, young emerging artists, experimental artists, folk and traditional artists, and artists in East of the River neighborhoods.

**D.C. Creates Public Art** – provides the placement of high-quality art installations and administrative support services for the public so that they can benefit from an enhanced visual and cultural environment, with a particular emphasis on geographically challenged areas of the city. This program places artwork within the Metro transit system and the numerous murals and sculptures in and around the city's neighborhoods. The goals are promoting economic development and building sustainable neighborhoods.

This program contains the following 2 activities:

- **Neighborhood and Public Art** – Projects are identified through the culmination of intensive public realm planning processes in partnership with neighborhood advisory groups, Main Street programs, other District government agencies, and private developers. Large-scale works are permanently installed in prominent public locations throughout all eight wards of the District. The program is a citywide benefit because it produces tangible art installations for display in public spaces. The art is inventoried, maintained and owned by the District. The program also provides partial financial support for artists and organizations to produce public art in public space that the artist or arts organization owns, manages, and maintains; and
- **Lincoln Theatre** – provides for the maintenance of the Lincoln Theatre and associated projects.

**Arts Learning and Outreach** – provides grants, educational activities, and outreach services for youth, young adults, and the general public so that they can gain a deeper appreciation for the arts, and to enhance the overall quality of their lives. Specific focus is on providing quality arts education and training experiences to District youth from those in pre-kindergarten through 21 years of age, as well as grants and cultural events to the general public so that they can access and participate in educational opportunities in the arts.

This program contains the following 2 activities:

- **Arts Learning for Youth** – provides grants, program consulting, and advocacy services to school and community partners so that they can deliver quality and age-appropriate arts learning opportunities both in and out of school. The goal is to ensure a quality arts experience for District youth from pre-kindergarten through 21 years of age; and
- **Lifelong Learning** – provides grants and cultural events to the public so that they can access and participate in educational opportunities in the arts. The goal is long-term development of interest and education in the arts to the broader community.

**Administration** – provides technical assistance and legislative services to the Commission so that it can provide funding opportunities to District artists and arts organizations.

**Agency Management Program** – 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 D.C. Commission on the Arts and Humanities has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table BX0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table BX0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1010) Personnel	25	27	26	-1	0.2	0.2	0.2	0.0
(1015) Training and Employee Development	21	29	27	-2	0.1	0.2	0.2	0.0
(1020) Contracting and Procurement	12	12	33	21	0.1	0.1	0.4	0.2
(1030) Property Management	24	25	33	8	0.1	0.2	0.3	0.1
(1040) Information Technology	33	4	8	4	0.0	0.0	0.0	0.0
(1050) Financial Services	12	19	47	28	0.1	0.1	0.5	0.4
(1055) Risk Management	9	17	19	2	0.1	0.1	0.2	0.0
(1080) Communications	34	50	46	-4	0.2	0.4	0.4	0.0
(1085) Customer Service	13	21	19	-2	0.1	0.2	0.2	0.0
(1090) Performance Management	62	92	84	-9	0.4	0.6	0.6	0.0
<b>Subtotal (1000) Agency Management Program</b>	<b>245</b>	<b>297</b>	<b>343</b>	<b>45</b>	<b>1.5</b>	<b>2.0</b>	<b>2.8</b>	<b>0.8</b>
<b>(2000) Arts Building Communities</b>								
(2010) Arts Building Communities	4,109	2,027	8,221	6,193	6.0	6.4	5.5	-0.9
<b>Subtotal (2000) Arts Building Communities</b>	<b>4,109</b>	<b>2,027</b>	<b>8,221</b>	<b>6,193</b>	<b>6.0</b>	<b>6.4</b>	<b>5.5</b>	<b>-0.9</b>
<b>(3000) D.C. Creates Public Art</b>								
(3010) Neighborhood and Public Art	576	206	199	-8	0.0	3.0	3.0	0.0
(3030) Lincoln Theatre	0	0	350	350	0.0	0.0	1.0	1.0
<b>Subtotal (3000) D.C. Creates Public Art</b>	<b>576</b>	<b>206</b>	<b>549</b>	<b>343</b>	<b>0.0</b>	<b>3.0</b>	<b>4.0</b>	<b>1.0</b>
<b>(4000) Arts Learning and Outreach</b>								
(4010) Arts Learning for Youth	500	2,091	5,043	2,952	1.0	2.0	1.5	-0.5
(4020) Lifelong Learning	234	141	244	103	3.8	2.1	3.7	1.6
<b>Subtotal (4000) Arts Learning and Outreach</b>	<b>735</b>	<b>2,232</b>	<b>5,286</b>	<b>3,055</b>	<b>4.8</b>	<b>4.1</b>	<b>5.2</b>	<b>1.1</b>
<b>(5000) Administration</b>								
(5010) Legislative and Grants Management	30	36	37	1	0.3	0.4	0.4	0.0
<b>Subtotal (5000) Administration</b>	<b>30</b>	<b>36</b>	<b>37</b>	<b>1</b>	<b>0.3</b>	<b>0.4</b>	<b>0.4</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>5,695</b>	<b>4,798</b>	<b>14,435</b>	<b>9,637</b>	<b>12.6</b>	<b>16.0</b>	<b>18.0</b>	<b>2.0</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

D.C. Commission on the Arts and Humanities' (DCCAHA) proposed FY 2013 gross budget is \$14,435,142, which represents a 200.8 percent increase over its FY 2012 approved gross budget of \$4,798,246. The budget is comprised of \$11,089,642 of Local funds, \$100,000 in Special Purpose Revenue funds, \$745,500 of Federal Grant funds, and \$2,500,000 of Federal Payments.

### **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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

DCCAHA's FY 2013 CSFL budget is \$3,936,312, which represents a \$16,656, or 0.4 percent, increase over the FY 2012 approved Local funds budget of \$3,919,657.

### **Initial Adjusted Budget**

**Cost Increase:** Local funds – DCCAHA increased Regular Pay – Other by \$131,530 and 2.0 FTEs and Fringe Benefits by \$7,635 for projected step increases. In addition, there were increases in nonpersonal services: \$6,869 in Other Services and Charges and \$1,500 in Telecom. Federal Grant funds – Regular Pay – Other was increased by \$11,191, Fringe Benefits by \$6,173, and Other Services and Charges by \$1,500 for out-of-city travel. Federal Payments – CAH's budget was increased by \$2,500,000 to align it with the President's 2013 budget submission to Congress.

**Cost Decrease:** Local funds – Regular Pay – Continuing Full Time was decreased by \$97,921 and 1.0 FTE across multiple programs. In addition, Contractual Services were reduced by \$40,562, Additional Gross Pay by \$8,700, Supplies and Materials by \$140, Equipment and Equipment Rental by \$140, and Subsidies and Transfers by \$70. Federal Grant funds – Subsidies and Transfers were reduced by \$33,536 for Grants and Gratuities, Contractual Services by \$10,000, and Regular Pay – Continuing Full Time by \$8,418.

### **Additionally Adjusted Budget**

**Technical Adjustment:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$3,114 to DCCAHA's Local funds and \$1,613 to Federal Grant funds.

**Additional Adjustments:** Federal Grant funds – Subsidies and Transfers' Grants and Gratuities were reduced by \$1,613 to offset the cost of reversing the health insurance contribution.

### **Policy Initiative**

**Enhance:** Local funds – the Arts Building Communities and Arts Learning and Outreach programs were increased \$6,800,000 to support local art programs, which is designated as one-time. Contractual Services were also increased \$202,400 for management of the Lincoln Theatre. Regular Pay – Continuing Full Time was increased by \$147,816 and 1.0 FTE, for an Executive Director to manage the Lincoln Theatre.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table BX0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table BX0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>3,920</b>	<b>8.0</b>
Fringe Benefit Rate Adjustment	Multiple Programs	9	0.0
Consumer Price Index	Multiple Programs	5	0.0
Personal Services Growth Factor	Multiple Programs	3	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>3,936</b>	<b>8.0</b>
Cost Increase: Increase Regular Pay - Other	Multiple Programs	132	2.0
Cost Increase: Align Fringe Benefits with projections	Multiple Programs	8	0.0
Cost Increase: Increase Other Services and Charges	Multiple Programs	7	0.0
Cost Increase: Increase Telephone, Telegraph, Telegram, etc.	Arts Building Communities	2	0.0
Cost Decrease: Reduce Regular Pay - Continuing Full Time	Multiple Programs	-98	-1.0
Cost Decrease: Reduce Contractual Services - Other	Arts Building Communities	-41	0.0
Cost Decrease: Reduce Additional Gross Pay	Arts Building Communities	-9	0.0
Cost Decrease: Reduce Supplies and Materials, Equipment and Equipment Rental, and Subsidies and Transfers (less than \$500)	Multiple Programs	0	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>3,936</b>	<b>9.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	3	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>3,939</b>	<b>9.0</b>
<b>FY 2013 Policy Initiatives</b>			
Enhance: Increase funding to support local art programs- (one-time costs)	Multiple Programs	6,000	0.0
Enhance: Additional funding to support local art programs- (one-time costs)	Arts Building Communities	800	0.0
Enhance: Contractual Services for Lincoln Theatre	D.C. Creates Public Art	202	0.0
Enhance: New FTE to manage the Lincoln Theatre	D.C. Creates Public Art	148	1.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>11,090</b>	<b>10.0</b>
<b>FEDERAL PAYMENTS: FY 2012 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
Cost Increase: Align CAH's budget with the President's 2013 budget submission to Congress	Arts Building Communities	2,500	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>2,500</b>	<b>0.0</b>
<b>FEDERAL PAYMENTS: FY 2013 Proposed Budget and FTE</b>		<b>2,500</b>	<b>0.0</b>

(Continued on next page)

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type (Cont.)

Table BX0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table BX0-5**

(dollars in thousands)

	<b>PROGRAM</b>	<b>BUDGET</b>	<b>FTE</b>
<b>FEDERAL GRANT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>779</b>	<b>8.0</b>
Cost Increase: Increase Regular Pay - Other	Multiple Programs	11	0.0
Cost Increase: Align Fringe Benefits with projected costs	Multiple Programs	6	0.0
Cost Increase: Increase Other Services and Charges	Arts Building Communities	2	0.0
Cost Decrease: Reduce Subsidies and Transfers	Multiple Programs	-34	0.0
Cost Decrease: Reduce Contractual Services - Other	Arts Learning and Outreach	-10	0.0
Cost Decrease: Reduce Regular Pay - Continuing Full Time	Multiple Programs	-8	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>746</b>	<b>8.0</b>
Additional Adjustments: Reduce Subsidies and Transfers to offset Health insurance contribution	Arts Building Communities	-2	0.0
Technical Adjustment: Health insurance contribution	Multiple Programs	2	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>746</b>	<b>8.0</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>746</b>	<b>8.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE</b>		<b>100</b>	<b>0.0</b>
No Changes		0	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>100</b>	<b>0.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>100</b>	<b>0.0</b>
<b>Gross for BX0 - Commission on Arts and Humanities</b>		<b>14,435</b>	<b>18.0</b>

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

## Agency Performance Plans

The agency's performance plan has the following objectives for FY 2013:

**Objective 1:** Provide access to the arts for all District residents.

**Objective 2:** Promote lifelong learning and interest in the arts and arts education for all ages.

**Objective 3:** Enhance communities through public and private engagement in the arts.

## Agency Performance Measures

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of grants to new applicants <sup>1</sup>	41.70%	25%	7.43%	4%	5%	6%
Per capita spending on arts <sup>2</sup>	\$11.11	\$10.00	\$8.55	\$8.00	\$8.50	\$9.00
Number of D.C. schools, DPR Centers, and community centers benefiting from DCCAH grants. <sup>3</sup>	112	100	141	120	130	140
Dollars invested from non-District government sources per \$1 investment by DCCAH. <sup>4</sup>	\$10.31	\$10.00	\$6.74	\$6.25	\$6.75	\$7.25
Percentage of grant payments processed within six to eight weeks.	94.29%	97%	98.63%	97%	97%	97%
Percentage of scheduled monitoring reports as defined in agency monitoring plan completed for each grant award. <sup>5</sup>	Not Available	65%	90%	100%	100%	100%

### Performance Plan Endnotes:

1. New applicants are those who have not received funding from DCCAH within the prior five years.
2. NASAA uses the most recent population estimates from the U.S. Census Bureau and the total dollar amount appropriated to an agency by its state legislature.
3. This measure now reflects a hard number, rather than a percentage, because of constantly changing data on the number of active schools and recreation centers in the District.
4. This is the ratio of funds leveraged for DCCAH-funded projects to funds invested directly by DCCAH.
5. Pursuant to Section 11.4 of the Grants Manual and Source Book all District agencies must complete monitoring reports. All District agencies should be in compliance with this standard. The standard is 100 percent.



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# Alcoholic Beverage Regulation Administration

[www.abra.dc.gov](http://www.abra.dc.gov)  
Telephone: 202-442-4423

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$4,637,390	\$5,964,010	\$6,834,924	14.6
FTEs	41.4	47.0	49.0	4.3

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The mission of the Alcoholic Beverage Regulation Administration (ABRA) is to support the public's health, safety, and welfare through the control and regulation of the sale and distribution of alcoholic beverages.

## Summary of Services

ABRA conducts licensing, training, adjudication, and community outreach and enforcement efforts to serve licensees, law enforcement agencies, Advisory Neighborhood Commissions (ANCs), civic associations, and the general community so that they understand and adhere to all District laws, regulations, and ABRA policies and procedures.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table LQ0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table LQ0-1**

(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	400	0	279	0	-279	-100.0
Dedicated Taxes	0	0	460	460	0	0.0
Special Purpose Revenue Funds	4,851	4,526	5,225	6,375	1,150	22.0
<b>Total for General Fund</b>	<b>5,251</b>	<b>4,526</b>	<b>5,964</b>	<b>6,835</b>	<b>871</b>	<b>14.6</b>
<b>Intra-District Funds</b>						
Intra-District Funds	117	112	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>117</b>	<b>112</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>5,368</b>	<b>4,637</b>	<b>5,964</b>	<b>6,835</b>	<b>871</b>	<b>14.6</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table LQ0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table LQ0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change</b>
<b>General Fund</b>						
Special Purpose Revenue Funds	43.4	41.4	47.0	49.0	2.0	4.3
<b>Total for General Fund</b>	<b>43.4</b>	<b>41.4</b>	<b>47.0</b>	<b>49.0</b>	<b>2.0</b>	<b>4.3</b>
<b>Total Proposed FTEs</b>	<b>43.4</b>	<b>41.4</b>	<b>47.0</b>	<b>49.0</b>	<b>2.0</b>	<b>4.3</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table LQ0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table LQ0-3**  
(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
11 - Regular Pay - Continuing Full Time	1,713	1,748	1,842	2,348	506	27.4
12 - Regular Pay - Other	971	784	1,278	1,043	-235	-18.4
13 - Additional Gross Pay	55	65	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	519	522	685	771	86	12.5
15 - Overtime Pay	147	100	66	147	81	122.7
<b>Subtotal Personal Services (PS)</b>	<b>3,404</b>	<b>3,218</b>	<b>3,871</b>	<b>4,309</b>	<b>437</b>	<b>11.3</b>
20 - Supplies and Materials	74	58	76	88	12	15.8
30 - Energy, Comm. and Building Rentals	0	110	91	105	13	14.8
31 - Telephone, Telegraph, Telegram, Etc.	12	56	33	74	41	127.0
32 - Rentals - Land and Structures	83	0	0	0	0	N/A
34 - Security Services	0	116	116	117	2	1.4
35 - Occupancy Fixed Costs	0	108	112	187	75	67.3
40 - Other Services and Charges	246	237	486	530	44	9.1
41 - Contractual Services - Other	243	185	135	168	32	24.1
50 - Subsidies and Transfers	1,244	536	1,000	1,152	152	15.2
70 - Equipment and Equipment Rental	62	14	45	106	61	136.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>1,964</b>	<b>1,419</b>	<b>2,093</b>	<b>2,526</b>	<b>434</b>	<b>20.7</b>
<b>Gross Funds</b>	<b>5,368</b>	<b>4,637</b>	<b>5,964</b>	<b>6,835</b>	<b>871</b>	<b>14.6</b>

\*Percent change is based on whole dollars.

## **Program Description**

The Alcoholic Beverage Regulation Administration operates through the following 5 programs:

**Licensing** - issues new and renewal licenses to liquor stores, grocery stores, restaurants, hotels, nightclubs, and other establishments that manufacture, distribute, sell, or serve alcoholic beverages in the District of Columbia, and works with Records Management to keep accurate and accessible paper and data records of all licensing program activities. This program provides customer services directly to the general public, the business community, ANCs, and community groups and associations.

**Investigations** - conducts regulatory and voluntary agreement compliance inspections, underage compliance checks, and joint investigations as needed with the Metropolitan Police Department, the Fire and Emergency Medical Services Department, the Office of Tax and Revenue, the Department of Consumer and Regulatory Affairs, and others; and conducts various inspections associated with licensing and adjudicatory processes such as final, compliance, placard, special event, and financial audit investigations. All activities serve to strengthen the awareness of, and compliance with, the appropriate laws and regulations of the District of Columbia.

**Adjudication** - provides administrative support for the Alcoholic Beverage and Control (ABC) Board actions and adjudicatory hearings.

**Records Management** - provides files, documents, and database information to ABRA staff, the ABC Board, and the general public so that they can receive accurate information and files. The program also provides certification services, responds to and tracks Freedom of Information Act requests, and responds to subpoena requests.

**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 Alcoholic Beverage Regulation Administration has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table LQ0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table LQ0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1010) Personnel	42	41	0	-41	0.0	0.0	0.0	0.0
(1015) Training and Employee Development	1	30	10	-20	0.0	0.0	0.0	0.0
(1030) Property Management	590	644	615	-29	1.9	2.0	0.0	-2.0
(1040) Information Technology	124	263	324	61	0.0	0.0	0.0	0.0
(1060) Legal	690	764	934	171	5.6	6.0	7.0	1.0
(1070) Fleet Management	32	24	105	81	0.0	0.0	0.0	0.0
(1080) Communications	91	96	97	1	0.9	1.0	1.0	0.0
(1085) Customer Service	59	60	61	0	0.9	1.0	1.0	0.0
(1087) Language Access	4	10	10	0	0.0	0.0	0.0	0.0
(1090) Performance Management	494	526	593	68	3.8	4.0	5.0	1.0
<b>Subtotal (1000) Agency Management Program</b>	<b>2,126</b>	<b>2,458</b>	<b>2,749</b>	<b>291</b>	<b>13.2</b>	<b>14.0</b>	<b>14.0</b>	<b>0.0</b>
<b>(2000) Licensing</b>								
(2010) Licensing	690	748	823	75	9.4	10.0	11.0	1.0
<b>Subtotal (2000) Licensing</b>	<b>690</b>	<b>748</b>	<b>823</b>	<b>75</b>	<b>9.4</b>	<b>10.0</b>	<b>11.0</b>	<b>1.0</b>
<b>(3000) Investigations</b>								
(3010) Investigations	1,719	2,528	3,056	528	17.0	19.0	21.0	2.0
<b>Subtotal (3000) Investigations</b>	<b>1,719</b>	<b>2,528</b>	<b>3,056</b>	<b>528</b>	<b>17.0</b>	<b>19.0</b>	<b>21.0</b>	<b>2.0</b>
<b>(4000) Adjudication</b>								
(4010) Adjudication	31	101	56	-45	0.9	2.0	1.0	-1.0
<b>Subtotal (4000) Adjudication</b>	<b>31</b>	<b>101</b>	<b>56</b>	<b>-45</b>	<b>0.9</b>	<b>2.0</b>	<b>1.0</b>	<b>-1.0</b>
<b>(5000) Records Management</b>								
(5010) Records Management	71	128	151	22	0.9	2.0	2.0	0.0
<b>Subtotal (5000) Records Management</b>	<b>71</b>	<b>128</b>	<b>151</b>	<b>22</b>	<b>0.9</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>
<b>(6000) Medical Marijuana</b>								
(6010) Medical Marijuana	0	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (6000) Medical Marijuana</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>4,637</b>	<b>5,964</b>	<b>6,835</b>	<b>871</b>	<b>41.4</b>	<b>47.0</b>	<b>49.0</b>	<b>2.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Alcoholic Beverage Regulation Administration's (ABRA) proposed FY 2013 gross budget is \$6,834,924, which represents a 14.6 percent increase over its FY 2012 approved gross budget of \$5,964,010. The budget is comprised of \$460,000 in Dedicated Taxes and \$6,374,924 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

ABRA's FY 2013 CSFL budget is \$0, which represents a \$279,313, or 100.0 percent, decrease from the FY 2012 approved Local funds budget of \$279,313.

### **Initial Adjusted Budget**

**Cost Increase:** Special Purpose Revenue funds increased by \$275,879 in Occupancy Fixed Costs as provided by the Department of General Services (DGS) and by \$234,753 and 1.0 FTE in personal services.

### **Additionally Adjusted Budget**

**Technical Adjustment:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$12,750 in Special Purpose Revenue funds.

### **Policy Initiative**

**Cost Increase:** There were increases in Special Purpose Revenue funds of \$279,000 to cover the Office of Chief Technology Officer (OCTO) assessment, \$107,000 to cover sales of alcohol to minors enforcement initiative, \$82,000 and 1.0 FTE to cover the salary and Fringe Benefits of a supervisory manager's position, \$27,000 for salary and Fringe Benefits adjustment of one attorney's position, and \$132,000 for extended alcoholic beverage sales during the 2013 Presidential Inauguration week.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table LQ0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table LQ0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>279</b>	<b>0.0</b>
Removal of One-time Funding	Multiple Programs	-279	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>0</b>	<b>0.0</b>
No Changes		0	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>0</b>	<b>0.0</b>
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>0</b>	<b>0.0</b>
<b>DEDICATED TAXES: FY 2012 Approved Budget and FTE</b>		<b>460</b>	<b>0.0</b>
No Changes		0	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>460</b>	<b>0.0</b>
<b>DEDICATED TAXES: FY 2013 Proposed Budget and FTE</b>		<b>460</b>	<b>0.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE</b>		<b>5,225</b>	<b>47.0</b>
Cost Increase: In nonpersonal services	Agency Management Program	276	0.0
Cost Increase: In personal services	Multiple Programs	235	1.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>5,735</b>	<b>48.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	13	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>5,748</b>	<b>48.0</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: To cover OCTO assessment	Agency Management Program	279	0.0
Cost Increase: To cover sales of alcohol to minors enforcement initiative	Licensing	107	0.0
Cost Increase: To cover the salary and Fringe Benefits for a supervisory manager's position	Licensing	82	1.0
Cost Increase: To cover salary and Fringe Benefits adjustment of one attorney's position	Agency Management Program	27	0.0
Cost Increase: For extended alcoholic beverage sales during the 2013 Presidential Inauguration week	Investigations	132	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>6,375</b>	<b>49.0</b>
<b>Gross for LQ0 - Alcoholic Beverage Regulation Administration</b>		<b>6,835</b>	<b>49.0</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

**Objective 1:** Prevent the sale of alcoholic beverages to underage individuals.

**Objective 2:** Ensure that licensed establishments are in compliance with the ABC laws and regulations.

**Objective 3:** Issue licenses to qualified applicants in an efficient manner.

### Agency Performance Measures

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Number of new licenses and permits issued	1,432	850	1,506	900	1,000	1,000
Number of establishments inspected to ensure compliance with underage drinking laws	1,432	600	937	700**	700**	700**
Number of inspections, investigations, and monitoring activities conducted by Enforcement Division	11,266	7,000	7,304	7,000	7,000	7,000
Amount of revenue generated by licenses and permits	\$5.5 Million	\$3.7 Million	\$4.9 Million	\$3.7 Million	\$3.7 Million	\$3.7 Million
Amount of revenue generated by fines	\$488,735	\$290,000	\$365,780	\$290,000	\$290,000	\$290,000
Total number of citations issued	503	250	349	250	250	250
Percentage of one-day and substantial change permits issued within 15 days or less ***	Not Available	80%	93%	90%	90%	90%

**Note:** These numbers are current through the end of Q3 on June 30, 2011.

#### Performance Plan Endnotes:

\*\*Grant funding for this program is expected to fluctuate in the out-years; therefore, the number of inspections have been adjusted to reflect future funding expectations.

\*\*\*Measure is an industry standard based on the average of 19 processing days for 17 states.



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# Public Service Commission

[www.dcpsc.org](http://www.dcpsc.org)

Telephone: 202-626-5100

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$9,798,598	\$10,375,515	\$10,822,922	4.3
FTEs	70.5	72.6	72.6	0.0

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The mission of the Public Service Commission (PSC) is to serve the public interest by ensuring that financially healthy electric, natural gas, and telecommunications companies provide safe, reliable, and quality services at reasonable rates for District of Columbia residential, business, and government customers. This mission includes:

- Protecting consumers to ensure public safety, reliability, and quality utility services;
- Regulating monopoly utility services to ensure that their rates are just and reasonable;
- Fostering fair and open competition among utility service providers;
- Conserving natural resources and preserving environmental quality;
- Resolving disputes among consumers and utility service providers;
- Educating utility consumers and informing the public; and
- Motivating customer and results-oriented employees.

## Summary of Services

The Public Service Commission regulates public utilities operating in the District of Columbia by issuing orders in formal proceedings that may include written comments or testimony, hearings, studies, and investigations; ensuring fair and appropriate utility prices; fostering competition by licensing utility service providers and supervising the competitive bidding process; ensuring that utility providers meet various environmental regulations and standards by operating in ways that conserve natural resources and preserve environmental quality; and resolving disputes among consumers and utility service providers.

In addition to its regulatory services, the Commission also conducts outreach via its website, public forums, and various literature in order to educate utility consumers and inform the public.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table DH0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table DH0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Special Purpose Revenue Funds	9,561	9,239	9,901	10,360	459	4.6
<b>Total for General Fund</b>	<b>9,561</b>	<b>9,239</b>	<b>9,901</b>	<b>10,360</b>	<b>459</b>	<b>4.6</b>
<b>Federal Resources</b>						
Federal Grant Funds	220	509	475	463	-12	-2.5
<b>Total for Federal Resources</b>	<b>220</b>	<b>509</b>	<b>475</b>	<b>463</b>	<b>-12</b>	<b>-2.5</b>
<b>Intra-District Funds</b>						
Intra-District Funds	70	50	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>70</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>9,851</b>	<b>9,799</b>	<b>10,376</b>	<b>10,823</b>	<b>447</b>	<b>4.3</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table DH0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table DH0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Special Purpose Revenue Funds	64.8	66.3	67.2	68.0	0.8	1.1
<b>Total for General Fund</b>	<b>64.8</b>	<b>66.3</b>	<b>67.2</b>	<b>68.0</b>	<b>0.8</b>	<b>1.1</b>
<b>Federal Resources</b>						
Federal Grant Funds	1.1	4.2	5.4	4.7	-0.7	-13.7
<b>Total for Federal Resources</b>	<b>1.1</b>	<b>4.2</b>	<b>5.4</b>	<b>4.7</b>	<b>-0.7</b>	<b>-13.7</b>
<b>Total Proposed FTEs</b>	<b>65.9</b>	<b>70.5</b>	<b>72.6</b>	<b>72.6</b>	<b>0.0</b>	<b>0.0</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table DH0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table DH0-3**

(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	4,927	4,861	5,309	5,442	134	2.5
12 - Regular Pay - Other	1,008	1,203	1,229	1,263	34	2.8
13 - Additional Gross Pay	25	29	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	1,079	1,104	1,301	1,349	48	3.7
<b>Subtotal Personal Services (PS)</b>	<b>7,039</b>	<b>7,197</b>	<b>7,839</b>	<b>8,054</b>	<b>215</b>	<b>2.7</b>
20 - Supplies and Materials	43	31	40	44	3	8.0
30 - Energy, Comm. and Building Rentals	2	2	2	2	1	57.3
31 - Telephone, Telegraph, Telegram, Etc.	76	74	80	76	-4	-5.1
32 - Rentals - Land and Structures	1,517	1,607	1,671	1,693	22	1.3
33 - Janitorial Services	0	0	2	0	-2	-100.0
35 - Occupancy Fixed Costs	9	0	8	6	-2	-20.5
40 - Other Services and Charges	383	388	347	508	161	46.4
41 - Contractual Services - Other	601	350	204	257	52	25.7
70 - Equipment and Equipment Rental	181	148	182	182	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>2,812</b>	<b>2,601</b>	<b>2,537</b>	<b>2,769</b>	<b>232</b>	<b>9.2</b>
<b>Gross Funds</b>	<b>9,851</b>	<b>9,799</b>	<b>10,376</b>	<b>10,823</b>	<b>447</b>	<b>4.3</b>

\*Percent change is based on whole dollars.

## Program Description

The Public Service Commission operates through the following 4 programs:

**Natural Gas Pipeline Safety** – conducts inspections, investigations, and audits, and issues notices of probable violations to Washington Gas so that it can provide safe and reliable natural gas service to District consumers in compliance with federal grant provisions and to prevent harmful incidents. Conducts inspections of natural gas construction projects, investigates incidents, audits Washington Gas' records, and issues notices of probable violations to ensure compliance with federal and District standards.

**Utility Regulation** – regulates natural gas, electric, and local telecommunications services to ensure providers offer safe, reliable, and quality services at reasonable rates to District of Columbia residential, business, and government customers.

This program contains the following 6 activities:

- **Public Safety and Reliability** – issues orders and regulations, monitors implementation of plans and quality service standards, and proposes legislation for services offered by natural gas, electric, and local telecommunications providers serving the District;
- **Regulate Monopoly** – provides rate-setting services to natural gas, electric and local telecommunications utility companies through the issuance of orders and regulations;
- **Foster Competition** – monitors performance of natural gas, electric, and telecommunications service providers where the markets have been opened to competition, and ensures compliance with the Commission's restructuring rules;
- **Dispute Resolution** – provides investigation, mediation, and resolution services to District consumers and customers of energy and telecommunications services so that they can have their complaints resolved and inquiries addressed in a timely manner in accordance with applicable laws, regulations, and tariffs;
- **Public Information and Consumer Education** – facilitates the public's access to the Commission through its website and provides oral and written information services to District consumers and customers of energy and telecommunications services so that they can make informed choices in obtaining quality services at reasonable rates; and
- **Conserving Natural Resources and Preserving the Environment** – processes Renewable Energy Portfolio applications, monitors the fuel mix of electricity suppliers, participates in the Sustainable Energy Utility program, and implements sub-metering rules for commercial electricity customers.

**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.

**Agency Financial Operations** – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This program is standard for all agencies using performance-based budgeting.

## Program Structure Change

The Public Service Commission has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table DH0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table DH0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management</b>								
(1010) Personnel	297	303	307	4	3.2	2.9	2.9	0.0
(1015) Training and Development	211	232	236	4	0.4	1.2	1.2	0.0
(1020) Contracting and Procurement	62	205	207	2	0.4	1.8	1.8	0.0
(1030) Property Management	1,953	2,114	2,128	14	1.2	0.6	0.6	0.0
(1040) Information Technology	296	295	301	6	1.1	1.3	1.3	0.0
(1050) Financial Management	71	79	79	0	0.3	0.4	0.4	0.0
(1060) Legal	307	194	203	9	0.8	0.9	0.9	0.0
(1070) Fleet Management	1	2	2	1	0.0	0.0	0.0	0.0
(1080) Communications	60	177	173	-4	0.5	2.1	2.1	0.0
(1085) Customer Service	138	185	184	-1	1.7	2.2	2.2	0.0
(1090) Performance Management	41	51	52	1	0.3	0.4	0.4	0.0
<b>Subtotal (1000) Agency Management</b>	<b>3,438</b>	<b>3,836</b>	<b>3,873</b>	<b>36</b>	<b>9.8</b>	<b>13.7</b>	<b>13.7</b>	<b>0.0</b>
<b>(100F) Agency Financial Operations</b>								
(110F) Budget Operations	182	190	208	18	1.6	1.6	1.6	0.0
(120F) Accounting Operations	82	87	88	1	1.0	1.0	1.0	0.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>264</b>	<b>277</b>	<b>295</b>	<b>19</b>	<b>2.6</b>	<b>2.6</b>	<b>2.6</b>	<b>0.0</b>
<b>(2000) Pipeline Safety</b>								
(2010) Pipeline Safety	661	594	314	-280	5.6	6.7	2.7	-4.0
<b>Subtotal (2000) Pipeline Safety</b>	<b>661</b>	<b>594</b>	<b>314</b>	<b>-280</b>	<b>5.6</b>	<b>6.7</b>	<b>2.7</b>	<b>-4.0</b>
<b>(3000) Utility Regulation</b>								
(3010) Public Safety and Reliability	784	788	1,239	451	7.6	6.4	9.6	3.2
(3020) Regulate Monopoly	1,660	1,818	1,901	84	14.6	14.7	14.8	0.2
(3030) Foster Competition	1,275	1,060	1,084	25	11.4	8.6	8.5	-0.1
(3040) Resolve Dispute	825	677	709	32	9.1	6.5	6.7	0.1
(3050) Public Information/Consumer Education	795	682	707	25	9.8	7.9	8.3	0.4
(3060) Conserving Energy and Preserving Environment	2	644	701	57	0.0	5.6	5.9	0.3
<b>Subtotal (3000) Utility Regulation</b>	<b>5,341</b>	<b>5,669</b>	<b>6,341</b>	<b>672</b>	<b>52.6</b>	<b>49.7</b>	<b>53.7</b>	<b>4.0</b>

(Continued on next page)

**Table DH0-4 (continued)**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(7000) Intra-District - Broadband Mapping</b>								
(7010) Intra-District - Broadband Mapping	50	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (7000) Intra-District - Broadband Mapping</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(8000) Public Service Commission</b>								
(8010) Pipeline Safety - One Call Grant	45	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (8000) Public Service Commission</b>	<b>45</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(9960) Audit Adjustments</b>								
(9960) Audit Adjustments	3	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (9960) Audit Adjustments</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(9980) Payroll Default Program</b>								
(9980) Payroll Default Program	-3	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (9980) Payroll Default Program</b>	<b>-3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>9,799</b>	<b>10,376</b>	<b>10,823</b>	<b>447</b>	<b>70.5</b>	<b>72.6</b>	<b>72.6</b>	<b>0.0</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Public Service Commission's (PSC) proposed FY 2013 gross budget is \$10,822,922, which represents a 4.3 percent increase over its FY 2012 approved gross budget of \$10,375,515. The budget is comprised of \$10,359,612 in Special Purpose Revenue funds and \$463,310 in Federal Grant funds.

### **Initial Adjusted Budget**

**Cost Increase:** The Public Service Commission will add \$45,000 in Federal Grant funds for the One Call grant. These funds will be allocated to the Pipeline Safety program in Contractual Services. The agency will also increase Federal Grant funding by \$7,750 in Equipment and \$5,717 in Supplies. Special Purpose Revenue funds will receive an increase of \$186,416 in Other Services and Charges. These funds will primarily be used to support public safety and reliability initiatives. An additional \$146,113 aligns personal services to historical spending, \$22,748 covers utility and rent assessments, and \$7,500 supports Contractual Services.

**Cost Decrease:** The agency will reduce the amount of Federal Grant funding allocated to personal services by \$45,902 and Training and Education by \$25,257. Special Purpose Revenue fund decreases of \$10,249 in Supplies and Equipment, \$4,064 in Telecom, and \$3,277 in Janitorial and Occupancy assessments from the Department of General Services (DGS) will not impact service delivery.

### **Additionally Adjusted Budget**

**Technical Adjustment:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$21,881 in Special Purpose Revenue funds and \$1,031 in Federal Grant funds.

### **Policy Initiative**

**Cost Increase:** PSC will add an additional \$92,000 in the Utility Regulation program for union salary increases to comply with the collective bargaining agreement confirmed by the Compensation Unit 34 Approval Resolution of 2012.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table DH0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table DH0-5**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>FEDERAL GRANT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>475</b>	<b>5.4</b>
Cost Increase: One Call grant to be used for Contractual Services	Pipeline Safety	45	0.0
Cost Increase: Pipeline Safety grant increase in Equipment	Pipeline Safety	8	0.0
Cost Increase: American Recovery and Reinvestment Act (ARRA) and Pipeline Safety funding for Supplies	Pipeline Safety	6	0.0
Cost Decrease: Align personal services with projected costs	Pipeline Safety	-46	-0.7
Cost Decrease: ARRA grant reduction in Training and Education	Pipeline Safety	-25	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>462</b>	<b>4.7</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	1	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>463</b>	<b>4.7</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>463</b>	<b>4.7</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE</b>		<b>9,901</b>	<b>67.2</b>
Cost Increase: Other Services and Charges	Agency Management	186	0.0
Cost Increase: Align personal services with projected costs	Multiple Programs	146	0.8
Cost Increase: Utility and rent assessments from DGS	Agency Management	23	0.0
Cost Increase: Contractual Services	Agency Management	8	0.0
Cost Decrease: Supplies and Equipment	Agency Management	-10	0.0
Cost Decrease: Efficient use of Telecom devices	Agency Management	-4	0.0
Cost Decrease: Janitorial and Occupancy assessments from DGS	Agency Management	-3	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>10,246</b>	<b>68.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	22	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>10,268</b>	<b>68.0</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: Union salary increases per collective bargaining agreement	Utility Regulation	92	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>10,360</b>	<b>68.0</b>
<b>Gross for DH0 - Public Service Commission</b>		<b>10,823</b>	<b>72.7</b>

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



## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

**Objective 1:** Ensure safe and quality service by managing the Natural Gas Pipeline Safety Program, monitoring utility providers' compliance with the Commission's service quality standards, and investigating outages.

**Objective 2:** Ensure reliable electricity service by facilitating the transition to a "Smart Grid," a more technologically advanced network that includes advanced metering, communications, and delivery systems.

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## Agency Performance Measures

Measure	FY 2010 Actual	FY 2011 Projection	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Industry Benchmark Measure - USDOT rating for the Commission's Pipeline Safety program	94% <sup>1</sup>	98%	Not Available	98%	98%	98%
Adjudicative case decisions to be issued within 90 days from the close of the record	100%	95%	100% <sup>2</sup>	95%	95%	95%
Cost per informal consumer complaint <sup>3</sup>	\$63.57	\$67.84	\$66.43	\$67.84	\$69.87	\$71.97
Number of hits to EducateDC consumer section of the homepage of the website (includes customer choice sections)	153,298	205,000	209,508	280,000 revised to 266,640 <sup>4</sup>	380,000 revised to 337,445	408,000

### Performance Plan Endnotes:

1. USDOT's pipeline safety program ratings are for prior calendar year performance. The PSC's rating of 94 percent in FY 2010 for the 2009 calendar year is below target in part because federal evaluators determined that one of the District's standards was less stringent than the federal standard. The PSC disputed the rating received in 2010 and agreed to modify its rules to avoid further argument- See Initiative 1.1.
2. The Commission had only one adjudicative proceeding in FY 2011 – F.C. No. 1079.
3. Cost refers to agency personnel expenses in processing informal consumer complaints. The target originally included a 3 percent escalator due to District government-mandated cost-of-living increases and step increases. However, no District government pay increases were approved for FY 2010 through FY 2011, and step increases were eliminated as of the beginning of FY 2011. The 3 percent escalator is reapplied in FY 2013 and FY 2014.
4. The revised FY 2012- FY 2014 projections were computed using a linear projectional algorithm based on historic monthly values.

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# Office of the People's Counsel

[www.opc-dc.gov](http://www.opc-dc.gov)

Telephone: 202-727-3071

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$4,960,137	\$5,447,184	\$6,115,878	12.3
FTEs	32.4	33.4	36.4	9.0

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The mission of the Office of the People's Counsel (“OPC” or “Office”) is to advocate for the provision of safe and reliable quality utility service and equitable treatment at rates that are just, reasonable, and nondiscriminatory; assist individual consumers in disputes with utility providers; provide technical assistance, education and outreach to consumers and ratepayers, community groups, associations and the Consumer Utility Board; and provide legislative analysis and information to the Council of the District of Columbia on matters relating to utilities. The Office’s mission further includes consideration of the District’s economy and promotion of the environmental sustainability of the District. Specifically, OPC's mission includes:

- Advocating on behalf of District consumers in adjudicatory and regulatory proceedings before the D.C. Public Service Commission, federal agencies, and courts;
- Representing District consumers in individual disputes involving gas, electric, and telephone companies providing residential service in the District of Columbia;
- Educating consumers about ongoing and emerging utility issues;
- Collaborating and forming alliances with District agencies and other stakeholders involved in the utility regulatory process;
- Informing and advising District policy makers, including the Executive Office of the Mayor and the District Council, of emerging utility issues affecting their constituents;
- Advising the District Council on the need for legislative action to address consumer-based utility issues; and
- Serving as a statutory member on the Sustainable Energy Utility Advisory Board to assist in the development of a city-wide sustainable energy policy; and
- Conducting hands-on energy workshops for consumers in all eight wards of the District.

## Summary of Services

OPC is a party to all utility-related proceedings before the Public Service Commission and represents the interests of the District ratepayers before federal regulatory agencies, courts, and commissions. The office assists individual consumers in disputes with utility companies over billing or services, and it provides consumer education and outreach to community, civic, and consumer organizations and associations on emerging issues impacting the quality, reliability, and affordability of utility services. OPC also provides legislative analysis for, assistance to and testimony before, the District Council on utility matters.

The agency's FY 2013 proposed budget is presented in the following tables:

### FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table DJ0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table DJ0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Special Purpose Revenue Funds	4,723	4,960	5,447	6,116	669	12.3
<b>Total for General Fund</b>	<b>4,723</b>	<b>4,960</b>	<b>5,447</b>	<b>6,116</b>	<b>669</b>	<b>12.3</b>
<b>Gross Funds</b>	<b>4,723</b>	<b>4,960</b>	<b>5,447</b>	<b>6,116</b>	<b>669</b>	<b>12.3</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

### FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table DJ0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table DJ0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Special Purpose Revenue Funds	32.5	32.4	33.4	36.4	3.0	9.0
<b>Total for General Fund</b>	<b>32.5</b>	<b>32.4</b>	<b>33.4</b>	<b>36.4</b>	<b>3.0</b>	<b>9.0</b>
<b>Total Proposed FTEs</b>	<b>32.5</b>	<b>32.4</b>	<b>33.4</b>	<b>36.4</b>	<b>3.0</b>	<b>9.0</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table DJ0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table DJ0-3**  
(dollars in thousands)

	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>Comptroller Source Group</b>						
11 - Regular Pay - Continuing Full Time	2,793	2,768	3,241	3,435	194	6.0
13 - Additional Gross Pay	65	59	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	446	477	587	629	42	7.2
<b>Subtotal Personal Services (PS)</b>	<b>3,304</b>	<b>3,304</b>	<b>3,828</b>	<b>4,064</b>	<b>236</b>	<b>6.2</b>
20 - Supplies and Materials	51	31	40	40	0	0.0
30 - Energy, Comm. and Building Rentals	0	0	0	1	1	130.3
31 - Telephone, Telegraph, Telegram, Etc.	118	32	17	29	12	68.6
32 - Rentals - Land and Structures	605	836	796	1,031	234	29.4
33 - Janitorial Services	0	0	2	0	-2	-100.0
35 - Occupancy Fixed Costs	5	0	8	6	-2	-20.5
40 - Other Services and Charges	367	373	325	484	159	48.9
41 - Contractual Services - Other	144	254	242	272	30	12.4
70 - Equipment and Equipment Rental	129	130	189	189	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>1,419</b>	<b>1,656</b>	<b>1,620</b>	<b>2,052</b>	<b>432</b>	<b>26.7</b>
<b>Gross Funds</b>	<b>4,723</b>	<b>4,960</b>	<b>5,447</b>	<b>6,116</b>	<b>669</b>	<b>12.3</b>

\*Percent change is based on whole dollars.

### Program Description

The Office of the People's Counsel operates through the following 3 programs:

**Office of People's Counsel** - provides consumer advocacy for utility consumers in the District so that they receive quality utility service and equitable treatment at rates that are just, reasonable, and nondiscriminatory.

This program contains the following 2 activities:

- **Consumer Advocacy and Representation** - provides legal and technical analysis and consumer advocacy services for District consumers to ensure safe, reliable services at rates that are just, reasonable, and consistent with new statutory mandates; and advocates for the conservation of natural resources of the District, consideration of the economy, and the preservation of environmental quality; and
- **Public Information Dissemination** - provides consumer education and outreach and technical assistance to District consumers so that they understand their rights as ratepayers and make informed decisions about their utility services.

**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.

**Agency Financial Operations** - provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This program is standard for all agencies using performance-based budgeting.

## Program Structure Change

The Office of the People's Counsel has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table DJ0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table DJ0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management</b>								
(1010) Personnel	113	115	116	1	1.2	1.2	1.2	0.0
(1020) Contracting and Procurement	214	213	170	-43	1.9	2.0	1.4	-0.5
(1030) Property Management	970	1,083	1,329	246	0.0	0.0	0.0	0.0
(1040) Information Technology	244	345	356	11	2.9	3.0	3.0	0.0
(1050) Financial Management	86	76	125	49	0.0	0.0	0.0	0.0
(1070) Fleet Management	9	10	10	1	0.0	0.0	0.0	0.0
(1085) Customer Service	42	48	48	0	1.0	1.0	1.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>1,678</b>	<b>1,890</b>	<b>2,154</b>	<b>263</b>	<b>6.9</b>	<b>7.2</b>	<b>6.6</b>	<b>-0.5</b>
<b>(100F) Agency Financial Operations</b>								
(110F) Budget Operations	114	172	267	95	1.4	1.4	2.4	1.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>114</b>	<b>172</b>	<b>267</b>	<b>95</b>	<b>1.4</b>	<b>1.4</b>	<b>2.4</b>	<b>1.0</b>
<b>(2000) Office of People's Counsel</b>								
(2010) Consumer Advocacy and Representation	2,170	2,254	2,456	202	13.8	13.8	16.0	2.2
(2020) Public Information Dissemination	998	1,131	1,239	108	10.4	11.0	11.3	0.3
<b>Subtotal (2000) Office of People's Counsel</b>	<b>3,168</b>	<b>3,385</b>	<b>3,695</b>	<b>310</b>	<b>24.1</b>	<b>24.8</b>	<b>27.4</b>	<b>2.5</b>
<b>Total Proposed Operating Budget</b>	<b>4,960</b>	<b>5,447</b>	<b>6,116</b>	<b>669</b>	<b>32.4</b>	<b>33.4</b>	<b>36.4</b>	<b>3.0</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Budget Changes

The Office of the People's Counsel's (OPC) proposed FY 2013 gross budget is \$6,115,878, which represents a 12.3 percent increase over its FY 2012 approved gross budget of \$5,447,184. The budget is comprised entirely of Special Purpose Revenue funds.

### Initial Adjusted Budget

**Cost Increase:** The agency's fixed cost assessment for rent will increase by \$234,419. Personal services will increase by \$225,477 to account for 3.0 additional FTEs, planned step increases, and increased fringe benefit rates. The

agency will devote \$100,000 of additional resources across all programs and multiple activities to professional service contracts. OPC will serve an important role in supporting the new sustainability energy initiative and compliance with the Americans with Disabilities Act and language access requirements, as it will increase funding by \$50,724 and \$30,000, respectfully. Increases totaling \$11,806, \$7,497, and \$720 will support telecommunications, an assessment from the Office of the Chief Technology Officer (OCTO), and Call Center operations costs, respectively.

**Cost Decrease:** The Department of General Services (DGS) has projected the combined fixed costs of energy, janitorial services, and occupancy fees to decrease by \$2,771.

### Additionally Adjusted Budget

**Cost Increase:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$10,820.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table DJ0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table DJ0-5**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE</b>		<b>5,447</b>	<b>33.4</b>
Cost Increase: Rent projection from the Department of General Services (DGS)	Agency Management	234	0.0
Cost Increase: Align personal services based on historical spending patterns	Multiple Programs	225	3.0
Cost Increase: Professional service contracts	Multiple Programs	100	0.0
Cost Increase: Printing and advertising costs to support new sustainability energy initiative	Multiple Programs	51	0.0
Cost Increase: To support ADA and language access compliance activities	Office of People's Counsel	30	0.0
Cost Increase: Telecommunications projections from OCTO	Agency Management	12	0.0
Cost Increase: OCTO assessment	Multiple Programs	7	0.0
Cost Increase: Call Center operations	Agency Management	1	0.0
Cost Decrease: Net effect of DGS projections in energy, janitorial services, and occupancy fees	Agency Management	-3	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>6,105</b>	<b>36.4</b>
Technical Adjustment: Health Care Contribution	Multiple Programs	11	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>6,116</b>	<b>36.4</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>6,116</b>	<b>36.4</b>
<b>Gross for DJ0 - Office of the People's Counsel</b>		<b>6,116</b>	<b>36.4</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

**Objective 1:** Ensure effective advocacy on behalf of consumers and ratepayers of natural gas, electric, and telephone services in the District.

**Objective 2:** Provide community education outreach and technical assistance to District ratepayers and consumers on matters relating to utilities.

**Objective 3:** Provide assistance to individual consumers regarding their billing and service complaints against the utilities.

**Objective 4:** Promote GreenDC agenda.

**Objective 5:** Increase services to the District's limited and non-English proficient (LEP/NEP) residents.

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## Agency Performance Measures

<b>Measure</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Target</b>	<b>FY 2011 YTD</b>	<b>FY 2012 Projection</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>
Number of consumer education and outreach meetings/encounters attended	145	150	135	160	160	165
Percentage of consumer complaints closed	92%	90%	100%	90%	90%	90%

# Department of Insurance, Securities, and Banking

[www.disb.dc.gov](http://www.disb.dc.gov)

Telephone: 202-727-8000

Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$14,026,336	\$17,042,318	\$20,860,023	22.4
FTEs	99.6	111.8	125.6	12.4

The mission of the Department of Insurance, Securities, and Banking (DISB) is two-fold: 1) Consumer protection by providing thorough, efficient, and prompt regulatory supervision of financial services firms operating in the District of Columbia; and 2) Economic development by creating conditions that will attract and retain financial service firms to the District of Columbia.

## Summary of Services

DISB regulates the following financial services entities and financial market activities: (1) insurance companies, insurance producers, health maintenance organizations, captive insurance companies, and risk retention groups; (2) investment advisors, investment advisor representatives, broker-dealers, broker-dealer agents, securities offerings, issuers, and agents of issuers; and (3) District and state-chartered banks, mortgage lenders and brokers, mortgage loan originators, check cashers, money transmitters, consumer-sales-finance companies, money lenders, and consumer-credit-service organizations.

The agency's FY 2013 proposed budget is presented in the following tables:



## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table SR0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides the FY 2010 and FY 2011 actual expenditures.

**Table SR0-1**  
(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Special Purpose Revenue Funds	14,953	13,753	17,042	17,868	826	4.8
<b>Total for General Fund</b>	<b>14,953</b>	<b>13,753</b>	<b>17,042</b>	<b>17,868</b>	<b>826</b>	<b>4.8</b>
<b>Federal Resources</b>						
Federal Grant Funds	0	115	0	2,544	2,544	N/A
<b>Total for Federal Resources</b>	<b>0</b>	<b>115</b>	<b>0</b>	<b>2,544</b>	<b>2,544</b>	<b>N/A</b>
<b>Private Funds</b>						
Private Grant Funds	0	59	0	448	448	N/A
<b>Total for Private Funds</b>	<b>0</b>	<b>59</b>	<b>0</b>	<b>448</b>	<b>448</b>	<b>N/A</b>
<b>Intra-District Funds</b>						
Intra-District Funds	60	100	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>60</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>15,013</b>	<b>14,026</b>	<b>17,042</b>	<b>20,860</b>	<b>3,818</b>	<b>22.4</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table SR0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table SR0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change</b>
<b>General Fund</b>						
Special Purpose Revenue Funds	92.4	99.6	111.8	114.6	2.8	2.5
<b>Total for General Fund</b>	<b>92.4</b>	<b>99.6</b>	<b>111.8</b>	<b>114.6</b>	<b>2.8</b>	<b>2.5</b>
<b>Federal Resources</b>						
Federal Grant Funds	0.0	0.0	0.0	8.0	8.0	N/A
<b>Total for Federal Resources</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>8.0</b>	<b>8.0</b>	<b>N/A</b>
<b>Private Funds</b>						
Private Grant Funds	0.0	0.0	0.0	3.0	3.0	N/A
<b>Total for Private Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>3.0</b>	<b>3.0</b>	<b>N/A</b>
<b>Total Proposed FTEs</b>	<b>92.4</b>	<b>99.6</b>	<b>111.8</b>	<b>125.6</b>	<b>13.8</b>	<b>12.4</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table SR0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table SR0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	8,324	7,722	9,304	11,085	1,780	19.1
12 - Regular Pay - Other	389	433	252	330	78	31.0
13 - Additional Gross Pay	251	603	113	113	0	0.0
14 - Fringe Benefits - Current Personnel	1,675	1,615	1,934	2,323	389	20.1
15 - Overtime Pay	1	2	21	21	0	0.0
<b>Subtotal Personal Services (PS)</b>	<b>10,640</b>	<b>10,375</b>	<b>11,624</b>	<b>13,871</b>	<b>2,247</b>	<b>19.3</b>
20 - Supplies and Materials	38	14	75	56	-19	-25.3
31 - Telephone, Telegraph, Telegram, Etc.	72	75	85	87	2	2.3
32 - Rentals - Land and Structures	2,013	1,643	1,763	1,868	105	5.9
33 - Janitorial Services	0	0	23	0	-23	-100.0
35 - Occupancy Fixed Costs	7	0	0	33	33	N/A
40 - Other Services and Charges	823	594	1,334	1,435	101	7.6
41 - Contractual Services - Other	10	11	200	629	429	214.5
50 - Subsidies and Transfers	1,072	1,087	1,337	2,339	1,002	74.9
70 - Equipment and Equipment Rental	338	228	602	543	-59	-9.8
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>4,372</b>	<b>3,652</b>	<b>5,418</b>	<b>6,989</b>	<b>1,571</b>	<b>29.0</b>
<b>Gross Funds</b>	<b>15,013</b>	<b>14,026</b>	<b>17,042</b>	<b>20,860</b>	<b>3,818</b>	<b>22.4</b>

\*Percent change is based on whole dollars.

### Division Description

The Department of Insurance, Securities and Banking operates through the following 9 divisions:

**Insurance Bureau** - monitors the financial solvency of insurance companies and Health Maintenance Organizations (HMO) operating in the District of Columbia; issues licenses to insurance companies, insurance producers, and related entities; resolves consumer complaints; approves rates and policy forms of insurance products marketed in the District; and monitors underwriting, policy holder services, claims, marketing, producer licensing, and the complaint handling processes of licensed insurers to ensure a viable insurance market in the District.

This division contains the following 5 activities:

- **Insurance Products** - reviews all types of insurance policy forms and actuarial memoranda to determine whether they conform to District insurance laws and regulations; analyzes rating rules, rate manuals and rating schedules; and conducts actuarial and statistical analysis of rate increase requests, maintaining a database for claims and investment experience;
- **Financial Surveillance** - provides solvency and compliance monitoring, rate approval, and technical assistance for the insurance industry, other regulators, and the public so that there is a viable insurance market in the District;

- **Health Maintenance Organization (HMO)** - provides solvency and compliance monitoring, rate approval, and technical assistance for the HMO industry, other regulators, and the public so that there is a viable managed care insurance market in the District;
- **DC Market Operations Insurance** - provides for administrative support and the required tools for the bureau to achieve operational and programmatic results; and
- **Health Insurance Review** - reviews health insurance rate filings submitted for products sold in the District to ensure compliance with District law and federal health care reform, and conducts analysis on rate filing trends and provides consumer information on health insurance rates.

**Securities Bureau** - oversees the regulatory activities of stock brokerage and investment firms in the District to proactively protect District residents against malpractice and fraud by securities professionals, and to ensure proper marketing and disclosure of securities products in compliance with the District Code.

This division contains the following 4 activities:

- **Corporate Finance** - reviews and analyzes securities offerings to investors to ensure full disclosure with the District's securities laws;
- **Securities Examinations** – provides public information and performs examinations of financial condition and regulatory compliance of securities firms and their representatives so that they can have effective measures for achieving compliance with the District Code;
- **Securities Licensing** – reviews and approves, subject to District laws, investment advisors, investment advisor representatives, broker-dealers, and broker-dealer agents doing business in the District; and
- **DC Market Operations Securities** – provides for administrative support and the required tools for the bureau to achieve operational and programmatic results.

**Enforcement Bureau** - directs programs designed to detect and take actions against individuals and companies engaged in fraudulent financial operations and services, and investigate compliance complaints.

This division contains the following 3 activities:

- **Enforcement** – ensures observance of District laws by providing remedies to individuals, insurance, securities and banking entities and other jurisdictions in order to prevent, detect, and prosecute insurance, securities and banking fraudulent activities;
- **Investigations** – responds to inquiries and complaints from consumers, and investigates and establishes the underlying facts to ensure adherence with the District's financial services and relevant consumer protection laws; and
- **DC Market Compliance Enforcement** – provides technical and administrative authority for the bureau to achieve operational and programmatic results.

**Banking Bureau** - regulates the activities of depository and non-depository financial institutions within the District to protect consumers from unfair practices by conducting timely financial examinations and providing a fair financial market that benefits District consumers and businesses.

This division contains the following 4 activities:

- **State Small Business Credit Initiative** – reviews and approves applications submitted by participating financial institutions to determine eligibility to receive federal and local SSBCI matching funds;
- **Licensing** – reviews and approves, subject to District laws, District chartered banks, mortgage lenders and brokers, loan originators, money transmitters, check cashers, money lenders, and consumer credit service organizations doing business in the District;
- **Market Services** – administers the foreclosure mediation, Certified Capital Company (CAPCO), and Capital Access (CAP) programs; and

- **DC Market Operations Banking** – provides for administrative support and the required tools for the bureau to achieve operational and programmatic results.

**Risk Finance Bureau** – reviews and approves licensing applications for the formation of captive insurance companies and maintains regulatory oversight of captive insurers and risk retention groups that operate or plan to do business in the District.

This division contains the following 4 activities:

- **Compliance** – provides solvency and compliance monitoring, and technical assistance for the captive insurance industry and other regulators to maintain a viable alternative insurance market in the District;
- **Financial Analysis** – analyzes financial and actuarial reports to ensure captive insurance companies and risk retention groups maintain capital and surplus required under District law;
- **Regulatory Review and Licensing** – reviews and approves, subject to District laws, licensing applications of captive insurance companies and risk retention groups; and provides technical assistance to other regulators; and
- **DC Market Operations Risk Finance** – provides for administrative support and the required tools for the bureau to achieve operational and programmatic results.

**Market Examinations Bureau** – conducts on-site examinations of all domiciled insurance companies; inspects District-based investment advisers and broker-dealers, District-chartered banks, and non-depository financial services institutions doing business in the District; monitors solvency of financial firms doing business in the District of Columbia; and develops comprehensive analysis of financial services market to identify current and emerging systematic issues and coordinate regulatory actions.

This division contains the following 5 activities:

- **Insurance Exams** – provides solvency and compliance monitoring of insurance companies to ensure compliance with District laws;
- **Securities Exams** – performs examinations of financial condition and regulatory compliance of securities firms and their representatives;
- **Banking Exams** – provides chartering, examination and enforcement services pertaining to District chartered banks and District licensed non-depository institutions;
- **Risk Finance Exams** – provides solvency and compliance monitoring, and technical assistance for captive insurance industry and other regulators; and
- **DC Market Compliance Exams** – provides technical and administrative authority over the Market Examinations process.

**Compliance Analysis Bureau** – provides research and analysis of industry sectors to establish best practices, and coordinates information from the Market Examinations Bureau with other Bureaus to identify and define key market factors that drive changes in each industry sector.

This division contains the following 3 activities:

- **Consumer Services** – Reviews consumer complaints regarding financial institutions and firms operating in the District to determine compliance with District laws and regulations, and conducts analysis and investigates matters regarding consumer issues;
- **Market Research Analysis** – provides research and analysis of industry sectors to establish “best practices” standards and guidelines for design, delivery, and results monitoring of financial products and services; and
- **DC Market Compliance Analysis** – provides technical and administrative authority over Consumer Services and Market Research Analysis.

**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.

**Agency Financial Operations** – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This division is standard for all agencies using performance-based budgeting.

### Division Structure Change

There have been changes in the operations and compliance reporting structure within the Department aimed at providing more comprehensive analysis of market conditions and more robust consumer protection capabilities. The realignment outlining these changes was approved on November 10, 2011.

## FY 2013 Proposed Operating Budget and FTEs, by Division and Activity

Table SR0-4 contains the proposed FY 2013 budget by division and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table SR0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1010) Personnel	92	98	171	73	1.0	1.0	2.0	1.0
(1017) Labor Partnership	72	70	0	-70	1.0	1.0	0.0	-1.0
(1040) Office of Info Tech and Support	885	922	5,446	4,524	7.8	11.0	14.0	3.0
(1055) Risk Management	359	248	0	-248	4.9	2.0	0.0	-2.0
(1080) Public Affairs	310	325	785	460	2.9	3.0	5.0	2.0
(1090) Performance Management	478	569	390	-178	3.0	4.0	3.0	-1.0
(1095) Consumer Protection	111	0	0	0	2.9	0.0	0.0	0.0
<b>Subtotal (1000) Agency Management Program</b>	<b>2,307</b>	<b>2,233</b>	<b>6,792</b>	<b>4,560</b>	<b>23.5</b>	<b>22.0</b>	<b>24.0</b>	<b>2.0</b>
<b>(100F) Agency Financial Operations</b>								
(110F) Budget Operation	165	127	140	13	1.0	1.0	1.0	0.0
(120F) Accounting Operations	383	386	384	-2	3.9	4.0	4.0	0.0
(130F) ACFO	163	173	176	3	1.0	1.0	1.0	0.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>711</b>	<b>685</b>	<b>700</b>	<b>14</b>	<b>5.9</b>	<b>6.0</b>	<b>6.0</b>	<b>0.0</b>
<b>(2000) Insurance Program</b>								
(2010) Insurance Products	-13	0	981	981	0.0	0.0	7.5	7.5
(2015) Financial Surveillance	0	0	670	670	0.0	0.0	5.3	5.3
(2020) Consumer and Prof Licensing	-16	0	0	0	0.0	0.0	0.0	0.0
(2030) Financial Examination	-12	0	0	0	0.0	0.0	0.0	0.0
(2040) Forms Analysis	2,318	3,149	0	-3,149	5.9	6.0	0.0	-6.0
(2045) Market Conduct	238	177	0	-177	1.0	1.0	0.0	-1.0
(2050) HMO	483	623	918	295	1.0	3.0	8.8	5.8
(2055) Consumer Services	569	1,071	0	-1,071	5.9	11.0	0.0	-11.0
(2060) Professional Services	460	521	0	-521	4.9	6.0	0.0	-6.0
(2065) Financial Regulatory	589	683	0	-683	5.7	7.3	0.0	-7.3
(2070) Actuarial Analysis	311	379	0	-379	3.9	4.5	0.0	-4.5
(2080) DC Market Operations Insurance	0	0	131	131	0.0	0.0	0.2	0.2
(2090) Health Insurance Review	115	0	1,325	1,325	0.0	0.0	7.0	7.0
<b>Subtotal (2000) Insurance Program</b>	<b>5,041</b>	<b>6,603</b>	<b>4,026</b>	<b>-2,577</b>	<b>28.1</b>	<b>38.8</b>	<b>28.8</b>	<b>-10.0</b>
<b>(3000) Securities Program</b>								
(3010) Corporate Finance	1,346	0	627	627	4.4	0.0	5.5	5.5
(3020) Securities Examination	580	0	1	1	5.1	0.0	0.0	0.0

(Continued on next page)

**Table SR0-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
(3030) Securities Licensing	340	0	515	515	4.2	0.0	4.5	4.5
(3080) DC Market Operations Securities	0	0	180	180	0.0	0.0	0.2	0.2
<b>Subtotal (3000) Securities Program</b>	<b>2,266</b>	<b>0</b>	<b>1,323</b>	<b>1,323</b>	<b>13.7</b>	<b>0.0</b>	<b>10.2</b>	<b>10.2</b>
<b>(4000) Enforcement Program</b>								
(4010) Compliance	9	0	0	0	0.0	0.0	0.0	0.0
(4020) Investigative	54	0	0	0	0.0	0.0	0.0	0.0
(4050) Enforcement	184	207	417	210	2.5	1.5	3.5	2.0
(4060) Investigations	677	821	812	-8	6.4	7.5	7.5	0.0
(4080) DC Market Compliance Enforcement	0	0	86	86	0.0	0.0	0.3	0.3
<b>Subtotal (4000) Enforcement Program</b>	<b>924</b>	<b>1,028</b>	<b>1,316</b>	<b>288</b>	<b>8.8</b>	<b>9.0</b>	<b>11.4</b>	<b>2.3</b>
<b>(5000) Banking</b>								
(5010) Depository	-7	0	0	0	0.0	0.0	0.0	0.0
(5015) SSBCI	0	0	1,219	1,219	0.0	0.0	1.0	1.0
(5020) Non Depository	66	0	0	0	0.0	0.0	0.0	0.0
(5055) Examination	1,576	0	0	0	7.3	0.0	0.0	0.0
(5060) Licensing	0	0	389	389	5.4	0.0	4.5	4.5
(5070) Market Services	0	0	811	811	0.0	0.0	5.5	5.5
(5080) DC Market Operations Banking	0	0	168	168	0.0	0.0	0.2	0.2
<b>Subtotal (5000) Banking</b>	<b>1,635</b>	<b>0</b>	<b>2,587</b>	<b>2,587</b>	<b>12.7</b>	<b>0.0</b>	<b>11.2</b>	<b>11.2</b>
<b>(6000) Risk Finance</b>								
(6010) Compliance	-3	0	323	323	0.0	0.0	2.5	2.5
(6020) Financial Analysis	1,145	1,511	1	-1,510	6.8	8.0	0.0	-8.0
(6030) Regulatory Review and Licensing	0	0	240	240	0.0	0.0	2.5	2.5
(6080) DC Market Operations Risk Finance	0	0	79	79	0.0	0.0	0.2	0.2
<b>Subtotal (6000) Risk Finance</b>	<b>1,142</b>	<b>1,511</b>	<b>643</b>	<b>-867</b>	<b>6.8</b>	<b>8.0</b>	<b>5.2</b>	<b>-2.8</b>
<b>(7000) Securities and Banking</b>								
(7010) Corporate Finance	0	2,951	0	-2,951	0.0	7.5	0.0	-7.5
(7020) Securities and Banking Examination	0	1,226	0	-1,226	0.0	11.2	0.0	-11.2
(7030) Securities and Banking Licensing	0	805	0	-805	0.0	9.2	0.0	-9.2
<b>Subtotal (7000) Securities and Banking</b>	<b>0</b>	<b>4,983</b>	<b>0</b>	<b>-4,983</b>	<b>0.0</b>	<b>28.0</b>	<b>0.0</b>	<b>-28.0</b>
<b>(8000) Market Examinations</b>								
(8010) Insurance Exams	0	0	341	341	0.0	0.0	3.2	3.2
(8020) Securities Exams	0	0	509	509	0.0	0.0	4.2	4.2
(8030) Banking Exams	0	0	583	583	0.0	0.0	5.2	5.2
(8040) Risk Finance Exams	0	0	424	424	0.0	0.0	3.2	3.2
(8080) DC Market Compliance Exams	0	0	166	166	0.0	0.0	0.3	0.3
<b>Subtotal (8000) Market Examinations</b>	<b>0</b>	<b>0</b>	<b>2,023</b>	<b>2,023</b>	<b>0.0</b>	<b>0.0</b>	<b>16.3</b>	<b>16.3</b>
<b>(9000) Compliance Analysis</b>								
(9010) Consumer Services	0	0	733	733	0.0	0.0	7.0	7.0
(9020) Market Research Analysis	0	0	542	542	0.0	0.0	5.0	5.0
(9080) DC Market Compliance Analysis	0	0	174	174	0.0	0.0	0.3	0.3
<b>Subtotal (9000) Compliance Analysis</b>	<b>0</b>	<b>0</b>	<b>1,449</b>	<b>1,449</b>	<b>0.0</b>	<b>0.0</b>	<b>12.3</b>	<b>12.3</b>
<b>Total Proposed Operating Budget</b>	<b>14,026</b>	<b>17,042</b>	<b>20,860</b>	<b>3,818</b>	<b>99.6</b>	<b>111.8</b>	<b>125.6</b>	<b>13.8</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 divisions, please see Schedule 30-PBB Program Summary by Activity in the FY 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Department of Insurance, Securities and Bankings' (DISB) proposed FY 2013 gross budget is \$20,860,023, which represents a 22.4 percent increase over its FY 2012 approved gross budget of \$17,042,318. The budget is comprised of \$17,868,052 in Special Purpose Revenue funds, \$2,544,319 in Federal Grant funds, and \$447,652 in Private Grant funds.

### **Initial Adjusted Budget**

**Create:** In FY 2013, DISB has been awarded Federal Grant funding for the State Small Business Credit Initiative (SSBCI) and Health Insurance Rate Review (HIRR). Funds from the SSBCI grant may be used to guarantee loans from District banking institutions made to small businesses. The agency will allocate these funds in the Banking program by budgeting \$1,000,000 in Subsidies and Transfers, \$142,318 for 1.0 FTE in personal services, and \$76,145 for Supplies, Equipment, and Other Services and Charges. Funds from the HIRR grant will be used to support activities associated with the Affordable Care Act, which aims to improve the current health care system by increasing access to health coverage for Americans. HIRR funds, budgeted in the Insurance division, will include \$827,164 for 7.0 FTEs in personal services, \$250,856 in Other Services and Charges and Equipment, and \$245,000 in Contractual Services.

**Enhance:** DISB will dedicate \$238,428 in personal services for 3.0 FTEs and \$208,616 in contracts from Private Grant funding. These funds were not available during FY 2012 and will be used to enhance services provided in the Banking division.

**Cost Increase:** The budget proposal includes an additional 2.8 FTEs and \$999,273 in Special Purpose Revenue funds to cover projected step increases, increases in the Fringe Benefit rate, and alignment of the budgets based on historical spending patterns. The provisional fixed costs assessment from the Office of the Chief Technology Officer will increase by \$117,073 in Special Purpose Revenue funds.

**Cost Decrease:** The proposed budget includes several adjustments to Special Purpose Revenues to partially offset the proposal for cost increases. DISB will reduce its purchases of computers and equipment for savings of \$197,999. The agency will save an additional \$84,159 by reducing its postage and printing needs. Other efforts to streamline operations will result in decreases of \$24,550 in consulting and Contractual Services and \$21,931 in Supplies and Materials.

### **Additionally Adjusted Budget**

**Technical Adjustment:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in increases of \$2,836 in Federal Grant funds, \$608 in Private Grant funds, and \$36,428 in Special Purpose Revenue funds.

### **Policy Initiative**

An initiative that will enhance the captive insurance company program, which will attract more captive insurance companies to the District, is reflected in an increase of \$1,600 in Special Purpose Revenue funds.



## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table SR0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table SR0-5**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>FEDERAL GRANT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
Create: Subsidies and Transfers for the State Small Business Credit Initiative (SSBCI)	Banking	1,000	0.0
Create: SSBCI personal services projection	Banking	142	1.0
Create: Supplies, Equipment, and Other Services and Charges for SSBCI	Banking	76	0.0
Create: Health Insurance Rate Review (HIRR) personal services projection	Insurance Program	827	7.0
Create: Other Services and Charges and Equipment for HIRR	Insurance Program	251	0.0
Create: Contractual Services for HIRR	Insurance Program	245	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>2,541</b>	<b>8.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	3	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>2,544</b>	<b>8.0</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>2,544</b>	<b>8.0</b>
<b>PRIVATE GRANT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
Enhance: Salary and Fringe Benefits	Banking	238	3.0
Enhance: Contractual Services	Banking	209	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>447</b>	<b>3.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	1	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>448</b>	<b>3.0</b>
<b>PRIVATE GRANT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>448</b>	<b>3.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE</b>		<b>17,042</b>	<b>111.8</b>
Cost Increase: Align personal services with projected expenses	Multiple Programs	999	2.8
Cost Increase: Adjustments for fixed costs based on assessments from the Office of the Chief Technology Officer	Agency Management Program	117	0.0
Cost Decrease: Computer and equipment purchases	Agency Management Program	-198	0.0
Cost Decrease: Savings derived from improved technology and reductions in Postage and Printing	Multiple Programs	-84	0.0
Cost Decrease: Consultant and Contractual Services	Multiple Programs	-25	0.0
Cost Decrease: Supplies and Materials	Agency Management Program	-22	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>17,830</b>	<b>114.6</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	36	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>17,866</b>	<b>114.6</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: Align with additional resources	Agency Management Program	2	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>17,868</b>	<b>114.6</b>
<b>Gross for SR0 - Department of Insurance, Securities, and Banking</b>		<b>20,860</b>	<b>125.6</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

### 1. Agency Management

**Objective 1:** Increase the affordability and availability of health insurance coverage.

**Objective 2:** Protect DC citizens from insurance, securities and banking fraud through prevention, detection and enforcement.

**Objective 3:** Improve consumer confidence in, and increase availability of, financial services to District residents.

**Objective 4:** Support agency bureaus through effective management.

## Agency Performance Measures

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Number residents insured by high risk health insurance pool	285	314	1,692	0.00	2,200	Not Available
Number medical malpractice insurance premium rate filings > 10 percent increase reviewed	Not Available	Not Available	0.00	0.00	0.00	0.00
Percentage of written Insurance complaints resolved within 45 days of receipt	96%	90%	100%	95%	95%	95%
Percentage of open investigative cases reviewed within 90 days for correctness and compliance to investigative procedures	100%	100%	100%	95%	96%	97%
Number of administrative hearings conducted regarding violations of producer licensing laws	34	28	28	0	21	20
Number of District residents receiving financial literacy training and information	1,118	700	1,746	800	900	1,000
Percentage of CAPCOs examined	100%	100%	100%	100%	100%	100%
Percentage of DC residents who participated in the Foreclosure Mediation program	97%	85%	100%	85%	25%	25%
Percentage of DC based investment firms examined annually	6.63%	25%	100%	95%	100%	100%
Percentage of banking complaints resolved within 45 days of receipt	98%	85%	Not Available	95%	85%	85%
Number of Captive Insurance Company applications processed within 30 Days of receipt	100%	100%	100%	100%	100%	100%
Percentage of scheduled financial examinations completed annually on Captive Insurance Companies	100%	100%	100%	100%	100%	100%
Percentage of Security Notice filings processed within 30 days of receipt	53%	90%	99%	85%	80%	80%

## 2. Banking Bureau

Objective 1: Improve consumer confidence.

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### Banking Bureau

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of DC Residents who participated in the Foreclosure Mediation Program	97%	85%	100%	85%	25%	25%
Percentage of written complaints resolved within 45 days of receipt	98%	85%	100%	85%	85%	85%

## 3. Enforcement and Investigation Bureau

Objective 1: Improve the DISB insurance, securities and banking consumer protection anti-fraud program.

Objective 2: Protect DC Residents from Fraudulent Insurance Producer activities.

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### Enforcement and Investigation Bureau

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of open investigative cases reviewed within 90 days for correctness and compliance with investigative procedures	100%	90%	100%	90%	96%	97%
Percentage of agent enforcement investigations completed within 60 days	Not Available	Not Available	0.00	85%	86%	87%
Percentage of written complaints resolved within 45 days of receipt	98%	85%	100%	95.00%	95.00%	95%

#### 4. Compliance Analysis Division (CAD)

Objective 1: Improve the overall consumer protection capabilities of the Compliance Analysis Division.

Objective 2: Improve the DISB Consumer Advocate - Anti-fraud Program.

#### 5. Insurance Bureau

Objective 1: Increase the affordability and availability of health insurance coverage.

Objective 2: Post consumer insurance information to DISB website.

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### Insurance Bureau

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of rate and form filings approved, accepted or rejected within 30 days of receipt	92.7%	95%	94.73%	87.50%	90.00%	90.00%

#### 6. Office of the Communications

Objective 1: Improve the DISB Anti-fraud Consumer Protection.

Objective 2: Increase the amount of consumer insurance information available on the DISB website.

Objective 3: Improve consumer confidence.

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### Office of the Communications

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Number of District residents receiving financial literacy training and consumer protection information	1,118	700	1,746	800	900	1,000

## 7. Risk Finance Bureau

Objective 1: Improve consumer confidence.

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### Risk Finance Bureau

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of Captive Insurance Company applications processed within 30 days of receipt	100%	100%	100%	100%	100%	100%
Percentage of scheduled financial examinations completed annually on Captive Insurance Companies	100%	100%	100%	100%	100%	100%
Percentage of CAPCOs examined annually	100%	100%	100%	100%	100%	100%

## 8. Securities Bureau

Objective 1: Improve consumer confidence.

Objective 2: Improve securities industry awareness and compliance with conduct and disclosure requirements to better serve District residents.

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### Securities Bureau

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of DC based investment firms examined for compliance within 12 months	92%	90%	101%	95%	100%	100%
Percentage of securities notice filings processed within 30 days	53%	90%	100%	85%	80%	80%

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# Office of Cable Television

[www.oct.dc.gov](http://www.oct.dc.gov)

Telephone: 202-671-0066

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$6,975,985	\$8,524,970	\$8,591,720	0.8
FTEs	31.9	35.5	39.5	11.3

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The mission of the Office of Cable Television (OCT) is to: (1) regulate the provision of “cable service” in the District of Columbia (as that term is defined by the District’s cable television laws); (2) protect and advance the cable television-related interests of the District and its residents; and (3) produce and cablecast live and recorded video and other programming by way of the District’s public, educational and government (PEG) cable channels.

## Summary of Services

OCT (1) regulates the provision of cable television services by the District’s cable television franchisees; (2) manages the District’s two municipal government channels (TV-13 and TV-16); and (3) manages the District Knowledge Network (DKN) (formerly “District Schools Television” (DSTV)). TV-13 provides gavel-to-gavel coverage of the Council of the District of Columbia. TV-16 provides information regarding the many programs, services and opportunities made available by the Government of the District of Columbia. DKN (the District’s re-formatted schools/educational cable channel) is designed to provide residents with superior quality educational programming that not only fosters and encourages student learning and achievement, but also provides life-long learning opportunities to the community. Via these channels, OCT provides to District residents immediate and comprehensive access to the activities and processes of their government.

OCT is dedicated to providing quality diverse programming and services that seek to educate, enlighten, and empower the residents of the District of Columbia. Department performance expectations in FY 2012 are listed by functional division.

The agency’s FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table CT0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table CT0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Special Purpose Revenue Funds	6,685	6,957	8,525	8,592	67	0.8
<b>Total for General Fund</b>	<b>6,685</b>	<b>6,957</b>	<b>8,525</b>	<b>8,592</b>	<b>67</b>	<b>0.8</b>
<b>Intra-District Funds</b>						
Intra-District Funds	12	19	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>12</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>6,697</b>	<b>6,976</b>	<b>8,525</b>	<b>8,592</b>	<b>67</b>	<b>0.8</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table CT0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table CT0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Special Purpose Revenue Funds	178	31.9	35.5	39.5	4.0	11.3
<b>Total for General Fund</b>	<b>178</b>	<b>31.9</b>	<b>35.5</b>	<b>39.5</b>	<b>4.0</b>	<b>11.3</b>
<b>Total Proposed FTEs</b>	<b>178</b>	<b>31.9</b>	<b>35.5</b>	<b>39.5</b>	<b>4.0</b>	<b>11.3</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table CT0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table CT0-3**  
(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
11 - Regular Pay - Continuing Full Time	2,058	2,143	2,336	2,610	273	11.7
12 - Regular Pay - Other	342	207	301	277	-24	-8.0
13 - Additional Gross Pay	25	17	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	474	469	498	593	95	19.1
15 - Overtime Pay	25	39	50	60	10	20.0
<b>Subtotal Personal Services (PS)</b>	<b>2,924</b>	<b>2,876</b>	<b>3,186</b>	<b>3,540</b>	<b>355</b>	<b>11.1</b>
20 - Supplies and Materials	7	16	25	35	10	40.0
30 - Energy, Comm. and Building Rentals	3	10	173	92	-81	-47.0
31 - Telephone, Telegraph, Telegram, Etc.	68	70	279	244	-35	-12.5
32 - Rentals - Land and Structures	1,379	1,448	0	0	0	N/A
33 - Janitorial Services	0	0	44	0	-44	-100.0
34 - Security Services	0	0	0	50	50	N/A
35 - Occupancy Fixed Costs	10	0	66	105	38	57.2
40 - Other Services and Charges	1,200	1,593	2,786	2,583	-203	-7.3
41 - Contractual Services - Other	352	100	200	253	52	26.2
50 - Subsidies and Transfers	735	800	800	850	50	6.2
70 - Equipment and Equipment Rental	19	63	966	841	-125	-13.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>3,773</b>	<b>4,100</b>	<b>5,339</b>	<b>5,052</b>	<b>-288</b>	<b>-5.4</b>
<b>Gross Funds</b>	<b>6,697</b>	<b>6,976</b>	<b>8,525</b>	<b>8,592</b>	<b>67</b>	<b>0.8</b>

\*Percent change is based on whole dollars.



## Division Description

The Office of Cable Television operates through the following 3 divisions:

**Programming** - provides 24-hour informative programming on TV-13, TV-16, and DKN. Programs include gavel-to-gavel coverage of Council hearings, Mayoral press conferences and meetings and activities of government agencies, and live and recorded coverage of the activities of the Mayor and District of Columbia Public Schools (DCPS). Programming also includes educational resources to support students, parents, teachers and community members.

This division contains the following 2 activities:

- **Originated Programming** - provides original television production and programming services for District cable viewers, enabling them to have access to information about citywide events as well as gain information about the operation and management of the District; and
- **Fee for Service Programming** - provides contracted television production and programming services to District government agencies by offering professionally produced programs at competitive prices.

**Regulatory** - provides customer service and franchise oversight services for District cable subscribers and for the District government to ensure they receive reliable services that comply with District and federal laws and regulations. This program performs the regulatory functions of the agency, which include enforcing (and, when appropriate, proposing amendments to) the provisions of the District Cable Act; negotiating new cable television franchise agreements; renewing cable franchise agreements with local cable providers; providing general legal counsel to the agency; managing and resolving regulatory and other disputes between cable operators and the District government and/or its residents; and enforcing the provisions of District cable franchise agreements and other applicable laws.

This division contains the following 2 activities:

- **Franchise Regulation** - provides cable company oversight services for District cable subscribers, allowing them to receive cable television services that are in compliance with District and federal laws and regulations; and
- **Customer Service** - facilitates complaint resolution, installation, and repair services to District cable subscribers and District government agencies to ensure that they receive reliable cable television service and problem resolutions in a timely manner.

**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 Cable Television has no division structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Division and Activity

Table CT0-4 contains the proposed FY 2013 budget by division and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table CT0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1010) Personnel	0	24	0	-24	0.0	0.0	0.0	0.0
(1015) Training and Employee Development	15	51	33	-18	0.0	0.0	0.0	0.0
(1020) Contracting and Procurement	24	97	69	-28	0.0	1.0	1.0	0.0
(1030) Property Management	2,174	2,099	1,783	-316	0.0	0.0	0.0	0.0
(1040) Information Technology	31	43	118	76	0.0	0.0	1.0	1.0
(1050) Financial Management	157	147	150	3	1.0	0.0	0.0	0.0
(1070) Fleet Management	43	61	48	-13	0.0	0.0	0.0	0.0
(1085) Customer Service	432	722	665	-57	4.4	6.5	6.0	-0.5
(1090) Performance Management	244	252	257	5	2.0	2.0	2.0	0.0
<b>Subtotal (1000) Agency Management Program</b>	<b>3,119</b>	<b>3,496</b>	<b>3,123</b>	<b>-374</b>	<b>7.4</b>	<b>9.5</b>	<b>10.0</b>	<b>0.5</b>
<b>(2000) Programming</b>								
(2100) OCTT Originated Programming	2,653	3,258	3,537	279	15.2	16.5	19.5	3.0
(2200) Fee for Service Programming	825	1,348	1,399	51	9.3	9.5	10.0	0.5
<b>Subtotal (2000) Programming</b>	<b>3,478</b>	<b>4,606</b>	<b>4,936</b>	<b>330</b>	<b>24.6</b>	<b>26.0</b>	<b>29.5</b>	<b>3.5</b>
<b>(3000) Regulatory</b>								
(3100) Franchise Regulation	0	240	355	115	0.0	0.0	0.0	0.0
(3200) Customer Service	378	182	178	-5	0.0	0.0	0.0	0.0
<b>Subtotal (3000) Regulatory</b>	<b>378</b>	<b>422</b>	<b>533</b>	<b>111</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>6,976</b>	<b>8,525</b>	<b>8,592</b>	<b>67</b>	<b>31.9</b>	<b>35.5</b>	<b>39.5</b>	<b>4.0</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 divisions, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Office of Cable Television's (OCT) proposed FY 2013 gross budget is \$8,591,720, which represents a 0.8 percent increase over its FY 2012 approved gross budget of \$8,524,970. The budget is comprised entirely of Special Purpose Revenue funds.

### **Initial Adjusted Budget**

**Cost Increase:** OCT has a Special Purpose Revenue (SPR) fund net increase of \$344,299 in personal services. This reflects increases to salary, steps, and Fringe Benefits, as well as the addition of 4.0 new full-time equivalent positions to monitor financial, procurement, and contractual issues, and to provide television production support. To support continuing administrative requirements, the agency increased its budget by \$52,399 for Contractual Services for production-related contracts, \$50,000 for Security Services at its new facility, \$50,000 for Subsidies and Transfers, \$38,058 for increased Occupancy costs, and \$10,000 for Supplies.

**Cost Decrease:** The agency's SPR fund budget includes reductions of \$202,791 in Other Services and Charges, \$125,496 in Equipment, \$81,384 in Energy costs, \$43,745 in Janitorial Services, and \$34,796 in Telecom expenses. These reductions in nonpersonal services are to offset the 4.0 new full-time equivalent positions and the increase in costs associated with the renovation and relocation to a new production facility.

### **Initial Adjusted Budget**

**Technical Adjustments:** Adjustment of fringe benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$10,205 to OCT's SPR funds.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table CT0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table CT0-5**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE</b>		<b>8,525</b>	<b>35.5</b>
Cost Increase: Additional positions to monitor financial activities, procurement and contractual issues, and provide television production support	Agency Management Program	344	4.0
Cost Increase: Production-related Contractual Services	Programming	52	0.0
Cost Increase: Adjustment for Security Services at new facility	Agency Management Program	50	0.0
Cost Increase: Adjustment to Subsidies and Transfers	Programming	50	0.0
Cost Increase: Adjustment to Occupancy Fixed Costs	Agency Management Program	38	0.0
Cost Increase: Adjustment to Supplies	Multiple Programs	10	0.0
Cost Decrease: Adjustment to Other Services and Charges	Multiple Programs	-203	0.0
Cost Decrease: Adjustment to Equipment	Multiple Programs	-125	0.0
Cost Decrease: Adjustment to Energy costs	Agency Management Program	-81	0.0
Cost Decrease: Adjustment to Janitorial Services	Agency Management Program	-44	0.0
Cost Decrease: Adjustment to Telecom	Agency Management Program	-35	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>8,582</b>	<b>39.5</b>
Technical Adjustment: Health Care Contribution	Multiple Programs	10	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>8,592</b>	<b>39.5</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>8,592</b>	<b>39.5</b>
<b>Gross for CT0 - Office of Cable Television</b>		<b>8,592</b>	<b>39.5</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

### 1. Programming

**Objective 1:** Enhance the public's access to the government through the District's municipal television channels.

**Objective 2:** Expand the knowledge of District children by increasing the awareness of educational and social programs available in the District.

## Programming

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Number of programs provided for the Mayor's Social Media Outlets	Not Available	Not Available	Not Available	40	TBD	TBD
Number of programs, PSAs, overview features, and informational spots on TV-13 and TV-16	Not Available	Not Available	594	500	TBD	TBD
Number of programs, PSAs, School Sketches, and overview features on DKN	Not Available	Not Available	191	160	TBD	TBD
Number of District students trained in television production	34	65	49	45	TBD	TBD

### 2. Operations Division

**Objective 1:** Provide quality and efficient management and support services.

## Operations

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of customer complaints regarding cable providers' outside infrastructures responded to within 48 hours	95%	90%	95%	90%	TBD	TBD
Number of hours employees trained in professional and personal development	703	600	802	700	TBD	TBD
Number of annual visits to cable franchisees' customer service centers	8	6	6	6	TBD	TBD

### 3. Regulatory Division

Objective 1: Protect and advance the cable television-related interests of District residents.

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## Regulatory

<b>Measure</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Target</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Projection</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>
Percentage of customer calls answered by Comcast within 30 seconds*	95%	90%	97%	90%	TBD	TBD
Percentage of customer calls answered by RCN within 30 seconds*	92%	90%	95%	90%	TBD	TBD
Percentage of customer calls answered by Verizon within 30 seconds*	Not Available	Not Available	Not Available	90%	TBD	TBD

\* Each cable provider is required to answer 90% of customer calls within 30 seconds.

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# Housing Authority Subsidy

www.dchousing.org  
Telephone: 202-535-1000

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$22,822,884	\$22,000,000	\$34,182,324	55.4

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The mission of the Housing Authority Subsidy is to provide additional funding to the District of Columbia Housing Authority (DCHA) to subsidize its operations and to fund ongoing rental assistance for low-income households.

## Summary of Services

The Housing Authority Subsidy provides rental assistance support for District of Columbia households, supports the Local Rent Supplement program, and supports DCHA's Office of Public Safety.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table HY0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table HY0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	25,103	22,823	4,000	14,213	10,213	255.3
<b>Total for General Fund</b>	<b>25,103</b>	<b>22,823</b>	<b>4,000</b>	<b>14,213</b>	<b>10,213</b>	<b>255.3</b>
<b>Intra-District Funds</b>						
Intra-District Funds	0	0	18,000	19,969	1,969	10.9
<b>Total for Intra-District Funds</b>	<b>0</b>	<b>0</b>	<b>18,000</b>	<b>19,969</b>	<b>1,969</b>	<b>10.9</b>
<b>Gross Funds</b>	<b>25,103</b>	<b>22,823</b>	<b>22,000</b>	<b>34,182</b>	<b>12,182</b>	<b>55.4</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table HY0-2 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table HY0-2**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
50 - Subsidies and Transfers	25,103	22,823	22,000	34,182	12,182	55.4
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>25,103</b>	<b>22,823</b>	<b>22,000</b>	<b>34,182</b>	<b>12,182</b>	<b>55.4</b>
<b>Gross Funds</b>	<b>25,103</b>	<b>22,823</b>	<b>22,000</b>	<b>34,182</b>	<b>12,182</b>	<b>55.4</b>

\*Percent change is based on whole dollars.



## Program Description

The Housing Authority Subsidy operates through the following program:

**Housing Authority Subsidy** – provides rental assistance support for District of Columbia households, supports the Local Rent Supplement program, and supports DCHA's Public Safety Program.

This program appears as a single entity in the District's financial system but contains the following 3 activities:

- **Rental Assistance Support** – provides continued rental assistance to low-income District of Columbia households that are currently housed;
- **Local Rent Supplement** – provides rental assistance for extremely low-income families and individuals through the Local Rent Supplement program (LRSP), which is a housing program similar to the Federal Housing Choice Voucher program. The housing subsidy is provided through tenant-based assistance, project-based assistance, and sponsor-based assistance. Funding under this program also allows DCHA to provide LRSP housing providers with needed capital funds to bring LRSP units on-line; and
- **Public Safety** – provides funding that supports DCHA's Public Safety force, which complements local law enforcement efforts by focusing on crime prevention and criminal activities in and around DCHA's public housing communities.

## Program Structure Change

The Housing Authority Subsidy has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table HY0-3 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table HY0-3**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Housing Authority Subsidy</b>								
(1100) Housing Authority Subsidy	22,823	22,000	34,182	12,182	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Housing Authority Subsidy</b>	<b>22,823</b>	<b>22,000</b>	<b>34,182</b>	<b>12,182</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>22,823</b>	<b>22,000</b>	<b>34,182</b>	<b>12,182</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Housing Authority Subsidy's proposed FY 2013 gross budget is \$34,182,324, which represents a 55.4 increase from the FY 2012 approved budget of \$22,000,000. The budget is comprised of \$14,213,276 in Local funds and \$19,969,048 in Intra-District 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 Local funds budget are described in table 4 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.

The Housing Authority Subsidy's FY 2013 CSFL budget is \$4,000,000, which represents no change from the FY 2012 approved Local funds budget of \$4,000,000.

### **Policy Initiatives**

**Cost Increase:** The proposed budget includes increases of \$10,213,276 in Local funds and \$1,969,048 in Intra-District funds to support rental assistance and funding for homeless families to transition to LRSP per the Housing for Homeless Families Act of 2012.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table HY0-4 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table HY0-4**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUND: FY 2012 Approved Budget and FTE</b>		<b>4,000</b>	<b>0.0</b>
No Changes		0	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>4,000</b>	<b>0.0</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: Additional Local funding for the Rent Supplement program	Housing Authority Subsidy	10,213	0.0
<b>LOCAL FUND: FY 2013 Proposed Budget and FTE</b>		<b>14,213</b>	<b>0.0</b>
<b>INTRADISTRICT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>18,000</b>	<b>0.0</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: To reflect additional funding for LRSP	Housing Authority Subsidy	1,969	0.0
<b>INTRADISTRICT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>19,969</b>	<b>0.0</b>
<b>Gross for HY0 - Housing Authority Subsidy</b>		<b>34,182</b>	<b>0.0</b>

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

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# Housing Production Trust Fund Subsidy

[www.dhcd.dc.gov](http://www.dhcd.dc.gov)

Telephone: 202-442-7200

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$34,018,225	\$35,109,412	\$15,000,000	-57.3

The subsidy account previously reflected the total Dedicated Taxes (General Fund) transfer to the Housing Production Trust Fund (HPTF) to fulfill its operational obligations during a budgetary year. Beginning in FY 2013, this transfer is no longer budgeted in the General Fund, but Local funds are transferred to the HPTF in the FY 2013 budget.

The HPTF, which is administered by the District of Columbia's Department of Housing and Community Development (DHCD), is a legally separate entity for which the elected officials of the District of Columbia are financially accountable. Details of the HPTF's operating budget are provided in the Enterprise and Other Funds section of the budget document.

In FY 2007, a subsidy account for this entity was created to show the annual transfer of dedicated deed recodation and deed transfer taxes from the District's General Fund to the HPTF. In total, 15 percent of these tax revenues are dedicated to the HPTF. This 15 percent share was budgeted in two agencies. First, the amount required for debt service on borrowing for New Communities projects was budgeted in the Repayment of Revenue Bonds agency, in the Financing and Other appropriation title. Second, the remaining amount of the 15 percent share was budgeted in the HPTF Subsidy agency, to be transferred to the HPTF. Starting in FY 2013, these funds will be deposited directly into the HPTF, thus there is no transfer of Dedicated Taxes through the General Fund. However, in the FY 2013 budget, there is a Local funds transfer to the HPTF.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table HP0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table HP0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	0	0	0	15,000	15,000	N/A
Dedicated Taxes	13,039	34,018	35,109	0	-35,109	-100.0
<b>Total for General Fund</b>	<b>13,039</b>	<b>34,018</b>	<b>35,109</b>	<b>15,000</b>	<b>-20,109</b>	<b>-57.3</b>
<b>Gross Funds</b>	<b>13,039</b>	<b>34,018</b>	<b>35,109</b>	<b>15,000</b>	<b>-20,109</b>	<b>-57.3</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table HP0-2 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table HP0-2**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
50 - Subsidies and Transfers	13,039	34,018	35,109	15,000	-20,109	-57.3
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>13,039</b>	<b>34,018</b>	<b>35,109</b>	<b>15,000</b>	<b>-20,109</b>	<b>-57.3</b>
<b>Gross Funds</b>	<b>13,039</b>	<b>34,018</b>	<b>35,109</b>	<b>15,000</b>	<b>-20,109</b>	<b>-57.3</b>

\*Percent change is based on whole dollars.

## Program Description

The Housing Production Trust Fund Subsidy operates through the following program:

**Housing Production Trust Fund (Subsidy)** – provides funds to fulfill operational obligations for the Housing Production Trust Fund.

## Program Structure Change

The Housing Production Trust Fund Subsidy has no program structure changes in the FY 2013 Proposed Budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table HP0-3 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table HP0-3**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Housing Production Trust Fund (Subsidy)</b>								
(1100) Housing Production Trust Fund (Subsidy)	34,018	35,109	15,000	-20,109	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Housing Production Trust Fund (Subsidy)</b>	<b>34,018</b>	<b>35,109</b>	<b>15,000</b>	<b>-20,109</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>34,018</b>	<b>35,109</b>	<b>15,000</b>	<b>-20,109</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Budget Changes

The proposed FY 2013 gross budget for Housing Production Trust Fund Subsidy is \$15,000,000, which represents a 57.3 percent decrease from its FY 2012 approved gross budget of \$35,109,412. The budget is comprised entirely of Local funds.

### Initial Adjusted Budget

**Eliminate:** In keeping with recent Government Accounting Standards Board (GASB) guidance regarding the treatment of certain types of transfers, the FY 2013 budget proposal of the District reflects appropriate changes in budgeting methodology for the Housing Production Trust Fund Subsidy. The taxes collected for the Housing Production Trust Fund (portions of the Deed Recordation and Deed Transfer Taxes) will no longer be budgeted in the General Fund. Those revenues will be directly deposited into the Housing Production Trust Fund, within the Enterprise and Other appropriation title. The portion allocated to Repayment of Revenue Bonds will still be budgeted in the General Fund. For these reasons, the proposed budget reflects a reduction of \$35,109,412 in Dedicated Taxes.

## Policy Initiative

**Cost Increase:** The proposed budget includes a one-time increase of \$15,000,000 in Local funds to reflect net proceeds from the sale of a building in the NoMa (North of Massachusetts Avenue) neighborhood within the District.

### FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table HP0-4 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

#### Table HP0-4

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
<b>FY 2013 Policy Initiative</b>			
Cost Increase: To reflect net proceeds from the sale of a building in the NoMa (North of Massachusetts Avenue) neighborhood (One-Time)	Housing Production Trust Fund (Subsidy)	15,000	0.0
<b>LOCAL FUND: FY 2013 Proposed Budget and FTE</b>		<b>15,000</b>	<b>0.0</b>
<b>DEDICATED TAXES: FY 2012 Approved Budget and FTE</b>		<b>35,109</b>	<b>0.0</b>
Eliminate: Reduction to comply with GASB guidance	Housing Production Trust Fund (Subsidy)	-35,109	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>0</b>	<b>0.0</b>
<b>DEDICATED TAXES: FY 2013 Proposed Budget and FTE</b>		<b>0</b>	<b>0.0</b>
<b>Gross for HP0 - Housing Production Trust Fund Subsidy</b>		<b>15,000</b>	<b>0.0</b>

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

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# Business Improvement Districts Transfer

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$20,787,693	\$23,000,000	\$23,000,000	0.0

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The Business Improvement Districts Transfer agency records the transfer of revenues to Business Improvement Districts (BIDs).

This agency was created in the FY 2010 budget. These transfers were previously budgeted in the Office of the Deputy Mayor for Planning and Economic Development. The Chief Financial Officer collects assessments from businesses in BID areas through property taxes and then refunds the proceeds to each BID. Decisions on the assessment rate, who is assessed, and how the proceeds are spent are made by the BID, not the District of Columbia.

There are currently eight BIDs in the District:

- Adams Morgan Partnership BID;
- Capitol Hill BID;
- Capitol Riverfront BID;
- Downtown DC BID;
- Georgetown BID;
- Golden Triangle BID;
- Mount Vernon Triangle Community Improvement District; and
- NoMa BID.

The agency's FY 2013 proposed budget is presented in the following tables:



## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table ID0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table ID0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Special Purpose Revenue Funds	0	20,788	23,000	23,000	0	0.0
<b>Total for General Fund</b>	<b>0</b>	<b>20,788</b>	<b>23,000</b>	<b>23,000</b>	<b>0</b>	<b>0.0</b>
<b>Gross Funds</b>	<b>0</b>	<b>20,788</b>	<b>23,000</b>	<b>23,000</b>	<b>0</b>	<b>0.0</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table ID0-2 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table ID0-2**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
50 - Subsidies and Transfers	0	20,788	23,000	23,000	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>0</b>	<b>20,788</b>	<b>23,000</b>	<b>23,000</b>	<b>0</b>	<b>0.0</b>
<b>Gross Funds</b>	<b>0</b>	<b>20,788</b>	<b>23,000</b>	<b>23,000</b>	<b>0</b>	<b>0.0</b>

\*Percent change is based on whole dollars.

### Program Description

The Business Improvement Districts Transfer agency operates through the following program:

**Business Improvement Districts Tax-Transfer** – records the transfer of revenue to the various Business Improvement Districts.

### Program Structure Change

The Business Improvement Districts Transfer agency has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table ID0-3 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table ID0-3**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Business Improvement Districts Tax - Transfer</b>								
(1000) Business Improvement Districts Tax - Transfer	20,788	23,000	23,000	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Business Improvement Districts Tax - Transfer</b>	<b>20,788</b>	<b>23,000</b>	<b>23,000</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>20,788</b>	<b>23,000</b>	<b>23,000</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

### FY 2013 Proposed Budget Changes

The Business Improvement Districts Transfer agency has no changes from the FY 2012 approved budget to the FY 2013 proposed budget.

# C

## Public Safety and Justice

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# Metropolitan Police Department

[www.mpdc.dc.gov](http://www.mpdc.dc.gov)

Telephone: 202-727-4218

**Executive Office of the Chief of Police  
911 Calls for Police Service**

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<b>Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Approved</b>	<b>FY 2013 Proposed</b>	<b>% Change from FY 2012</b>
Operating Budget	\$479,666,368	\$478,536,548	\$496,206,043	3.7
FTEs	4,901.4	4,781.0	4,609.6	-3.6

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The mission of the Metropolitan Police Department (MPD) is to safeguard the District of Columbia and protect its residents and visitors by providing the highest quality police service with integrity, compassion, and a commitment to innovation that integrates people, technology, and progressive business systems.

## Summary of Services

MPD provides crime prevention and response services through patrols, investigations, and homeland security services. The Patrol Services and School Security division delivers community policing to the District's neighborhoods through 46 police service areas in seven police districts and oversees the provision of security services to the District of Columbia Public Schools. The Investigative Services division investigates violent, property, and narcotic crimes and provides forensic support for those cases. The Homeland Security division coordinates domestic security and intelligence operations as well as traffic safety and for special events. The Internal Affairs Bureau investigates use of force, potential equal employment opportunity violators, and other complaints against MPD officers and employees. The Strategic Services, Professional Development and Corporate Support Bureaus support the work of the entire department through research, crime analysis, strategic direction, recruitment, hiring and training personnel, fleet management, procurement, and other administrative support services.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table FA0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table FA0-1**  
(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	437,494	415,020	442,071	462,390	20,319	4.6
Special Purpose Revenue Funds	21,021	27,472	9,452	8,535	-917	-9.7
<b>Total for General Fund</b>	<b>458,516</b>	<b>442,492</b>	<b>451,523</b>	<b>470,926</b>	<b>19,402</b>	<b>4.3</b>
<b>Federal Resources</b>						
Federal Grant Funds	5,539	5,183	5,683	2,730	-2,953	-52.0
<b>Total for Federal Resources</b>	<b>5,539</b>	<b>5,183</b>	<b>5,683</b>	<b>2,730</b>	<b>-2,953</b>	<b>-52.0</b>
<b>Private Funds</b>						
Private Donations	124	138	0	0	0	N/A
<b>Total for Private Funds</b>	<b>124</b>	<b>138</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Intra-District Funds</b>						
Intra-District Funds	40,881	31,852	21,330	22,551	1,221	5.7
<b>Total for Intra-District Funds</b>	<b>40,881</b>	<b>31,852</b>	<b>21,330</b>	<b>22,551</b>	<b>1,221</b>	<b>5.7</b>
<b>Gross Funds</b>	<b>505,059</b>	<b>479,666</b>	<b>478,537</b>	<b>496,206</b>	<b>17,669</b>	<b>3.7</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Full-Time Equivalents, by Revenue Type**

Table FA0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table FA0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change</b>
<b><u>General Fund</u></b>						
Local Funds	4,737.3	4,820.6	4,714.2	4,578.3	-135.9	-2.9
Special Purpose Revenue Funds	5.7	21.6	3.0	1.8	-1.2	-39.0
<b>Total for General Fund</b>	<b>4,743.0</b>	<b>4,842.2</b>	<b>4,717.2</b>	<b>4,580.2</b>	<b>-137.1</b>	<b>-2.9</b>
<b><u>Federal Resources</u></b>						
Federal Grant Funds	55.0	57.8	59.5	17.4	-42.1	-70.8
<b>Total for Federal Resources</b>	<b>55.0</b>	<b>57.8</b>	<b>59.5</b>	<b>17.4</b>	<b>-42.1</b>	<b>-70.8</b>
<b><u>Intra-District Funds</u></b>						
Intra-District Funds	2.8	1.5	4.2	12.0	7.8	182.4
<b>Total for Intra-District Funds</b>	<b>2.8</b>	<b>1.5</b>	<b>4.2</b>	<b>12.0</b>	<b>7.8</b>	<b>182.4</b>
<b>Total Proposed FTEs</b>	<b>4,800.7</b>	<b>4,901.4</b>	<b>4,781.0</b>	<b>4,609.6</b>	<b>-171.4</b>	<b>-3.6</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table FA0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table FA0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	318,210	311,286	304,335	310,140	5,805	1.9
12 - Regular Pay - Other	3,403	3,878	4,255	4,013	-243	-5.7
13 - Additional Gross Pay	22,115	23,148	22,797	24,411	1,614	7.1
14 - Fringe Benefits - Current Personnel	45,376	46,309	49,022	53,863	4,841	9.9
15 - Overtime Pay	31,586	35,144	29,798	29,697	-101	-0.3
99 - Unknown Payroll Postings	208	26	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>420,898</b>	<b>419,792</b>	<b>410,208</b>	<b>422,124</b>	<b>11,916</b>	<b>2.9</b>
20 - Supplies and Materials	1,754	2,747	4,977	5,074	97	1.9
30 - Energy, Comm. and Building Rentals	7,781	464	376	260	-117	-31.0
31 - Telephone, Telegraph, Telegram, Etc.	4,547	154	135	135	0	0.0
32 - Rentals - Land and Structures	3,704	750	750	750	0	0.0
33 - Janitorial Services	1,440	73	75	0	-75	-100.0
34 - Security Services	1,385	0	0	0	0	N/A
35 - Occupancy Fixed Costs	2,530	100	100	100	0	0.0
40 - Other Services and Charges	20,566	12,382	13,389	12,731	-659	-4.9
41 - Contractual Services - Other	37,814	41,530	45,884	52,440	6,556	14.3
50 - Subsidies and Transfers	-235	0	0	0	0	N/A
70 - Equipment and Equipment Rental	2,880	1,676	2,642	2,593	-49	-1.8
91 - Expense Not Budgeted Others	-5	0	0	0	0	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>84,161</b>	<b>59,875</b>	<b>68,329</b>	<b>74,082</b>	<b>5,753</b>	<b>8.4</b>
<b>Gross Funds</b>	<b>505,059</b>	<b>479,666</b>	<b>478,537</b>	<b>496,206</b>	<b>17,669</b>	<b>3.7</b>

\*Percent change is based on whole dollars.

## Division Description

The Metropolitan Police Department operates through the following 9 divisions:

**Patrol Services and School Security Bureau** – coordinates crime prevention and reduction efforts in the seven police districts. In addition to providing professional and effective patrol services throughout the District, this division responds to all calls for police service. The division also manages security in all District of Columbia Public Schools and works to reduce juvenile victimization and delinquent behavior through a variety of programs.

This division contains the following 4 activities:

- **Patrol Services** – provides focused law enforcement, responds to calls for service, and provides crime prevention services to residents, visitors, and commuters;
- **Community Services and Youth Outreach** – coordinates proactive outreach to community members and youth, directs the School Resource Officer program, and manages the security contract for D.C. Public Schools;
- **Special Liaison Unit (Patrol Support)** – provides targeted outreach and specialized response to historically underserved communities; and
- **Central Cell Block** – processes and supervises persons arrested in the District.

**Investigative Services Bureau** – works with the community to solve crimes, helps bring offenders to justice, supports the recovery of victims, and protects witnesses. As part of this responsibility, this division, in conjunction with the Department of General Services, is working to design, build, and operate the District's Consolidated Forensic Laboratory to enhance the District's capabilities for crime scene investigations and evidence analysis.

This division contains the following 5 activities:

- **Criminal Investigations Division** – investigates and solves crimes so that offenders are brought to justice, and provides assistance to victims;
- **Narcotics and Special Investigations** – provides proactive criminal enforcement services so that citizens can live in neighborhoods free from drug dealing, drug-related crime, and prostitution;
- **Forensics Science** – processes crime scenes and coordinates evidence analysis;
- **Youth Investigations Division** – investigates abuse of minors, sexual abuse, internet-related crimes against minors, and human trafficking; and processes all juvenile arrestees; and
- **Firearms and Tool Mark Examination** – conducts ballistics and unique mark identification analysis on criminal firearms evidence.

**Strategic Services Bureau** – integrates research, program and policy development, and strategic analysis and planning to support MPD and the District by identifying and implementing innovative policing and business practices.

This division contains the following 3 activities:

- **Strategic Change** – coordinates strategic planning, government relations, legislative affairs, and performance management;
- **Research and Analytical Services** – performs crime analysis and research; and
- **Policy and Standards** – develops policies and procedures for the department.

**Corporate Support Bureau** – oversees the major administrative, technical, and business functions of the department that are critical to keeping the complex and large agency running effectively and efficiently, including fleet management, equipment and supply, and evidence and property control.

This division contains the following 2 activities:



- **General Support Services** – provides support for equipment and supply, evidence and property control, reproduction, and fleet services; and
- **Police Business Services** – provides services to the public and the criminal justice community by maintaining police records, licensing security officers, and registering firearms.

**Professional Development Bureau** – helps the department strategically manage its human capital through recruiting, hiring, training, and personnel services, and provides medical support for the agency’s sworn members.

This division contains the following 2 activities:

- **Office of Human Resource Management** – hires, retains, and make appropriate duty status determinations for sworn personnel; and
- **Police Academy** – provides training to MPD recruits and MPD sworn personnel to create a capable, knowledgeable, and professional staff.

**Assistant Chief for Internal Affairs Bureau** – acts as the guardian of MPD’s reputation, and ensures MPD’s accountability through comprehensive investigations of alleged misconduct and uses of force.

This division contains the following 5 activities:

- **Internal Affairs** – conducts general investigations into allegations of police misconduct and serves as the liaison to the Office of Police Complaints;
- **Force Investigations** – conducts investigations into the use of force by MPD-sworn personnel and administers the Use of Force Review Board;
- **Equal Employment Opportunity Commission (EEOC)** – ensures compliance with equal employment opportunity laws and regulations;
- **Memorandum of Agreement (MOA) Compliance Monitoring** – ensures that MPD complies with an MOA established with the Department of Justice; and
- **Court Liaison** – coordinates officer appearances related to criminal and traffic cases.

**Homeland Security Bureau** – integrates intelligence and operational functions to ensure that the District is well protected and that the government prevents and is prepared to respond to threats and critical incidents. The division also works directly to support patrol operations to reduce crime and fear of crime with specialized patrol and tactical resources, and works constantly to improve information-sharing, process relevant information, and provide actionable intelligence to relevant personnel.

This division contains the following 2 activities:

- **Special Operations** – provides specialized patrol, tactical, rescue, and security services to the public, businesses, and government in the District; and
- **Intelligence Fusion** – seeks to improve information-sharing, process information, and provide actionable intelligence to relevant personnel; and coordinates gang-related and intelligence operations.

**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.

**Agency Financial Operations** – provides comprehensive and efficient financial management services to, and on the behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This division is standard for all agencies using performance-based budgeting.

### Division Structure Change

The Metropolitan Police Department has no division structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Division and Activity

Table FA0-4 contains the proposed FY 2013 budget by division and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table FA0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1001) Patrol Services and School Security Bureau</b>								
(1500) Patrol Districts	239,399	232,294	242,878	10,583	2,922.6	2,818.0	2,790.0	-28.0
(1600) Patrol Support Division	6,598	6,459	6,442	-18	0.0	66.0	60.0	-6.0
(1700) Community Services and Youth Outreach	13,853	15,156	15,474	317	7.1	13.0	7.0	-6.0
(1900) Central Cell Block	3,086	2,992	2,783	-209	40.3	33.0	31.0	-2.0
<b>Subtotal (1001) Patrol Services and School Security Bureau</b>	<b>262,935</b>	<b>256,902</b>	<b>267,576</b>	<b>10,674</b>	<b>2,969.9</b>	<b>2,930.0</b>	<b>2,888.0</b>	<b>-42.0</b>
<b>(100F) Agency Financial Operations</b>								
(110F) Budget Operations	1,009	1,424	1,421	-3	13.1	13.0	13.0	0.0
(120F) Accounting Operations	1,758	1,730	1,790	60	21.2	20.0	21.0	1.0
(130F) ACFO	126	119	124	4	0.9	1.0	1.0	0.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>2,893</b>	<b>3,273</b>	<b>3,334</b>	<b>61</b>	<b>35.2</b>	<b>34.0</b>	<b>35.0</b>	<b>1.0</b>
<b>(2001) Investigative Services Bureau</b>								
(2301) Firearms and Tool Mark Examination Division	1,180	1,155	493	-662	9.1	12.0	3.0	-9.0
(2600) Office of the Superintendent Detectives	42,626	41,011	38,088	-2,923	290.1	369.0	347.0	-22.0
(2700) Narcotics and Special Investigations Branch	8,857	9,034	9,000	-35	73.6	79.0	74.0	-5.0
(2800) Forensic Science Division	14,720	14,491	12,352	-2,139	160.3	143.0	121.0	-22.0
(2900) Youth Investigative Services Division	6,682	6,353	6,155	-198	68.4	68.0	62.0	-6.0
<b>Subtotal (2001) Investigative Services Bureau</b>	<b>74,065</b>	<b>72,044</b>	<b>66,088</b>	<b>-5,956</b>	<b>601.5</b>	<b>671.0</b>	<b>607.0</b>	<b>-64.0</b>

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**Table FA0-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(3000) Special Field Operations</b>								
(3565) HS/Enhancing Curr HS Sec Capabilites	243	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (3000) Special Field Operations</b>	<b>243</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(4001) Strategic Services Bureau</b>								
(4300) Strategic Change Division	1,175	1,198	1,087	-111	10.1	12.0	10.0	-2.0
(4400) Research and Analytical Services Division	2,141	2,150	3,096	946	30.2	28.0	40.0	12.0
(4500) Policy and Standards Division	1,053	1,180	1,148	-32	16.1	11.0	10.0	-1.0
<b>Subtotal (4001) Strategic Services Bureau</b>	<b>4,369</b>	<b>4,528</b>	<b>5,331</b>	<b>802</b>	<b>56.4</b>	<b>51.0</b>	<b>60.0</b>	<b>9.0</b>
<b>(5001) Corporate Support Bureau</b>								
(5100) General Support Services Division	7,634	9,151	9,411	261	64.3	54.0	61.0	7.0
(5400) Police Business Services Division	4,378	4,536	4,637	101	63.4	53.0	55.6	2.6
<b>Subtotal (5001) Corporate Support Bureau</b>	<b>12,012</b>	<b>13,686</b>	<b>14,048</b>	<b>362</b>	<b>127.7</b>	<b>107.0</b>	<b>116.6</b>	<b>9.6</b>
<b>(6001) Professional Development Bureau</b>								
(6300) Office of Human Resource Management	15,319	15,610	16,815	1,205	178.1	60.0	52.0	-8.0
(6500) Office of Professional Development	0	29	0	-29	0.0	0.0	0.0	0.0
(6600) Police Academy	8,798	25,032	25,199	167	322.6	425.0	365.0	-60.0
<b>Subtotal (6001) Professional Development Bureau</b>	<b>24,117</b>	<b>40,671</b>	<b>42,014</b>	<b>1,343</b>	<b>500.7</b>	<b>485.0</b>	<b>417.0</b>	<b>-68.0</b>
<b>(7001) Assistant Chief Internal Affairs Bureau</b>								
(7300) Internal Affairs Branch	5,730	5,476	5,459	-17	44.4	51.0	48.0	-3.0
(7400) Force Investigations Branch	74	172	210	38	0.0	0.0	1.0	1.0
(7500) EEOC Branch	547	651	545	-106	7.1	7.0	6.0	-1.0
(7600) Compliance Monitoring Team	2,242	2,337	1,522	-814	33.3	24.0	15.0	-9.0
(7700) Court Liaison Division	1,235	1,070	1,009	-61	16.1	15.0	13.0	-2.0
<b>Subtotal (7001) Assistant Chief Internal Affairs Bureau</b>	<b>9,828</b>	<b>9,707</b>	<b>8,746</b>	<b>-961</b>	<b>100.8</b>	<b>97.0</b>	<b>83.0</b>	<b>-14.0</b>
<b>(9000) Homeland Security And Counter-Terrorism</b>								
(9100) Homeland Security and Counter-Terrorism	77	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (9000) Homeland Security and Counter-Terrorism</b>	<b>77</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(9001) Homeland Security Bureau</b>								
(9200) Special Operations Division	56,737	46,511	56,759	10,248	270.1	247.0	241.0	-6.0
(9300) Intelligence Fusion Division	7,328	6,958	6,920	-38	43.4	63.0	67.0	4.0
<b>Subtotal (9001) Homeland Security Bureau</b>	<b>64,065</b>	<b>53,469</b>	<b>63,680</b>	<b>10,210</b>	<b>313.5</b>	<b>310.0</b>	<b>308.0</b>	<b>-2.0</b>

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**Table FA0-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(AMP1) Agency Management Program</b>								
(1010) Personnel	257	250	392	142	4.0	2.0	3.0	1.0
(1015) Training and Employee Development	107	220	222	2	0.0	0.0	0.0	0.0
(1017) Labor Management (L-M) Partnership	431	432	451	19	2.0	4.0	4.0	0.0
(1020) Contracting and Procurement	341	341	333	-8	0.0	0.0	0.0	0.0
(1030) Property Management	1,529	696	568	-128	7.1	3.0	2.0	-1.0
(1040) Information Technology	9,325	8,178	7,750	-428	38.5	41.0	34.0	-7.0
(1055) Risk Management	132	142	1,852	1,710	2.0	1.0	12.0	11.0
(1060) Legal Services	328	158	172	15	4.0	2.0	2.0	0.0
(1070) Fleet Management	7,679	8,515	9,154	638	17.1	6.0	7.0	1.0
(1080) Communications	838	1,048	1,036	-12	17.1	9.0	10.0	1.0
(1085) Customer Service	3,632	3,720	3,005	-715	101.7	26.0	20.0	-6.0
(1087) Language Access	187	234	125	-109	1.0	1.0	0.0	-1.0
(1090) Performance Management	274	320	327	7	1.0	1.0	1.0	0.0
<b>Subtotal (AMP1) Agency Management Program</b>	<b>25,061</b>	<b>24,255</b>	<b>25,389</b>	<b>1,134</b>	<b>195.7</b>	<b>96.0</b>	<b>95.0</b>	<b>-1.0</b>
<b>Total Proposed Operating Budget</b>	<b>479,666</b>	<b>478,537</b>	<b>496,206</b>	<b>17,669</b>	<b>4,901.4</b>	<b>4,781.0</b>	<b>4,609.6</b>	<b>-171.4</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 divisions, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Budget Changes

The Metropolitan Police Department's (MPD) proposed FY 2013 gross budget is \$496,206,043, which represents a 3.7 percent increase over its FY 2012 approved gross budget of \$478,536,548. The budget is comprised of \$462,390,328 in Local funds, \$2,729,967 in Federal Grants funds, \$8,535,175 in Special Purpose Revenue funds, and \$22,550,573 in Intra-District 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

MPD's FY 2013 CSFL budget is \$459,912,458 which represents a \$17,841,090, or 4.0, percent increase over the FY 2012 approved Local funds budget of \$442,071,368.

## Major CSFL Cost Drivers

The FY 2013 CSFL calculated for MPD included another adjustment entry that is not described in detail on table 5. This adjustment was made for a total increase of of \$12,039,404 to right-size baseline local funding for MPD's operational needs. The agency's plan in FY 2013 for allocation of the additional funding provides \$7,827,263 for MPD's 5.0 percent Base Retention Differential pay, \$3,363,000 to support 50 officers currently funded by the COPS More federal grant in FY 2012, and \$849,141 for Tech Pay and Hazardous Pay.

## Initial Adjusted Budget

**Eliminate:** MPD's budget proposal for Special Purpose Revenue funds includes a reduction of \$135,000 due to the elimination of the revenue account for the Gang Task Force.

**Reduce:** The proposed budget for Federal Grant funds includes several adjustments that align the budget with programmatic needs. These adjustments include net reductions of \$34,754 for reallocation of funding from Contractual Services to Other Services and Charges, \$71,000 to align the budget for overtime with projected costs for Motor Carrier and Boating Safety, \$80,000 due to reallocation of funding from fuel to maintenance, \$123,300 due to reallocation of funding from Equipment and Equipment Rental to Other Services and Charges, and \$178,111 to reflect adjustment of the budget for the uncertainty of the Body Armor grant award.

**Cost Increase:** MPD's budget proposal for Local funds includes increases of \$403,859 to cover cost projections for Contractual Services and \$196,450 for Supplies and Materials. Adjustment in Federal Grant funds include increases of \$658,000 and 6.0 FTEs to align the budget with projected grant awards from the COPS More grant, \$156,000 to reflect reallocation of funds from nonpersonal services to personal services to cover an additional 1.9 FTEs, and \$142,865 to cover maintenance contracts.

In Special Purpose Revenue funds, MPD proposes an increase of \$373,000 and 6.8 FTEs in the Agency Management Program. This adjustment is based on revenue projections for the United States Office of Personnel Management (OPM) and other fingerprinting projects. The budget proposal for Intra-District funds includes an increase of \$816,000 and 7.8 FTEs for personal services costs including salary steps and projected Fringe Benefits costs. The additional positions support the fingerprinting and highway safety projects. MPD also proposes an increase of \$495,000 to provide additional funding for the Police and Fire Clinic and costs related to School Security.

**Cost Decrease:** MPD proposes adjustments in Local funds for decreases of \$75,000 to align the budget with fixed costs estimates for janitorial services from the Department of General Services (DGS), \$200,162 to offset the Fixed Cost transfer to Department of General Services, and \$325,147 to align the budget with cost projections for Other Services and Charges.

In Special Purpose Revenue funds, the budget proposal includes decreases of \$5,000 to align the budget with revenue projections for federal reimbursement for vehicle leases, \$28,800 to reflect the shift of fuel reimbursements to maintenance contracts, \$274,691 to reflect a reduction in funds related to assets forfeiture and federally reimbursable tasks, and \$362,293 to reflect the shift of OPM records check to personal services.

**Transfer Out:** MPD's budget proposal in Local funds reflects a reduction of \$1,435,500 due to transfer of fixed costs related items to DGS in FY 2013. These fixed costs items were budgeted in Special Purpose Revenue funds in the prior year that are not available in FY 2013.

**Shift:** MPD anticipates that federal funding through the COPS More grant will not be available in FY 2013. Therefore, funding in the amount of \$3,363,000 in Federal Grants that supported the 50 FTEs in

FY 2012 are now being shifted to Local funds in FY 2013. In Local funds, the dollar effect of this shift was part of the \$12,039,404 adjustment to the CSFL.

**Correct:** Remove 167 unfunded FTEs in Local funds.

### **Additionally Adjusted Budget**

**Technical Adjustment:** Adjustment of fringe benefits to restore the District Government contribution for employee health insurance from 72 percent implemented in the FY 2011 budget, to 75 percent in FY 2013. These adjustments resulted in an increase of \$1,160,013 in Local funds, \$3,296 in Federal Grant funds, \$1,541 in Special Purpose Revenue funds, and \$1,740 in Intra-District funds.

**Additional Adjustments:** Federal Grants were adjusted by \$3,296 in vacancy savings to offset health insurance contribution.

### **Policy Initiatives**

**Cost Increase:** In Local funds, equipment costs associated with new automated traffic enforcement initiatives (one-time) result in an increase in funding for the Homeland Security Bureau of \$4,224,000, and recurring operating costs associated with the new automated traffic enforcement initiatives further increase the Homeland Security Bureau budget by \$1,587,000.

**Cost Decrease:** Local funds were reduced by \$485,302 in Contractual Services, \$171,368 in nonpersonal services, and \$90,000 in the Corporate Support Bureau to publish notices in the newspapers to online publishing. Federal Grants funds were reduced in Contractual Services by \$60,000. Intra-District funds were reduced by \$70,000 in Contractual Services, \$19,000 in Equipment and Equipment Rental, and \$3,200 in Other Services and Charges.

**Shift:** \$485,302 and 8.0 FTEs were shifted from Special Purpose Revenue funds to Local funds due to the discontinuation of the U.S. Office of Personnel Management Memorandum of Agreement for records check services.

**Transfer Out:** MPD transferred \$2,576,000 and 25.0 FTEs, which represents the cost of Firearms, Fingerprinting and Trace Evidence activities, to the new Department of Forensic Sciences. An additional \$220,600 and 2.0 FTEs were transferred from the Regional Field Operations program to the Department of Forensic Sciences.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table FA0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table FA0-5**

(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>442,071</b>	<b>4,714.2</b>
Recurring Budget Items	Multiple Programs	12,039	0.0
Fringe Benefit Rate Adjustment	Multiple Programs	3,388	0.0
Consumer Price Index	Multiple Programs	890	0.0
Personal Services Growth Factor	Multiple Programs	1,524	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>459,912</b>	<b>4,714.2</b>
Cost Increase: Additional funding to cover Contractual Services	Multiple Programs	404	0.0
Cost Increase: Additional funding to cover Supplies and Materials	Multiple Programs	196	0.0
Cost Decrease: Align the personal services budget to programmatic needs and eliminate unfunded positions	Multiple Programs	0	-167.0
Cost Decrease: Align the budget with fixed costs estimates for janitorial services from the DGS	Multiple Programs	-75	0.0
Cost Decrease: To offset Fixed Cost transfer to DGS	Multiple Programs	-200	0.0
Cost Decrease: Align the budget with cost projections for Other Services and Charges	Multiple Programs	-325	0.0
Transfer Out: Transfer fixed costs previously supported by Special Purpose Revenue funds to DGS	Agency Management Program	-1,436	0.0
Correct: 50 positions moved to Local funds due to expiration of the COPS More Grant award	Multiple Programs	0	50.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>458,477</b>	<b>4,597.2</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	1,160	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>459,637</b>	<b>4,597.2</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: Equipment costs associated with new automated traffic enforcement initiatives (One-Time)	Homeland Security Bureau	4,224	0.0
Cost Increase: Recurring operating costs associated with new automated traffic enforcement	Homeland Security Bureau	1,587	0.0
Cost Decrease: From Contractual Services and Other	Multiple Programs	-485	0.0
Cost Decrease: Hold MPD's nonpersonal services budget to inflation	Multiple Programs	-171	0.0
Cost Decrease: Reduce cost by modernizing requirements to publish notices in newspapers to online publishing	Corporate Support Bureau	-90	0.0
Transfer Out: Firearms, Fingerprinting and Trace Evidence activities to the Department of Forensic Sciences	Investigative Services Bureau	-2,576	-25.0
Transfer Out: To the Department of Forensic Science	Regional Field Operations	-221	-2.0
Shift: From Special Purpose Revenue funds to Local funds	Multiple Programs	485	8.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>462,390</b>	<b>4,578.3</b>
<b>FEDERAL GRANT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>5,683</b>	<b>59.5</b>
Reduce: Reallocate funding from Contractual Services to Other Services and Charges	Multiple Programs	-35	0.0
Reduce: Align the budget for overtime with projected costs for Motor Carrier and Boating Safety	Multiple Programs	-71	0.0
Reduce: Reallocate funding from fuel to maintenance	Multiple Programs	-80	0.0
Reduce: Reallocate funding from Equipment and Equipment Rental to Other Services and Charges	Multiple Programs	-123	0.0
Reduce: Adjust the budget for the uncertainty of the Body Armor grant award	Multiple Programs	-178	0.0

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**Table FA0-5 (Continued)**  
(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>FEDERAL GRANT FUNDS (cont.)</b>			
Cost Increase: New Officer positions	Agency Management Program	658	6.0
Cost Increase: Funds shifted from nonpersonal services to personal services	Multiple Programs	156	1.9
Cost Increase: Reallocation of funding from equipment to maintenance contracts	Multiple Programs	143	0.0
Shift: 50 positions to Local funds and reduced Federal grant due to expiration of the COPS More grant award	Agency Management Program	-3,363	-50.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>2,790</b>	<b>17.4</b>
Additional Adjustments: Adjusted vacancy savings to offset the health contribution adjustment	Multiple Programs	-3	0.0
Technical Adjustment: Health insurance contribution	Multiple Programs	3	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>2,790</b>	<b>17.4</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Decrease: In Contractual Services	Multiple Programs	-60	0.0
<b>FEDERAL GRANT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>2,730</b>	<b>17.4</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE</b>		<b>9,452</b>	<b>3.0</b>
Eliminate: Adjust the budget to reflect the elimination of revenue account for the Gang Task Force	Multiple Programs	-135	0.0
Cost Increase: Support additional FTEs for the OPM fingerprinting projects	Agency Management Program	373	6.8
Cost Decrease: Align the budget with revenue projections for federal reimbursement for vehicle leases	Multiple Programs	-5	0.0
Cost Decrease: Adjust the budget to reflect the shift of fuel reimbursements to maintenance contracts	Multiple Programs	-29	0.0
Cost Decrease: Adjust the budget to reflect the decrease in funds related to assets forfeiture and federally reimbursable tasks	Multiple Programs	-275	0.0
Cost Decrease: Adjust the budget to reflect the shift of the OPM records check to personal services	Multiple Programs	-362	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>9,019</b>	<b>9.8</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	2	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>9,020</b>	<b>9.8</b>
<b>FY 2013 Policy Initiatives</b>			
Shift: In Contractual Services and Other to Local funds	Multiple Programs	-485	-8.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>8,535</b>	<b>1.8</b>
<b>INTRA-DISTRICT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>21,330</b>	<b>4.2</b>
Cost Increase: Additional positions and overtime	Multiple Programs	816	7.8
Cost Increase: Inflationary increase for Police and Fire Clinic	Multiple Programs	495	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>22,641</b>	<b>12.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	2	0.0
<b>FY 2013 Additionally Adjusted Budget:</b>		<b>22,643</b>	<b>12.0</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Decrease: In Contractual Services	Regional Field	-70	0.0
Cost Decrease: In Equipment and Equipment Rental Services	Multiple Programs	-19	0.0
Cost Decrease: In Other Services and Charges	Regional Field	-3	0.0
<b>INTRA-DISTRICT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>22,551</b>	<b>12.0</b>
<b>Gross for FA0 - Metropolitan Police Department</b>		<b>496,206</b>	<b>4,609.6</b>

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



## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

### 1. Patrol Services and School Security Bureau

**Objective 1:** Safeguard the District of Columbia and protect its residents and visitors.

**Objective 2:** Provide the highest quality police service with integrity, compassion, and a commitment to innovation.

## Patrol Services and School Security Bureau

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage change in D.C. Code Index violent crime	-7.3%	-5%	-4.9%	-5%	-5%	-5%
Percentage change in D.C. Code Index property crime	-14.7%	-5%	5.3%	-5%	-5%	-5%
Rate of sustained citizen allegations of police misconduct per 1,000 sworn members	10.8	2% reduction from previous year	12.2	11.9	2% reduction from previous year	2% reduction from previous year
Percentage increase in the number of email accounts on Police District LISTSERVS	14.1%	10% increase over previous year	14.6%	10% increase over previous year	10% increase over previous year	10% increase over previous year
Average response time (in minutes) to Priority 1 calls from time of dispatch to the arrival of the first officer on the scene (per district)	5.8	% reduction from previous year	TBD	5% reduction from previous year	5% reduction from previous year	5% reduction from previous year

## 2. Investigative Services Bureau

Objective 1: Safeguard the District of Columbia and protect its residents and visitors.

### Investigative Services Bureau

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage change in D.C. Code Index violent crime	-7.3%	-5%	-4.9%	-5%	-5%	-5%
Percentage change in D.C. Code Index property crime	-14.7%	-5%	5.3%	-5%	-5%	-5%
Rate of sustained citizen allegations of police misconduct per 1,000 sworn members	10.8	2% reduction from year	12.2	12.2	2% reduction from previous year	2% reduction from previous year
Clearance rate for homicides*	79.4%	75.0%	95.4%	75.0%	75.0%	75.0%
Clearance rate for forcible rape*	59.8%	62.8%	Not Available	***	***	***
Clearance rate for robbery*	20.0%	23.6%	Not Available	***	***	***
Clearance rate for aggravated assault*	57.6%	60.5%	Not Available	***	***	***
Clearance rate for burglary*	9.4%	9.9%	Not Available	***	***	***
Clearance rate for larceny-theft*	8.5%	17.0%	Not Available	***	***	***
Clearance rate for motor vehicle theft*	3.2%	9.1%	Not Available	***	***	***
Percentage of motor vehicle thefts resolved*	15.3%	16.1%	Not Available	5% increase over the previous year	5% increase over the previous year	5% increase over the previous year

\* All clearance rates are reported on a calendar year basis consistent with national FBI reporting. Except for the homicide clearance rate, most clearance rates are finalized in March 2012, as aligned with reporting to the FBI.

\*\*\*Exceed by 5 percent the benchmark average clearance rate or previous year's actual, whichever is higher.

### 3. Homeland Security Bureau

Objective 1: Safeguard the District of Columbia and protect its residents and visitors.

Objective 2: Improve police service to the public through the integration of the department's people, technology and business systems.

#### Homeland Security Bureau

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage change in D.C. Code Index violent crime	-7.3%	-5%	-4.9%	-5%	-5%	-5%
Percentage change in D.C. Code Index property crime	-14.7%	-5%	5.3%	-5%	-5%	-5%
Rate of sustained citizen allegations of police misconduct per 1,000 sworn members	10.8	2% reduction from previous year	12.2	11.9	2% reduction from previous year	2% reduction from previous year

### 4. Professional Development and Internal Affairs Bureaus

Objective 1: Safeguard the District of Columbia and protect its residents and visitors.

Objective 2: Provide the highest quality police service with integrity, compassion, and a commitment to innovation.

Objective 3: Improve police service to the public through the integration of the department's people, technology and business systems.

#### Professional Development and Internal Affairs Bureaus

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage change in D.C. Code Index violent crime	-7.3%	-5%	-4.9%	-5%	-5%	-5%
Percentage change in D.C. Code Index property crime	-14.7%	-5%	5.3%	-5%	-5%	-5%
Rate of sustained citizen allegations of police misconduct per 1,000 sworn members	10.8	2% reduction from previous year	12.2	11.9	2% reduction from previous year	2% reduction from previous year
Average court overtime hours per arrest	3.22	3.16	2.97	2.91	2% reduction from previous year	2% reduction from previous year

## 5. Strategic and Corporate Support Services Bureaus

Objective 1: Safeguard the District of Columbia and protect its residents and visitors.

Objective 2: Provide the highest quality police service with integrity, compassion, and a commitment to innovation.

Objective 3: Improve police service to the public through the integration of the department's people, technology and business systems.

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### Strategic and Corporate Support Services Bureaus

<b>Measure</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Target</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Projection</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>
Percentage change in D.C. Code Index violent crime	-7.3%	-5%	-4.9%	-5%	-5%	-5%
Percentage change in D.C. Code Index property crime	-14.7%	-5%	5.3%	-5%	-5%	-5%
Rate of sustained citizen allegations of police misconduct per 1,000 sworn members	10.8	2% reduction from previous year	12.2	11.9	2% reduction from previous year	2% reduction from previous year
Average daily fleet availability	96.3%	95%	96.4%	95%	95%	95%

## 6. Operations and Agency Management Division

**Objective 1:** Safeguard the District of Columbia and protect its residents and visitors.

**Objective 2:** Provide the highest quality police service with integrity, compassion, and a commitment to innovation.

**Objective 3:** Improve police service to the public through the integration of the Department's people, technology and business systems.

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### Operations and Agency Management Division

<b>Measure</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Target</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Projection</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>
Percentage change in D.C. Code Index violent crime	-7.3%	-5%	-4.9%	-5%	-5%	-5%
Percentage change in D.C. Code Index property crime	-14.7%	-5%	5.3%	-5%	-5%	-5%
Rate of sustained citizen allegations of police misconduct per 1,000 sworn members	10.8	2% reduction from previous year	12.2	11.9	2% reduction from previous year	2% reduction from previous year
Percentage increase in the number of email accounts on Police District LISTSERVS	14.1%	10% increase over previous year	14.6%	10% increase over previous year	10% increase over previous year	10% increase over previous year

# Fire and Emergency Medical Services Department

[www.fems.dc.gov](http://www.fems.dc.gov)

Telephone: 202-673-3320

Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$194,507,068	\$195,422,438	\$199,373,728	2.0
FTEs	2,168.9	2,128.0	2,130.0	0.1

The mission of the District of Columbia Fire and Emergency Medical Services Department (DCFEMS) is to promote safety and health through excellent pre-hospital medical care, fire suppression, hazardous materials response, technical rescue, homeland security preparedness, and fire prevention and education in the District of Columbia.

## Summary of Services

DCFEMS provides fire suppression, emergency medical services (EMS), homeland security and special operations response – collectively known as all-hazards protection – for residents and visitors to the District of Columbia from 33 neighborhood fire stations that deploy 39 EMS transport units (ambulances), 33 engine companies, 16 ladder trucks, 3 heavy-rescue squads, 1 hazardous materials unit and 1 fire boat company. Fourteen of these transport units and 20 of these engine companies are staffed by paramedics providing advanced life support (ALS) care. The department responds to more than 150,000 911 calls each year and transports more than 90,000 patients to local hospitals. DCFEMS also provides services for special events unique to the nation's capital, such as demonstrations, public gatherings, and presidential inaugurations. Additionally, the department provides fire suppression and emergency medical protection for presidential motorcades and helicopter landings.

Supporting all-hazards District-wide protection is a business model emphasizing timely, resourceful, efficient and effective combinations of programs, people, equipment, and mobile technology delivered at an individual, neighborhood, and community level. DCFEMS is responsible for the internal training and development, along with human resources administration, for more than 2,000 employees. Fire and life safety inspection, education, and intervention programs touch more than 10,000 District residents each year through community presentations, smoke alarm installations, health status/disease prevention screenings, car seat installations, and CPR instruction. The department's cost recovery programs for ambulance transport, along with fire prevention fees and permits, create \$23 million in annual revenue.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table FB0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table FB0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	193,326	191,932	193,902	197,854	3,951	2.0
Special Purpose Revenue Funds	1,504	1,506	1,520	1,520	0	0.0
<b>Total for General Fund</b>	<b>194,830</b>	<b>193,438</b>	<b>195,422</b>	<b>199,374</b>	<b>3,951</b>	<b>2.0</b>
<b>Federal Resources</b>						
Federal Grant Funds	1,982	0	0	0	0	N/A
<b>Total for Federal Resources</b>	<b>1,982</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Intra-District Funds</b>						
Intra-District Funds	2,721	1,069	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>2,721</b>	<b>1,069</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>199,533</b>	<b>194,507</b>	<b>195,422</b>	<b>199,374</b>	<b>3,951</b>	<b>2.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table FB0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table FB0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	2,201.5	2,168.9	2,128.0	2,130.0	2.0	0.1
<b>Total for General Fund</b>	<b>2,201.5</b>	<b>2,168.9</b>	<b>2,128.0</b>	<b>2,130.0</b>	<b>2.0</b>	<b>0.1</b>
<b>Total Proposed FTEs</b>	<b>2,201.5</b>	<b>2,168.9</b>	<b>2,128.0</b>	<b>2,130.0</b>	<b>2.0</b>	<b>0.1</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table FB0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table FB0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	137,529	140,515	145,378	144,443	-935	-0.6
12 - Regular Pay - Other	165	100	308	288	-20	-6.5
13 - Additional Gross Pay	6,357	7,280	5,612	7,604	1,992	35.5
14 - Fringe Benefits - Current Personnel	20,039	21,284	22,189	24,239	2,050	9.2
15 - Overtime Pay	11,892	4,498	2,825	3,325	500	17.7
99 - Unknown Payroll Postings	31	13	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>176,014</b>	<b>173,690</b>	<b>176,313</b>	<b>179,899</b>	<b>3,586</b>	<b>2.0</b>
20 - Supplies and Materials	5,420	4,358	4,377	4,458	81	1.8
30 - Energy, Comm. and Building Rentals	3,969	91	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	1,039	56	0	0	0	N/A
32 - Rentals - Land and Structures	256	0	0	0	0	N/A
33 - Janitorial Services	901	-24	0	0	0	N/A
34 - Security Services	16	0	0	0	0	N/A
35 - Occupancy Fixed Costs	842	5	0	0	0	N/A
40 - Other Services and Charges	3,563	4,122	2,673	2,847	175	6.5
41 - Contractual Services - Other	4,870	4,794	4,584	4,676	92	2.0
50 - Subsidies and Transfers	0	6,318	6,318	6,318	0	0.0
70 - Equipment and Equipment Rental	2,644	1,098	1,159	1,177	18	1.6
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>23,519</b>	<b>20,817</b>	<b>19,110</b>	<b>19,474</b>	<b>365</b>	<b>1.9</b>
<b>Gross Funds</b>	<b>199,533</b>	<b>194,507</b>	<b>195,422</b>	<b>199,374</b>	<b>3,951</b>	<b>2.0</b>

\*Percent change is based on whole dollars.



## Program Description

The District of Columbia Fire and Emergency Medical Services Department operates through the following 8 programs:

**Field Operations** – provides emergency medical service, fire suppression, rescue, and special operations services to citizens, visitors, and employees in order to minimize loss of life and property.

This program contains the following 4 activities:

- **Fire Rescue Operations** – provides fire suppression, fire rescue, property salvage and overhaul, and vehicle accident rescue and extrication;
- **Special Operations** – provides specialized rescue, evacuation, and pre-emergency planning services for those in danger during hazardous material incidents, Metro and rail emergencies, mass casualty incidents, and technical rescue incidents;
- **Emergency Medical Services Operations** – provides emergency medical services including pre-hospital basic/advanced life support care, emergency transport services, and public service assistance on non-emergency incidents; and
- **Homeland Security** – provides pre-emergency planning services for those in danger during possible terrorist incidents, including those involving weapons of mass destruction, and for response to natural disasters so that the District residents and visitors can be safely protected, rescued, and treated.

**Fire Prevention and Education** – provides investigation, public safety outreach, and inspection services to residents, property owners, and businesses so that they can have the information needed to prevent emergency incidents.

This program contains the following 4 activities:

- **Inspections** – executes facility inspections, building plan approvals, code enforcement, fire code advice, information, and referral services to residents, business owners and developers, and event planners in order to maintain required inspection coverage, ensure code compliance, and reduce occurrence of fires;
- **Investigations** – provides investigation and intervention services to property owners, occupants, and other victims in order to determine the origin and causes of fires that occur in the District of Columbia; performs public outreach and education efforts to prevent reoccurrence; and supports monetary recovery of property losses. This activity also supports the investigation of all fires determined to be caused by arson and facilitates the arrest of those responsible for the cause of those fires;
- **Public Outreach** – makes fire-safety and health education and information available to residents, property owners, and businesses so that they can prevent fire and emergency medical incidents; and
- **Technical Inspections** – performs facility inspections, building plan approvals, code enforcement, fire code advice, and information and referral services to residents, business owners, developers, and event planners in order to maintain required inspection coverage, ensure code compliance, and reduce fires. These include mandatory inspections that require a higher degree of knowledge by the inspector, and may require the inspector to obtain additional certifications.

**Employee Preparedness** – provides employee wellness and specialized training services to employees so that they can meet prescribed standards and are prepared to safely perform the mission of the agency.

This program contains the following 2 activities:

- **Employee Wellness** – extends health and counseling services to DCFEMS employees so that they can be prepared to safely perform the mission of the agency; and
- **Specialized Training** – facilitates driver training, EMS certification, field operations training, recruit training, and other training services to DCFEMS employees so that they can meet prescribed standards.

**Operations Support** – provides emergency vehicle and facility maintenance and specialized network management services to employees so that they can perform their assigned duties in a safe, effective, and efficient manner.

This program contains the following 2 activities:

- **Field Infrastructure** – provides maintenance, repair, replacement of firehouses, and major capital improvements to firehouses and other facilities to keep them in operational condition and to provide emergency service providers with a functional base so that they can perform their assigned duties in an environment that is safe, code-compliant, and within accepted standards; and
- **Inventory Management** – maintains adequate levels of equipment and supply resources to employees so that they can perform their assigned duties in a safe, cost-effective, and efficient manner.

**Policy and Planning** – establishes strategic directions and coordinates District-consequential management for incidents. This program also identifies and addresses problems by developing initiatives to reduce mortality rates, property loss, and hazardous conditions. This program develops and implements regulations governing public safety, inter-agency response, inter-governmental coordination, and mitigation efforts. This program is also responsible for compliance with policy and Equal-Employment Opportunity (EEO) regulations.

This program contains the following 4 activities:

- **Office of Standards** – maintains the department’s policies and procedures, as well as the national standards for operational staff;
- **Office of Compliance** – enforces the policies and procedures, as well as the national standards for operational staff;
- **Office of Equity and Diversity** – offers a mechanism for staff to insure that they are treated fairly without prejudice; and
- **Emergency Communications** – provides technological support so that communication is seamless and emergency dispatch is efficient.

**State Safety Oversight** – provides program standards and supporting procedures for the State Oversight and Security Agency, and reviews and approves all rail transit agency System Safety Plans.

**Administrative Support (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.

**Agency Financial Operations** – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This program is standard for all agencies using performance-based budgeting.

### **Program Structure Change**

The District of Columbia Fire and Emergency Medical Services Department adds the State Safety Oversight program in the FY 2013 proposed budget.

**Protected Programs:** In FY 2012, DCFEMS re-launched the Fire Cadet Program. The program targets recent high school graduates who reside in the District with an interest in pursuing a career at the DCFEMS. This is an important mechanism for creating jobs for the District youth.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table FB0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table FB0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Administrative Support</b>								
(1010) Personnel	965	903	814	-90	5.9	6.0	5.0	-1.0
(1015) Training and Employee Development	1,905	202	206	4	0.0	0.0	0.0	0.0
(1030) Property Management	6,797	6,318	6,318	0	0.0	0.0	0.0	0.0
(1040) Information Technology	1,514	1,136	1,261	125	6.9	6.0	7.0	1.0
(1055) Risk Management	965	1,795	2,021	226	3.0	3.0	6.0	3.0
(1060) Legal Services	234	250	255	5	0.0	0.0	0.0	0.0
(1080) Communications	436	436	671	236	4.9	4.0	6.0	2.0
(1090) Performance Management	1,661	1,595	4,102	2,507	13.8	11.0	30.0	19.0
No Activity Assigned	70	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Administrative Support</b>	<b>14,546</b>	<b>12,635</b>	<b>15,648</b>	<b>3,013</b>	<b>34.4</b>	<b>30.0</b>	<b>54.0</b>	<b>24.0</b>
<b>(100F) Agency Financial Operations</b>								
(110F) Agency Fiscal Officer Operations	372	359	371	12	3.9	4.0	4.0	0.0
(120F) Accounting Operations	169	200	192	-8	3.0	3.0	3.0	0.0
(130F) Agency Financial Operations	611	644	659	16	4.9	5.0	5.0	0.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>1,152</b>	<b>1,203</b>	<b>1,222</b>	<b>19</b>	<b>11.8</b>	<b>12.0</b>	<b>12.0</b>	<b>0.0</b>
<b>(2000) Fire Prevention and Education</b>								
(2100) Inspections	2,809	3,156	3,129	-27	34.4	34.0	34.0	0.0
(2200) Investigations	2,131	2,046	2,058	13	28.5	23.0	23.0	0.0
(2300) Public Outreach	262	265	598	333	3.0	3.0	3.0	0.0
(2400) Technical Inspections	782	934	848	-86	9.8	9.0	9.0	0.0
<b>Subtotal (2000) Fire Prevention and Education</b>	<b>5,985</b>	<b>6,401</b>	<b>6,633</b>	<b>232</b>	<b>75.7</b>	<b>69.0</b>	<b>69.0</b>	<b>0.0</b>
<b>(3000) Field Operations</b>								
(3200) Fire/Rescue Operations	139,413	139,730	143,305	3,574	1,728.6	1,695.0	1,734.0	39.0
(3300) Special Operations	12,825	12,607	12,836	229	125.8	125.0	126.0	1.0
(3400) Emergency Medical Services Operations	1,835	1,727	1,799	72	0.0	0.0	0.0	0.0
(3500) Homeland Security	119	1	1	0	1.0	0.0	0.0	0.0
No Activity Assigned	5	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (3000) Field Operations</b>	<b>154,197</b>	<b>154,066</b>	<b>157,941</b>	<b>3,875</b>	<b>1,855.4</b>	<b>1,820.0</b>	<b>1,860.0</b>	<b>40.0</b>
<b>(4000) Employee Preparedness</b>								
(4100) Employee Wellness	4,078	3,993	3,922	-71	2.0	2.0	1.0	-1.0
(4200) Specialized Training	5,732	8,474	4,584	-3,890	119.9	127.0	58.0	-69.0
<b>Subtotal (4000) Employee Preparedness</b>	<b>9,810</b>	<b>12,467</b>	<b>8,506</b>	<b>-3,962</b>	<b>121.9</b>	<b>129.0</b>	<b>59.0</b>	<b>-70.0</b>

(Continued on next page)

**Table FB0-4 (continued)**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(5000) Operations Support</b>								
(5100) Field Infrastructure	4,519	4,284	4,363	78	40.3	40.0	40.0	0.0
(5200) Inventory Management	2,498	2,529	2,335	-194	10.8	11.0	9.0	-2.0
<b>Subtotal (5000) Operations Support</b>	<b>7,017</b>	<b>6,813</b>	<b>6,697</b>	<b>-116</b>	<b>51.1</b>	<b>51.0</b>	<b>49.0</b>	<b>-2.0</b>
<b>(6000) Policy and Planning</b>								
(6010) Office of Standards	764	761	503	-257	5.9	6.0	5.0	-1.0
(6020) Office of Compliance	163	240	236	-4	3.0	3.0	3.0	0.0
(6030) Office of Equity and Diversity	126	131	124	-7	1.0	1.0	1.0	0.0
(6040) Emergency Communications	747	706	1,665	959	8.8	7.0	16.0	9.0
<b>Subtotal (6000) Policy and Planning</b>	<b>1,800</b>	<b>1,837</b>	<b>2,529</b>	<b>692</b>	<b>18.7</b>	<b>17.0</b>	<b>25.0</b>	<b>8.0</b>
<b>(7000) State Safety Oversight</b>								
(7010) Rail Safety	0	0	197	197	0.0	0.0	2.0	2.0
<b>Subtotal (7000) State Safety Oversight</b>	<b>0</b>	<b>0</b>	<b>197</b>	<b>197</b>	<b>0.0</b>	<b>0.0</b>	<b>2.0</b>	<b>2.0</b>
<b>Total Proposed Operating Budget</b>	<b>194,507</b>	<b>195,422</b>	<b>199,374</b>	<b>3,951</b>	<b>2,168.9</b>	<b>2,128.0</b>	<b>2,130.0</b>	<b>2.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The District of Columbia Fire and Emergency Medical Services Department's (DCFEMS) proposed FY 2013 gross budget is \$199,373,728, which represents a 2.0 percent increase over the FY 2012 approved gross budget of \$195,422,438. The budget is comprised of \$197,853,728 in Local funds and \$1,520,000 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made over the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

FEMS's FY 2013 CSFL budget is \$198,091,998 which represents a \$4,189,561, or 2.2 percent, increase over the FY 2012 approved Local funds budget of \$193,902,437.

### **Initial Adjusted Budget**

**Cost Increase:** \$87,123 of Local funds in Other Services and Charges to support the Auto Maintenance Agreement.

**Cost Decrease:** \$87,123 of Local funds from personal services to offset the increase to Other Services and Charges.

### **Additionally Adjusted Budget**

**Technical Adjustments:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$521,941 in Local funds.

### **Policy Initiatives**

**Cost Increase:** In Local funds, the budget was increased by \$500,000 for Overtime. In addition, \$131,064 is provided to fund one Battalion Chief position and one Captain position, \$26,725 for associated Fringe Benefits, and \$37,750 for nonpersonal services to fund Travel and Training for the Rail Safety Activity.

**Cost Decrease:** There is a reduction of \$1,455,000 in Local funds personal services due to vacancy savings.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table FB0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table FB0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>193,902</b>	<b>2,128.0</b>
Fringe Benefit Rate Adjustment	Multiple Programs	1,553	0.0
Recurring Budget Items	Multiple Programs	1,667	0.0
Consumer Price Index	Multiple Programs	240	0.0
Personal Services Growth Factor	Multiple Programs	728	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>198,092</b>	<b>2,128.0</b>
Cost Increase: Auto Maintenance Agreement	Multiple Programs	87	0.0
Cost Decrease: Personal services to offset increase in Other Services and Charges	Multiple Programs	-87	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>198,092</b>	<b>2,128.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	522	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>198,614</b>	<b>2,128.0</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: In Overtime budget	Administrative Support	500	0.0
Cost Increase: Additional positions for the Rail Safety Activity	State Safety Oversight Program	131	2.0
Cost Increase: Funding for Travel and Training for the Rail Safety Activity	State Safety Oversight Program	38	0.0
Cost Increase: For Fringe Benefits	State Safety Oversight Program	27	0.0
Cost Decrease: Vacancy savings	Administrative Support	-1,455	0.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>197,854</b>	<b>2,130.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE</b>		<b>1,520</b>	<b>0.0</b>
No Changes		0	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>1,520</b>	<b>0.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>1,520</b>	<b>0.0</b>
<b>Gross for FB0 - Fire and Emergency Medical Services Department</b>		<b>199,374</b>	<b>2,130.0</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

### 1. Operations Bureau

**Objective 1:** Help sick and injured patients by providing pre-hospital emergency medical care and ambulance transport.

**Objective 2:** Safeguard lives and property by controlling and extinguishing fires.

**Objective 3:** Safeguard lives and property by preparing for and managing natural disasters or other catastrophic events.

## Operations Bureau

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of structure fire calls with first fire truck arriving within 6 minutes, 30 seconds dispatch to scene. <sup>1</sup>	98.9%	90%	99.7%	90%	90%	90%
Average response time of first arriving fire truck to structure fire calls.	1m 55s	< 4m	1m 52s	< 4m	< 4m	< 4m
Percentage of critical medical calls with first EMT arriving within 6 minutes 30 seconds dispatch to scene.	86.4%	90%	85.1%	90%	90%	90%
Average response time of first arriving EMT to critical medical calls.	4m 33s	< 5m	4m 42s	< 5m	< 5m	< 5m
Percentage of critical medical calls with first paramedic arriving within 8 minutes, dispatch to scene.	85.6%	90%	82.1%	90%	90%	90%
Average response time of first arriving paramedic to critical medical calls.	5m 35s	< 6m	5m 53s	< 6m	< 6m	< 6m
Percentage of critical medical calls with first transport unit arriving within 12 minutes, dispatch to scene. <sup>2</sup>	90.0%	90%	90.3%	90%	90%	90%
Average response time of first arriving ambulance to critical medical calls.	7m 5s	< 9m	7m 9s	< 9m	< 9m	< 9m
Percentage of hospital drop times of 30 minutes or less.	35.8%	50%	34.5%	50%	50%	50%
Average hospital drop time.	37m 13s	< 30m	36m 59s	< 30m	< 30m	< 30m

EMT: Emergency Medical Technician

## 2. Emergency Medical Services Bureau

**Objective 1:** Help sick and injured patients by providing pre-hospital and out-of-hospital healthcare services.

**Objective 2:** Continuously improve the quality of out-of-hospital medical care provided by department personnel.

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### Emergency Medical Services (EMS) Bureau

<b>Measure</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Target</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Projection</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>
Percentage of patients in full cardiac arrest who have specified rhythms upon delivery to a medical facility. <sup>2,3</sup>	21.5%	25%	22.6%	25%	25%	25%
Percentage decrease in 911 usage by Street Calls patients in a cohort. <sup>4</sup>	72.6%	50%	66%	50%	50%	50%
Percentage of patients surveyed indicating they were "satisfied" or "very satisfied" with Fire and EMS services during an EMS call. <sup>2</sup>	96.2%	90%	97.3%	90%	90%	90%

EMT-P: Emergency Medical Technician- Paramedic

EMS: Emergency Medical Services



### 3. Services Bureau

Objective 1: Train and develop the department's workforce.

Objective 2: Administer human resources for the department's workforce.

Objective 3: Monitor and improve employee safety and wellness.

Objective 4: Manage buildings and other properties owned by the department.

Objective 5: Manage emergency apparatus and other vehicles owned by the department.

Objective 6: Support decision making, communication and resource management by using information technology.

#### Services Bureau

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Number of fire stations completing planned major repairs or complete renovation.	1	1	1	1	2	2
Percentage of heavy duty emergency vehicle fleet (fire trucks and other vehicles) available for daily operation.	87.6%	85%	70.8%	85%	85%	85%
Percentage of medium duty emergency vehicle fleet (ambulances and other vehicles) available for daily operation.	85.3%	85%	51.8%	85%	85%	85%
Percentage of light duty emergency vehicle fleet (command and support vehicles) available for daily operation.	94.1%	85%	84.5%	90%	90%	90%
Number of department vehicles involved in accidents during emergency responses.	93	< 100	66	< 100	< 100	< 100
Number of department personnel injured during emergency operations.	227	< 175	275	< 175	< 175	< 175

#### 4. Fire Prevention and Investigations Division

**Objective 1:** Reduce threats to lives and property by preventing fires before they happen.

**Objective 2:** Investigate to determine the cause and origin of fires.

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### Fire Prevention and Investigations Division

<b>Measure</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Target</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Projection</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>
Number of residential structure fires per 1,000 residential structures. <sup>2</sup>	New	New	2.37	< 4	< 4	< 4
Number of residential structure fires per 1,000 population. <sup>2</sup>	New	New	.63	< 1	< 1	< 1
Percentage of residential structure fires contained to the object or room of origin. <sup>2</sup>	New	New	85.5%	> 80%	> 80%	> 80%
Percentage of residential structure fires contained to the floor or structure of origin. <sup>2</sup>	New	New	6.7%	< 10%	< 10%	< 10%
Total combined commercial and industrial structure fire incidents per 1,000 commercial and industrial structures. <sup>2</sup>	New	New	8.1	< 15	< 15	< 15
Total arson fires per 10,000 population. <sup>2</sup>	New	New	.38	< 2	< 2	< 2
End-of-fiscal year percent arson cases closed by arrest. <sup>2</sup>	38.1%	25%	52.2%	> 25%	> 25%	> 25%
End-of-fiscal year percent change in number of structural fires.	-9%	-5%	5%	-5%	-5%	-5%
End-of-fiscal year number of civilian fire fatalities. <sup>5</sup>	6	≤ 5	10	≤ 5	≤ 5	≤ 5
End-of-fiscal year number of civilian fire injuries.	50	≤ 50	81	≤ 50	≤ 50	≤ 50

## 5. Office of Communications

**Objective 1:** Communicate information to the public and media.

**Objective 2:** Reduce threats to lives and property through public education programs.

**Objective 3:** Reduce threats to lives and properties through public intervention programs.

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### Office of Communications

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Number of neighborhood level fire safety presentations completed.	743	500	627	500	500	500
Number of at school fire safety presentations completed.	60	48	57	50	50	50
Number of neighborhood level health screenings completed.	12	12	100	> 50	> 50	> 50
Number of smoke alarm installations.	1,250	> 500	1,319	> 1,000	> 1,000	> 1,000
Number of car seat installations.	2,353	> 1,500	1,500	1,500	1,500	1,500
Number of CPR program participants.	2,188	> 2,000	1,606	> 2,000	> 2,000	> 2,000
Number of District-wide AED registrations.	815	> 1,000	1,361	> 1,300	> 1,600	> 1,900

## 6. Office of the Fire and Emergency Medical Services Chief

**Objective 1:** Work closely with the Executive Office of the Mayor, Deputy Mayor of Public Safety, and City Administrator to meet the needs of District residents while efficiently administrating Department services.

**Objective 2:** Continue to improve labor/management partnerships.

**Objective 3:** Use strategic level planning tools to improve services and better prepare for the future.

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### Office of the Fire and Emergency Services Chief

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Average time in days to close Mayoral customer service work flows.	8	7	4	7	7	7
Number of community group meetings scheduled and attended by executive managers.	16	12	240	> 100	> 100	> 100
Number of labor/management planning activity meetings scheduled and attended by executive managers.	12	12	24	12	12	12

**Performance Plan Endnotes:**

- 1 National Fire Protection Association (NFPA) measure.
- 2 International City/County Management Association (ICMA) comparative measure (October, 2008) for municipalities with populations of 100,000 or more.
- 3 "Specified rhythms" means patients with cardiac etiologies who have return of spontaneous circulation (ROSC, i.e., a pulse) in out-of hospital settings and maintain heartbeat until transferred to hospital care (Utstein template measure). FY 2010 data is not validated by the template measure and still requires review.
- 4 A "cohort" is a sample group of patients tracked over the period of one year by the Street Calls Program.
- 5 United States Fire Administration (USFA) measure.

# Police Officers' and Fire Fighters' Retirement System

[www.dcrb.dc.gov](http://www.dcrb.dc.gov)

Telephone: 202-343-3200

Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$127,200,000	\$116,700,000	\$96,314,000	-17.5

The mission of the Police Officers' and Fire Fighters' Retirement System is to provide the District's required contribution as the employer to these two pension funds, which are administered by the District of Columbia Retirement Board (DCRB).

Under provisions of the Police Officers, Fire Fighters, and Teachers Retirement Benefit Replacement Plan Act of 1998 ("the Act"), the federal government assumed the District's unfunded pension liability for the retirement plans for teachers, police officers, fire fighters and judges. Pursuant to the Act, the federal government will pay the retirement and death benefits, and a defined share of disability benefits, for employees for service accrued prior to July 1, 1997. The costs for benefits earned after June 30, 1997 are the responsibility of the Government of the District of Columbia. This budget reflects the required annual District contribution to fund these earned benefits. Pursuant to District Code section 1-907.02(a) (2006 Repl.), the District is required to budget the pension contribution at an amount equal to, or greater than, the amount certified by the DCRB on the basis of a prescribed actuarial study and formula calculation that is set forth in section 1-907.03. On December 29, 2011, DCRB transmitted the certified contribution for inclusion in the District's FY 2013 proposed budget, as reflected in this chapter.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table FD0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table FD0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	132,300	127,200	116,700	96,314	-20,386	-17.5
<b>Total for General Fund</b>	<b>132,300</b>	<b>127,200</b>	<b>116,700</b>	<b>96,314</b>	<b>-20,386</b>	<b>-17.5</b>
<b>Gross Funds</b>	<b>132,300</b>	<b>127,200</b>	<b>116,700</b>	<b>96,314</b>	<b>-20,386</b>	<b>-17.5</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table FD0-2 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table FD0-2**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
50 - Subsidies and Transfers	132,300	127,200	116,700	96,314	-20,386	-17.5
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>132,300</b>	<b>127,200</b>	<b>116,700</b>	<b>96,314</b>	<b>-20,386</b>	<b>-17.5</b>
<b>Gross Funds</b>	<b>132,300</b>	<b>127,200</b>	<b>116,700</b>	<b>96,314</b>	<b>-20,386</b>	<b>-17.5</b>

\*Percent change is based on whole dollars.

## Program Description

The Police Officers' and Fire fighters' Retirement System operates through the following program:

**Police/Fire Fighters' Retirement System** - D.C. Code section 1-907.02(a) requires the District to appropriate funds that are equal to, or greater than, the actuarially determined amount certified by the DCRB on the basis of a prescribed actuarial study and formula calculation that is set forth in section 1-907.03.

## Program Structure Change

The Police Officers' and Fire Fighters' Retirement System has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table FD0-3 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides FY 2011 actual data.

**Table FD0-3**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Police / Fire Fighters' Retirement System</b>								
(1100) Police / Fire Fighters' Retirement System	127,200	116,700	96,314	-20,386	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Police / Fire Fighters' Retirement System</b>	<b>127,200</b>	<b>116,700</b>	<b>96,314</b>	<b>-20,386</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>127,200</b>	<b>116,700</b>	<b>96,314</b>	<b>-20,386</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

### FY 2013 Proposed Budget Changes

The Police Officers' and Fire Fighters' Retirement System's proposed FY 2013 gross budget is \$96,314,000, which represents a 17.5 percent decrease from its FY 2012 approved gross budget of \$116,700,000. The budget is comprised entirely of Local 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 2012 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 initial adjustments on the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 Local funds budget are described in table 4 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.

The Police Officers' and Fire Fighters' Retirement System's FY 2013 CSFL budget is \$116,700,000, which represents no change from its FY 2012 approved gross budget of \$116,700,000.

### Initial Adjusted Budget

**Cost Decrease:** The pension contribution decreased by \$20,386,000, or 17.5 percent, from the FY 2012 approved budget of \$116,700,000 in Local funds. The reduction is made on the basis of the actuarial report certified by the District of Columbia Retirement Board and transmitted to the Mayor in a letter dated December 29, 2011.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table FD0-4 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table FD0-4**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>116,700</b>	<b>0.0</b>
No Changes		0	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL):</b>		<b>116,700</b>	<b>0.0</b>
Cost Decrease: D.C. Retirement Board Actuarial Valuation	Police / Firefighters' Retirement System	-20,386	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>96,314</b>	<b>0.0</b>
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>96,314</b>	<b>0.0</b>
<b>Gross for FD0 - Police Officers' and Fire Fighters' Retirement System</b>		<b>96,314</b>	<b>0.0</b>

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



# Department of Corrections

www.doc.dc.gov

Telephone: 202-673-7316

Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$142,973,992	\$136,287,501	\$139,604,240	2.4
FTEs	879.5	894.0	894.0	0.0

The mission of the Department of Corrections (DOC) is to provide a safe, secure, orderly, and humane environment for the confinement of pretrial detainees and sentenced inmates, while affording those in custody meaningful rehabilitative opportunities that will assist them to constructively re-integrate into the community.

## Summary of Services

The DOC operates the Central Detention Facility (CDF) and houses inmates in the Correctional Treatment Facility (CTF) through a contract with the Corrections Corporation of America; both facilities are accredited by the American Correctional Association (ACA). The department has contracts with four private and independently operated halfway houses: Efforts for Ex-Convicts; Extended House, Inc.; Fairview; and Hope Village; these are often used as alternatives to incarceration. Like other municipal jails, 75 to 85 percent of inmates in DOC's custody have one or more outstanding legal matters that require detention, and median lengths of stay for released inmates are 31 days or less. Ninety percent of DOC's inmates are male. DOC also houses female inmates and a small number of juveniles charged as adults at the CTF. Each facility offers inmates a number of programs and services that support successful community re-entry. These include:

- Residential Substance Abuse Treatment (RSAT);
- Re-entry preparation (Re-Entry);
- Institutional Work Details and Community Work Squads; and
- Special education (through the District of Columbia Public Schools (DCPS)), adult education, and GED preparation provided by DOC.

ACA and National Commission on Correctional Health Care (NCCHC) accredited comprehensive health and mental health services are provided through Unity Health Care (contractual) and the Department of Mental Health. In addition, facilities provide inmate personal adjustment and support services, such as food services, laundry, visitation, law library, and an inmate grievance process. DOC facilities operate 24 hours a day, 365 days a year.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table FL0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table FL0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	124,778	117,369	115,294	117,148	1,854	1.6
Special Purpose Revenue Funds	25,801	24,953	20,297	22,141	1,844	9.1
<b>Total for General Fund</b>	<b>150,579</b>	<b>142,323</b>	<b>135,591</b>	<b>139,289</b>	<b>3,698</b>	<b>2.7</b>
<b>Federal Resources</b>						
Federal Grant Funds	187	412	359	0	-359	-100.0
<b>Total for Federal Resources</b>	<b>187</b>	<b>412</b>	<b>359</b>	<b>0</b>	<b>-359</b>	<b>-100.0</b>
<b>Intra-District Funds</b>						
Intra-District Funds	1,008	239	337	315	-22	-6.5
<b>Total for Intra-District Funds</b>	<b>1,008</b>	<b>239</b>	<b>337</b>	<b>315</b>	<b>-22</b>	<b>-6.5</b>
<b>Gross Funds</b>	<b>151,775</b>	<b>142,974</b>	<b>136,288</b>	<b>139,604</b>	<b>3,317</b>	<b>2.4</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table FL0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table FL0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	851.2	861.6	867.6	872.8	5.2	0.6
Special Purpose Revenue Funds	-13.9	12.0	20.0	20.0	0.0	0.0
<b>Total for General Fund</b>	<b>837.4</b>	<b>873.6</b>	<b>887.6</b>	<b>892.8</b>	<b>5.2</b>	<b>0.6</b>
<b>Federal Resources</b>						
Federal Grant Funds	0.0	4.3	5.0	0.0	-5.0	-100.0
<b>Total for Federal Resources</b>	<b>0.0</b>	<b>4.3</b>	<b>5.0</b>	<b>0.0</b>	<b>-5.0</b>	<b>-100.0</b>
<b>Intra-District Funds</b>						
Intra-District Funds	0.0	1.7	1.4	1.2	-0.2	-11.1
<b>Total for Intra-District Funds</b>	<b>0.0</b>	<b>1.7</b>	<b>1.4</b>	<b>1.2</b>	<b>-0.2</b>	<b>-11.1</b>
<b>Total Proposed FTEs</b>	<b>837.4</b>	<b>879.5</b>	<b>894.0</b>	<b>894.0</b>	<b>0.0</b>	<b>0.0</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table FL0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table FL0-3**

(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	39,552	42,464	41,305	47,905	6,600	16.0
12 - Regular Pay - Other	7,090	6,822	7,950	1,506	-6,444	-81.1
13 - Additional Gross Pay	4,294	4,212	3,719	4,000	281	7.5
14 - Fringe Benefits - Current Personnel	11,463	11,934	13,496	15,163	1,667	12.4
15 - Overtime Pay	3,817	2,937	2,500	2,500	0	0.0
99 - Unknown Payroll Postings	66	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>66,282</b>	<b>68,369</b>	<b>68,970</b>	<b>71,073</b>	<b>2,103</b>	<b>3.0</b>
20 - Supplies and Materials	2,485	5,405	6,506	7,250	744	11.4
30 - Energy, Comm. and Building Rentals	1,533	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	303	0	0	0	0	N/A
32 - Rentals - Land and Structures	2,770	2,770	2,904	2,926	22	0.8
33 - Janitorial Services	10	0	0	0	0	N/A
34 - Security Services	10	0	0	0	0	N/A
35 - Occupancy Fixed Costs	215	-12	0	0	0	N/A
40 - Other Services and Charges	2,180	1,527	2,717	3,571	854	31.4
41 - Contractual Services - Other	65,005	55,864	54,589	53,434	-1,156	-2.1
50 - Subsidies and Transfers	77	20	39	0	-39	-100.0
70 - Equipment and Equipment Rental	257	436	562	1,350	787	139.9
91 - Expense Not Budgeted Others	10,648	8,596	0	0	0	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>85,492</b>	<b>74,605</b>	<b>67,318</b>	<b>68,531</b>	<b>1,213</b>	<b>1.8</b>
<b>Gross Funds</b>	<b>151,775</b>	<b>142,974</b>	<b>136,288</b>	<b>139,604</b>	<b>3,317</b>	<b>2.4</b>

\*Percent change is based on whole dollars.

## Division Description

The Department of Corrections operates through the following 5 divisions:

**Inmate Services** – provides the services necessary to ensure humane, hygienic, and constitutionally mandated care of inmates.

This division contains the following 3 activities:

- **Inmate Personal Services** – provides for inmates’ personal needs and ensures that each service is provided in a timely, accurate, and economical manner;
- **Inmate Adjustment and Development Support** – provides inmates with opportunities for personal development and facilitates adjustment to institutional custody; and
- **Inmate Health Services** – provides constitutionally mandated levels of health care to inmates in DOC custody.

**Inmate Custody** – detains pretrial defendants and sentenced misdemeanants safely, securely, and in accordance with constitutional requirements.

This division contains the following 3 activities:

- **Internal Security and Control Services** – provides effective management of the inmate population and ensures a safe and secure DOC-administered institutional environment;
- **External Security and Control Services** – provides contractual housing and transportation of inmates in a safe, secure, and cost-effective manner; and supports timely apprehension of violators; and
- **Community Corrections** – facilitates community support and involvement for sentenced misdemeanants and pretrial inmates awaiting adjudication of charges.

**Institutional Support Services** – provides direct support to the Inmate Custody and Inmate Services programs by providing life-safety, environmental and facility support services and documentation on each inmate’s security risk and legal status.

This division contains the following 2 activities:

- **Inmate Status Documentation** – provides direct support to the Inmate Custody and Inmate Services programs by providing life-safety, environmental and facility support services and documentation on each inmate’s security risk and legal status; and
- **Facility Services** – ensures that DOC facilities are kept in good, operable condition and that they meet building and life-safety codes. This activity also includes capital planning and construction management services.

**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.

**Agency Financial Operations** – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This division is standard for all agencies using performance-based budgeting.

## Division Structure Change

The Department of Corrections has no division structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Division and Activity

Table FL0-4 contains the proposed FY 2013 budget by division and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table FL0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(100F) Agency Financial Operations</b>								
(110F) Budget Operations	239	265	273	8	2.0	2.0	2.0	0.0
(120F) Accounting Operations	463	461	472	11	6.0	6.0	6.0	0.0
(130F) ACFO	166	186	190	4	1.0	1.0	1.0	0.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>868</b>	<b>913</b>	<b>935</b>	<b>22</b>	<b>8.9</b>	<b>9.0</b>	<b>9.0</b>	<b>0.0</b>
<b>(1100) Agency Management Programs</b>								
(1110) Executive Direction and Support	2,026	2,687	2,827	140	25.8	24.0	22.0	-2.0
(1120) Human Resources Management	1,938	2,100	2,036	-63	17.8	18.0	16.0	-2.0
(1130) Management Control	1,444	1,190	1,361	171	11.9	11.0	13.0	2.0
(1140) Information Technology	2,091	2,918	3,012	94	13.9	12.0	12.0	0.0
(1150) Agency Operations Support	2,387	2,378	2,394	15	8.9	11.0	9.0	-2.0
<b>Subtotal (1100) Agency Management Programs</b>	<b>9,887</b>	<b>11,273</b>	<b>11,630</b>	<b>356</b>	<b>78.3</b>	<b>76.0</b>	<b>72.0</b>	<b>-4.0</b>
<b>(22IS) Inmate Services</b>								
(2440) Inmate Personnel Services	910	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (22IS) Inmate Services</b>	<b>910</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(2500) Inmate Services</b>								
(2510) Inmate Personal Services	8,139	7,833	7,743	-89	24.8	25.0	25.0	0.0
(2520) Inmate Adjustment/Developmental Support	2,073	2,329	2,779	450	24.8	25.0	29.0	4.0
(2530) Inmate Health Services	39,985	33,603	33,160	-443	55.5	57.0	51.0	-6.0
<b>Subtotal (2500) Inmate Services</b>	<b>50,197</b>	<b>43,764</b>	<b>43,682</b>	<b>-83</b>	<b>105.0</b>	<b>107.0</b>	<b>105.0</b>	<b>-2.0</b>
<b>(3600) Inmate Custody</b>								
(3610) Internal Security and Control Services	41,889	41,062	44,147	3,085	542.8	550.0	547.0	-3.0
(3620) External Security and Control Services	27,583	25,801	24,834	-967	24.6	31.0	37.0	6.0
(3630) Community Corrections	3,264	3,542	3,277	-264	6.9	6.0	3.0	-3.0
<b>Subtotal (3600) Inmate Custody</b>	<b>72,737</b>	<b>70,404</b>	<b>72,258</b>	<b>1,854</b>	<b>574.3</b>	<b>587.0</b>	<b>587.0</b>	<b>0.0</b>
<b>(4800) Institutional Support Services</b>								
(4810) Inmate Status Documentation	5,556	6,186	6,142	-44	80.3	81.0	82.0	1.0
(4820) Facility Services	2,820	3,747	4,958	1,211	32.7	34.0	39.0	5.0
<b>Subtotal (4800) Institutional Support Services</b>	<b>8,376</b>	<b>9,933</b>	<b>11,100</b>	<b>1,167</b>	<b>113.0</b>	<b>115.0</b>	<b>121.0</b>	<b>6.0</b>
<b>Total Proposed Operating Budget</b>	<b>142,974</b>	<b>136,288</b>	<b>139,604</b>	<b>3,317</b>	<b>879.5</b>	<b>894.0</b>	<b>894.0</b>	<b>0.0</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 divisions, please see Schedule 30-PBB Program Summary by Activity in the FY 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Department of Corrections' (DOC) proposed FY 2013 gross budget is \$139,604,240, which represents a 2.4 percent increase over the FY 2012 approved budget of \$136,287,501. The budget is comprised of \$117,148,138 of Local funds, \$22,140,851 of Special Purpose Revenue funds, and \$315,251 of Intra-District 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

DOC's FY 2013 CSFL budget is \$117,727,032, which represents a \$2,432,801, or 2.1 percent, increase over the FY 2012 approved Local funds budget of \$115,294,231.

### **Initial Adjusted Budget**

**Eliminate:** Due to the District's recent Immigration legislation, the jail is no longer allowed to document immigration status of inmates; therefore, DOC will not receive any direct federal grant funding in FY 2013 because of the elimination of the State Criminal Alien Assistance Program grant, which is based on the number of inmate-days that the agency houses illegal immigrants. This change results in a decrease of \$359,218 and 5.0 FTEs.

**Cost Increase:** In order to meet the obligations of the department, several areas of the Local funds budget were increased. The Equipment budget was increased by \$537,076 primarily for the purchase of maintenance equipment, computers that will replace outdated computers; and software updates to the JACCS, the prisoner information system, and Lotus Notes. The Local personal services budget was increased by \$310,638 and 5.2 FTEs for Fringe Benefits. The Supplies budget for clothing, toiletries, bedding, and sanitation supplies was increased by \$154,706, and Rent was increased by \$22,461 to cover the Corrections Corporation of America (CCA) lease agreement.

The Special Purpose Revenue funds budget for Contractual Services was increased by \$1,228,831 due to a higher revenue projection from the U.S. Marshals Fund, which requires less of the contract to fund. In accordance with the Special Purpose Revenue funds projections and prior year expenditures for the commissary fund, the budget was increased by \$480,000. Other Services and Charges increased by \$155,000 in the Inmate Welfare Fund, which will be used to fund additional programs for the general benefit of inmates, and \$24,379 was added to support step increases and higher fringe benefits costs.

**Cost Decrease:** Due to a reduction in the non-billable population at the CTE, \$760,553 of the housing cost was shifted from Local funds to Special Purpose Revenue Funds. Additionally, the budget was reduced by \$264,270 due to expected reductions in usage in postage, printing, software licensing, and books at the library as the information is now accessed online. Due to a lower Special Purpose Revenue projection for the inmate services program, the budget was decreased by \$50,000. The Intra-District budget was also decreased by \$22,261 and 0.2 FTE because of the decrease in funding available from the Residential Substance Abuse Treatment grant, which is managed by the Office of Justice Grant Administration.

### **Additionally Adjusted Budget**

**Technical Adjustment:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in increases of \$317,000 in Local funds, \$6,000 in Special Purpose Revenue funds, and \$251 in Intra-District funds.

## Policy Initiative

**Cost Increase:** The agency included additional \$900,000 in Local funds to purchase Equipment for the Inmate Processing center, \$300,000 to cover the cost of retrospective career ladder promotions, and \$10,000 to cover the cost of the evaluation of the Juvenile program (One-Time).

**Cost Decrease:** Local funds include the decreases of \$1,411,661 for the housing contract at the Corrections Treatment Facility and \$694,339 to adjust the food contract, both due to a decline of the inmate population.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table FL0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table FL0-5**

(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>115,294</b>	<b>867.6</b>
Fringe Benefit Rate Adjustment	Multiple Programs	916	0.0
Recurring Budget Items	Multiple Programs	372	0.0
Consumer Price Index	Multiple Programs	906	0.0
Personal Services Growth Factor	Multiple Programs	239	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>117,727</b>	<b>867.6</b>
Cost Increase: Nonpersonal services costs for jail maintenance, computer equipment, and software	Multiple Programs	537	0.0
Cost Increase: Align budget and FTE with personal service adjustment	Multiple Programs	311	5.2
Cost Increase: Inmate supplies for clothing, toiletries, bedding, and sanitation supplies for the Central Detention Facility	Multiple Programs	155	0.0
Cost Increase: Correctional Treatment Facility lease payment	Multiple Programs	22	0.0
Cost Decrease: Funding for CTF Housing shifted to Special Purpose Revenue Funds	Multiple Programs	-761	0.0
Cost Decrease: Postage, printing, and software licensing fees	Multiple Programs	-264	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>117,727</b>	<b>872.8</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	317	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>118,044</b>	<b>872.8</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: One-Time costs to purchase Equipment for the Inmate Processing center	Inmate Custody	900	0.0
Cost Increase: Retrospective funding adjustment to cover the cost of career ladder promotions	Inmate Custody	300	0.0
Cost Increase: Additional funding to cover the cost of the evaluation of the Juvenile program (One-Time)	Inmate Services	10	0.0
Cost Decrease: To adjust the cost of the housing contract at the Correction Treatment Facility due to population decline	Inmate Custody	-1,412	0.0
Cost Decrease: To adjust the cost of the agency's food contract due to a decline of the inmate population	Inmate Custody	-694	0.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>117,148</b>	<b>872.8</b>

(Continued on the next page)

**Table FLO-5 (Continued)**  
(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>FEDERAL GRANT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>359</b>	<b>5.0</b>
Eliminate: Loss of grant for the State Criminal Alien Assistance Program	Multiple Programs	-359	-5.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>0</b>	<b>0.0</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>0</b>	<b>0.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE</b>		<b>20,297</b>	<b>20.0</b>
Cost Increase: Contractual Services budget for inmate housing	Inmate Services Programs	1,229	0.0
Cost Increase: Adjust Special Purpose Revenue Funds budget to accurately reflect revenue projections for the Commissary Fund	Inmate Services Programs	480	0.0
Cost Increase: Align budget with projected revenue for the Inmate Welfare Fund	Inmate Services Programs	155	0.0
Cost Increase: Personal services budget for salary, step, and Fringe Benefits increases	Multiple Programs	24	0.0
Cost Decrease: Adjust budget to align with revenue projections	Inmate Services Programs	-50	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>22,135</b>	<b>20.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	6	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>22,141</b>	<b>20.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>22,141</b>	<b>20.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>337</b>	<b>1.4</b>
Cost Decrease: Reduction in Intra-District arrangement for the Residential Substance Abuse Treatment grant from Office of Justice Grant Administration	Multiple Programs	-22	-0.2
<b>FY 2013 Initial Adjusted Budget</b>		<b>315</b>	<b>1.2</b>
Technical Adjustment: Health insurance contribution (less than \$500)	Multiple Programs	0	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>315</b>	<b>1.2</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>315</b>	<b>1.2</b>
<b>Gross for FLO - Department of Corrections</b>		<b>139,604</b>	<b>894.0</b>

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



## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

### 1. Agency Management Services

Objective 1: Improve economy, efficiency and effectiveness of agency operations.

Objective 2: Upgrade workforce.

## Agency Management Services

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Federal Revenue Reimbursement Rate (dollars reimbursed divided by dollars billed)	99.18%	95%	80.62%	95%	95%	95%
Priority 1 Maintenance and Repair Completion Rate (Percentage of priority 1 maintenance and repair requests completed within 8 hours)	74.86%	85%	82.14%	80%	80%	80%

### 2. Inmate Custody

Objective 1: Foster an environment that promotes safety for inmates, staff, visitors and the community-at-large.

Objective 2: Provide timely and accurate inmate documents and risk assessments.

## Inmate Custody

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Inmate on inmate assault rate (assaults per 10,000 inmate-days)	2.39	2.4	0.71	1.0	0.8	0.6
Inmate on staff assault rate (assaults per 10,000 inmate-days)	2.30	2.3	1.05	1.0	1.0	1.0
Percent of disciplinary reports adjudicated as charged	0.00%	75%	97.21%	90%	93%	95%
Percent of Inmate on staff assaults resulting in papered charges	0.00%	5%	3.35%	5%	5%	5%
Percent of contraband seizures resulting in papered charges	0.00%	25%	31.59%	30%	33%	40%
Delayed Release Rate	0.50%	0.50%	0.38%	0.35%	0.35%	0.35%
Erroneous Release Rate	0.02%	0.04%	0.10%	0.08%	0.06%	0.05%

### 3. Inmate Services

Objective 1: Improve inmate education and job skill levels and facilitate successful community re-integration.

Objective 2: Maintain/improve inmate physical and mental health.

Objective 3: Improve daily living conditions.

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#### Inmate Services

<b>Measure</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Target</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Projection</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>
Inmates served by re-entry program	0.00	500	471	1,000	1,200	1,400
Inmates served by educational programs or receiving educational counseling services	0.00	500	3,621	2,000	2,250	2,500
Percentage of inmates released to community with required medications	96.58%	95%	98.71%	95%	95%	95%
Inmate pharmaceuticals expenditure variance	25%	15%	170.04%	15%	15%	15%
Inmates served by substance abuse treatment program	0.00	340	360	400	400	400
Number of unresolved inmate grievances outstanding more than 30 days	214	5	0.00	5	5	5
Inmates served by video-visitation program	0.00%	5%	90.47%	85%	87%	90%

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# District of Columbia National Guard

<http://dcng.ngb.army.mil>  
Telephone: 202-685-9978

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$5,008,408	\$6,639,444	\$8,815,317	32.8
FTEs	66.8	68.2	112.0	64.1

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Joint Force Headquarters - District of Columbia (JFHQ-DC) maintains and provides trained and ready D.C. National Guard (DCNG) units, personnel, and equipment to achieve the federal war-fighting mission, to support the District of Columbia Emergency Response Plan, and to add value to the community through local programs. JFHQ-DC facilitates the integration of federal and state activities to provide expertise and situational awareness to the District of Columbia and the Department of Defense.

## Summary of Services

Federal Mission: Support the readiness of DC National Guard (DCNG) units to perform federally assigned missions, both at home and abroad. District of Columbia personnel provides direct support to key functional areas including operations, training, and readiness, to ensure DCNG units can defend the nation and the capital. District Mission: Emergency Preparedness/Emergency Response: Prepare for and respond to requests for National Guard support from the Mayor, and lead federal agencies within the National Capital Region and Joint Force Headquarters - National Capital Region (JFHQ - NCR). Community Mission: Maximize the use of available Department of Defense family and youth programs to support the citizens of the District of Columbia.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table FK0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides the FY 2010 and FY 2011 actual expenditures.

**Table FK0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	3,317	2,204	2,270	2,796	526	23.2
<b>Total for General Fund</b>	<b>3,317</b>	<b>2,204</b>	<b>2,270</b>	<b>2,796</b>	<b>526</b>	<b>23.2</b>
<b>Federal Resources</b>						
Federal Payments	254	463	375	500	125	33.3
Federal Grant Funds	2,363	2,341	3,994	5,519	1,525	38.2
<b>Total for Federal Resources</b>	<b>2,617</b>	<b>2,804</b>	<b>4,369</b>	<b>6,019</b>	<b>1,650</b>	<b>37.8</b>
<b>Gross Funds</b>	<b>5,935</b>	<b>5,008</b>	<b>6,639</b>	<b>8,815</b>	<b>2,176</b>	<b>32.8</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table FK0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table FK0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	24.4	27.6	27.5	37.8	10.2	37.3
<b>Total for General Fund</b>	<b>24.4</b>	<b>27.6</b>	<b>27.5</b>	<b>37.8</b>	<b>10.2</b>	<b>37.3</b>
<b>Federal Resources</b>						
Federal Grant Funds	40.7	39.2	40.8	74.2	33.5	82.2
<b>Total for Federal Resources</b>	<b>40.7</b>	<b>39.2</b>	<b>40.8</b>	<b>74.2</b>	<b>33.5</b>	<b>82.2</b>
<b>Total Proposed FTEs</b>	<b>65.1</b>	<b>66.8</b>	<b>68.2</b>	<b>112.0</b>	<b>43.8</b>	<b>64.1</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table FK0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table FK0-3**  
(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
11 - Regular Pay - Continuing Full Time	2,483	2,462	2,991	4,748	1,757	58.7
12 - Regular Pay - Other	150	366	666	493	-173	-26.0
13 - Additional Gross Pay	64	68	109	69	-40	-36.5
14 - Fringe Benefits - Current Personnel	509	536	833	1,334	501	60.1
15 - Overtime Pay	16	13	5	17	12	242.0
<b>Subtotal Personal Services (PS)</b>	<b>3,223</b>	<b>3,446</b>	<b>4,604</b>	<b>6,661</b>	<b>2,057</b>	<b>44.7</b>
20 - Supplies and Materials	31	7	41	44	3	7.4
30 - Energy, Comm. and Building Rentals	859	372	372	372	0	0.0
31 - Telephone, Telegraph, Telegram, Etc.	3	0	12	12	0	0.0
33 - Janitorial Services	465	0	0	0	0	N/A
35 - Occupancy Fixed Costs	151	-9	0	0	0	N/A
40 - Other Services and Charges	36	36	119	111	-8	-6.8
41 - Contractual Services - Other	197	0	0	0	0	N/A
50 - Subsidies and Transfers	970	1,156	1,474	1,575	101	6.9
70 - Equipment and Equipment Rental	0	0	17	40	23	132.6
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>2,712</b>	<b>1,562</b>	<b>2,035</b>	<b>2,154</b>	<b>119</b>	<b>5.8</b>
<b>Gross Funds</b>	<b>5,935</b>	<b>5,008</b>	<b>6,639</b>	<b>8,815</b>	<b>2,176</b>	<b>32.8</b>

\*Percent change is based on whole dollars.

## Program Description

The District of Columbia National Guard operates through the following 3 programs:

**Joint Force Headquarters, D.C.** – maintains trained and equipped forces in a state of readiness, prepared to respond to Presidential orders to support Federal and District government agencies. DCNG also provides continuous assistance to District public safety agencies. Non-deployable personnel are required to maintain continuity of operations under Title 49, Military, of the D.C. Official Code.

This program contains the following 10 activities:

- **Command Element** – provides leadership and direction to agency command staff in all matters pertaining to military support, training, Joint Air, and Joint Counter Drug Operations;
- **State Judge Advocate General** – provides legal advice, review, and support to the agency military command;
- **US Property and Fiscal Office** – provides comprehensive and efficient financial management services, including contract administration, appropriate federal billings, and the transfer of Federal funds;
- **Army Aviation Support Facility** – supports military aviation unit within the command;
- **J1 Personnel/Human Resource Office** – is the military personnel branch of the agency;
- **Human Resource Office** – supports the agency's human resource functions;
- **Department of Engineering** – provides agency facilities planning, maintenance, and repair services;
- **113th** - operates the military air wing of the D.C. National Guard, which provides continuous and immediate airborne response in defense of the National Capital Regional;
- **J3/Operations** – is the planning, operations, and training branch, which ensures that troops are combat ready; and
- **J6/IT** – maintains secure technologies to produce and communicate information within and between the various military command elements.

**Youth Programs** – sponsors a variety of programs for youth including the National Guard Youth ChalleNGe program and a Youth Leaders Camp.

This program contains the following 2 activities:

- **ChalleNGe** – is a voluntary community-based program that leads, trains, and mentors at-risk youth; and
- **Youth Leaders' Camp** – is a free, annual 14-day residential camp that provides youth an opportunity to learn and implement principles of leadership, citizenship, and sportsmanship.

**Agency Management** – provides administrative support and the required tools to achieve operational and programmatic results. This program is standard for all performance-based budgeting agencies.

## Program Structure Change

The District of Columbia National Guard has no program structure changes in the FY 2013 proposed budget.

**Protected Programs:** The District remains committed to maintaining DCNG's ChalleNGe program that began operation in 2007. The program helps at risk youths to receive their GED and acquire life skills that will assist them through life. DCNG is also able to offer tuition assistance.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table FK0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table FK0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management</b>								
(1010) Administrative Service	163	245	317	72	3.0	3.0	3.0	0.0
(1020) Contracting and Procurement	415	189	223	34	2.0	2.0	2.0	0.0
(1030) Property Management	47	0	0	0	0.0	0.0	0.0	0.0
(1050) Financial Services	62	68	71	3	1.0	1.0	1.0	0.0
(110F) Agency Financial Operations	97	94	144	50	1.0	1.0	1.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>784</b>	<b>596</b>	<b>755</b>	<b>159</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>0.0</b>
<b>(3000) Community Support</b>								
(3010) Youth Services	23	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (3000) Community Support</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(4000) Youth Programs</b>								
(4010) Challenge	1,258	1,775	3,439	1,664	6.0	6.0	49.0	43.0
(4030) Youth Leaders Camp	66	70	71	2	1.0	1.0	1.0	0.0
<b>Subtotal (4000) Youth Programs</b>	<b>1,324</b>	<b>1,845</b>	<b>3,511</b>	<b>1,666</b>	<b>7.0</b>	<b>7.0</b>	<b>50.0</b>	<b>43.0</b>
<b>(6000) Joint Force Headquarters, D.C.</b>								
(6010) Command Element	313	112	62	-50	3.0	2.0	1.0	-1.0
(6011) State Judge Advocate General	55	84	79	-5	1.0	1.0	1.0	0.0
(6012) US Property and Fiscal Office	149	227	292	65	3.0	4.0	5.0	1.0
(6020) AASF	116	116	62	-54	2.0	2.0	1.0	-1.0
(6030) J1 Personnel	134	269	570	300	2.0	2.0	2.0	0.0
(6040) Human Resource Office	88	99	54	-44	1.0	2.0	1.0	-1.0
(6060) Department of Engineering	1,634	2,686	2,821	135	32.7	33.0	36.0	3.0
(6070) 113th	33	55	55	0	1.0	1.0	1.0	0.0
(6080) J3/Operations	151	163	181	18	2.0	2.0	2.0	0.0
(6090) J6/IT	202	387	372	-15	5.0	5.2	5.0	-0.2
<b>Subtotal (6000) Joint Force Headquarters, D.C.</b>	<b>2,877</b>	<b>4,198</b>	<b>4,549</b>	<b>351</b>	<b>52.8</b>	<b>54.2</b>	<b>55.0</b>	<b>0.8</b>
<b>Total Proposed Operating Budget</b>	<b>5,008</b>	<b>6,639</b>	<b>8,815</b>	<b>2,176</b>	<b>66.8</b>	<b>68.2</b>	<b>112.0</b>	<b>43.8</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The District of Columbia National Guard's (DCNG) proposed FY 2013 gross budget is \$8,815,317, which represents a 32.8 percent increase over its FY 2012 approved gross budget of \$6,639,444. The budget is comprised of \$2,796,346 in Local funds, \$500,000 in Federal Payments, and \$5,518,971 in Federal Grants.

### **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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

DCNG's FY 2013 CSFL budget is \$2,494,087, which represents a \$224,012, or 9.9 percent, increase over the FY 2012 approved Local funds budget of \$2,270,075.

### **Initial Adjusted Budget**

**Cost Decrease:** Federal Grant funds were decreased by \$88,145 from the Federal Operation Maintenance (Army) FOMA Training grant, \$63,546 from the FOMA Air grant, and \$20,361 from the Distance Learning grant.

### **Additionally Adjusted Budget**

**Technical Adjustment:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in increases of \$7,962 in Local funds and \$9,000 in Federal Grant funds.

**Additional Adjustments:** DCNG adjusted its Federal Grants budget by reducing \$9,000, to offset the impact of the policy that restored the District's health insurance contribution.

### **Policy Initiatives**

**Cost Increase:** There was an increase of 41.0 FTEs to support the Youth ChalleNGe program. The positions have split funding, 25 percent Local and 75 percent Federal Grants, for a total of \$549,046 and \$1,349,987 respectively. There was an increase in the Federal Operation Maintenance Army grant (FOMA) for \$288,000 and 3.0 FTEs and an additional \$58,000 to properly align the budget for anticipated grant funding. Federal Payments were shifted by \$25,966 to align to the proposed Federal Payment level.

**Cost Decrease:** DCNG's Local budget was reduced by \$34,095 in order to match Tuition Assistance funding.

**Shift:** DCNG's Local budget was reduced by \$99,034 for funding and services that were shifted to Federal Payments.

**Technical Adjustments:** Local funding was decreased by \$121,609 to remove funding that was no longer necessary for property management.



## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table FK0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table FK0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>2,270</b>	<b>27.5</b>
Recurring Budget Items	Multiple Programs	70	0.0
Fringe Benefit Rate Adjustment	Multiple Programs	24	0.0
Consumer Price Index	Multiple Programs	1	0.0
Fixed Cost Inflation Factor	Multiple Programs	122	0.0
Personal Services Growth Factor	Multiple Programs	7	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>2,494</b>	<b>27.5</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	8	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>2,502</b>	<b>27.5</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: Additional support for the Youth ChalleNGE program	Youth Challenge Program	549	10.2
Cost Decrease: To the amount needed to match the Tuition Assistance funding	Joint Force Headquarters, D.C.	-34	0.0
Shift: Services moved to the Federal Payment from Local funding	Agency Management	-99	0.0
Technical Adjustments: Removed funding no longer necessary for property management	Agency Management	-122	0.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>2,796</b>	<b>37.8</b>
<b>FEDERAL PAYMENTS: FY 2012 Approved Budget and FTE</b>		<b>375</b>	<b>0.0</b>
<b>FY 2013 Policy Initiatives</b>			
Shift: From Local funds Subsidies and Transfers to Federal Payments	Multiple Programs	71	0.0
Shift: From Local funds Equipment and Equipment Rental to Federal Payments	Multiple Programs	28	0.0
Shift: From Local funds Supplies and Materials to Federal Payments	Multiple Programs	26	0.0
<b>FEDERAL PAYMENTS: FY 2013 Proposed Budget and FTE</b>		<b>500</b>	<b>0.0</b>
<b>FEDERAL GRANT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>3,994</b>	<b>40.8</b>
Cost Decrease: FOMA - Army grant reduced	Joint Force Headquarters, D.C.	-88	0.0
Cost Decrease: FOMA - Air grant reduced	Joint Force Headquarters, D.C.	-64	0.0
Cost Decrease: Distance Learning grant reduced	Joint Force Headquarters, D.C.	-20	0.2
<b>FY 2013 Initial Adjusted Budget</b>		<b>3,822</b>	<b>41.0</b>
Additional Adjustments: To adjust vacancy savings to offset the technical adjustment for the health insurance contribution	Joint Force Headquarters, D.C.	-9	0.0
Technical Adjustment: Health insurance contribution	Multiple Programs	9	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>3,822</b>	<b>41.0</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: For the Youth ChalleNGE program	Youth Challenge Program	1,350	30.8
Cost Increase: In personal services for FOMA-Army training grant	Joint Force Headquarters, D.C.	288	3.0
Cost Increase: To properly align budget for anticipated grant funding	Joint Force Headquarters, D.C.	58	0.0
<b>FEDERAL GRANT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>5,518</b>	<b>74.8</b>
<b>Gross for FK0 - District of Columbia National Guard</b>		<b>8,815</b>	<b>112.0</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

**Objective 1:** Rapidly and efficiently respond with un-mobilized units to contingency requests from the Executive Office of the Mayor to provide military, emergency, and community support as prescribed in the District of Columbia Emergency Response Plan.

**Objective 2:** Ensure timely support to the District government during emergencies, civil disturbances, and natural disasters.

**Objective 3:** Increase the number of applicants, etc.

## Performance Measures

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
End strength	2,654	2,654	2,563	2,654	2,654	2,654
Number of Counter Drug Operations	138	50	58	50	50	50
Number of Civil Support Team exercise hours	5,900	5,900	3,380	5,600	5,600	5,600
Number of Preparedness exercises	10	20	13	20	20	20
Number of completion / graduates from Youth Leaders Camp	117	100	94	100	100	100
Number of completion / graduates from About Face Program	0.0	90	159	90	90	90
Number of participants from Youth Challenge program (DCYCP)	38	100	80	100	100	100
Number of participants from Drug Education for Youth (DEFY) program	120	120	60	60	60	60

# Homeland Security and Emergency Management Agency

[www.hsema.dc.gov](http://www.hsema.dc.gov)  
Telephone: 202-727-6161

Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$114,641,479	\$137,447,730	\$102,039,144	-25.8
FTEs	36.9	56.0	65.0	16.1

The mission of the District of Columbia's Homeland Security and Emergency Management Agency (HSEMA) is to support and coordinate homeland security and emergency management efforts, ensuring that the District of Columbia's all-hazards emergency operations are prepared to protect against, plan for, respond to, and recover from natural and man-made hazards.

## Summary of Services

HSEMA coordinates all planning and preparedness efforts, training and exercises, and homeland security grants, and it facilitates a common operating picture during events to enable good decision-making and response. This common operating picture will achieve situational awareness and, where possible, eliminate or minimize conflicting information received from numerous sources.

The Homeland Security and Emergency Management Agency is comprised of five major divisions: 1) Plans and Preparedness Division facilitates the comprehensive planning that promotes resiliency in government agencies, our communities and critical infrastructure; 2) Training and Exercises Division ensures that all relevant individuals, agencies and responders are able to operate in their respective roles through effective training courses, hazard and capabilities-based exercises, and plan validations; 3) Operations Division provides situational awareness, logistical and resource support, and field command operation to coordinate incident response, mitigation, and recovery, and to support District and Federal agencies during special events; 4) Homeland Security Grants Division is the State Administrative Agent (SAA) for the federal homeland security grant programs that are awarded to the District of Columbia and to the National Capital Region (NCR), which encompasses neighboring counties in Maryland and Virginia, and it provides programmatic oversight to grant-funded homeland-security projects to ensure milestones are met and are in compliance with the applicable grant guidance; and 5) Agency Management/Office of the Director provides leadership to internal agency operations to perform its overall mission efficiently

and effectively, leads the Mayor's Special Events Task Group, supports a community engagement program and public information program to connect with and inform the public, and provides leadership to the Washington region as members of the National Capital Region homeland security policy advisory group.

The agency's FY 2013 proposed budget is presented in the following tables:

## **FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type**

Table BN0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table BN0-1**

(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	3,561	1,839	1,829	2,007	178	9.7
<b>Total for General Fund</b>	<b>3,561</b>	<b>1,839</b>	<b>1,829</b>	<b>2,007</b>	<b>178</b>	<b>9.7</b>
<b>Federal Resources</b>						
Federal Grant Funds	91,831	112,794	135,619	100,032	-35,586	-26.2
<b>Total for Federal Resources</b>	<b>91,831</b>	<b>112,794</b>	<b>135,619</b>	<b>100,032</b>	<b>-35,586</b>	<b>-26.2</b>
<b>Intra-District Funds</b>						
Intra-District Funds	235	9	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>235</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>95,627</b>	<b>114,641</b>	<b>137,448</b>	<b>102,039</b>	<b>-35,409</b>	<b>-25.8</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Full-Time Equivalents, by Revenue Type**

Table BN0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table BN0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change</b>
<b>General Fund</b>						
Local Funds	22.5	15.0	16.5	16.5	0.0	0.0
<b>Total for General Fund</b>	<b>22.5</b>	<b>15.0</b>	<b>16.5</b>	<b>16.5</b>	<b>0.0</b>	<b>0.0</b>
<b>Federal Resources</b>						
Federal Grant Funds	26.4	21.9	39.5	48.5	9.0	22.8
<b>Total for Federal Resources</b>	<b>26.4</b>	<b>21.9</b>	<b>39.5</b>	<b>48.5</b>	<b>9.0</b>	<b>22.8</b>
<b>Total Proposed FTEs</b>	<b>48.8</b>	<b>36.9</b>	<b>56.0</b>	<b>65.0</b>	<b>9.0</b>	<b>16.1</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table BN0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table BN0-3**  
(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
11 - Regular Pay - Continuing Full Time	2,851	2,574	2,769	2,997	229	8.3
12 - Regular Pay - Other	1,182	1,172	1,541	1,881	340	22.1
13 - Additional Gross Pay	112	202	30	353	322	1,057.7
14 - Fringe Benefits - Current Personnel	722	772	968	1,189	220	22.8
15 - Overtime Pay	95	154	110	326	216	196.5
<b>Subtotal Personal Services (PS)</b>	<b>4,962</b>	<b>4,874</b>	<b>5,418</b>	<b>6,746</b>	<b>1,327</b>	<b>24.5</b>
20 - Supplies and Materials	116	73	93	100	7	7.3
30 - Energy, Comm. and Building Rentals	253	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	392	68	100	100	0	0.0
33 - Janitorial Services	65	0	0	0	0	N/A
34 - Security Services	509	0	0	0	0	N/A
35 - Occupancy Fixed Costs	62	0	0	0	0	N/A
40 - Other Services and Charges	9,345	3,381	1,538	4,737	3,198	207.9
41 - Contractual Services - Other	1,373	2,986	7,348	10,961	3,613	49.2
50 - Subsidies and Transfers	78,005	100,757	120,815	75,040	-45,775	-37.9
70 - Equipment and Equipment Rental	545	2,502	2,136	4,356	2,221	104.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>90,664</b>	<b>109,768</b>	<b>132,029</b>	<b>95,293</b>	<b>-36,736</b>	<b>-27.8</b>
<b>Gross Funds</b>	<b>95,627</b>	<b>114,641</b>	<b>137,448</b>	<b>102,039</b>	<b>-35,409</b>	<b>-25.8</b>

\*Percent change is based on whole dollars.

## Division Description

The Homeland Security and Emergency Management Agency operates through the following 5 divisions:

**Plans and Preparedness** - coordinates the preparedness, response, and recovery efforts of the District and its federal and regional partners. The division is responsible for the creation, implementation, and revision of plans dictating the operational alignment and tempo of steady-state, threat-initiated, and incident-state scenarios.

This division contains the following 2 activities:

- **Planning** - provides training and education to individuals and organizations in the District of Columbia and surrounding jurisdictions with the goals of saving lives, protecting property, and safeguarding the environment; and
- **Training** - Conducts training for emergency personnel and citizens.

**Operations** - serves as the central hub of information within HSEMA, processing and analyzing information from a myriad of sources and disseminating it to create situational awareness. Provides well-coordinated critical and essential services during and immediately after emergencies and disasters within the District of Columbia and surrounding jurisdictions. The goals of these services are to protect health and property, to expedite the return to a state of normality, and to guard against the effects of future disasters.

**Homeland Security Grants** - serves as the State Administrative Agent (SAA) for the Federal Homeland Security Grant programs that are awarded to the District of Columbia, and for grant programs awarded to the National Capital Region (NCR), which encompasses neighboring counties in Maryland and Virginia.

This division contains 20 activities in the following 2 categories:

- **Homeland Security/State** - identifies and mitigates threats, risks, and vulnerabilities within the District of Columbia; and
- **Homeland Security/Regional** - serves as the SAA for the Department of Homeland Security grants awarded to the District and the National Capital Region.

**Training and Exercise** - ensures that all relevant individuals are able to operate in their respective roles, through training courses, hazard and capabilities-based exercises, and plan validations. Conducts training/educational programs for emergency personnel, key officials, and citizens.

**Agency Management** - provides 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 Homeland Security and Emergency Management Agency has no division structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Division and Activity

Table BN0-4 contains the proposed FY 2013 budget by division and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table BN0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management</b>								
(1010) Personnel	0	10	0	-10	0.0	0.0	0.0	0.0
(1020) Contracting and Procurement	0	4	0	-4	0.0	0.0	0.0	0.0
(1030) Property Management	21	26	18	-7	0.0	0.0	0.0	0.0
(1040) Information Technology	48	42	86	44	0.0	0.0	0.0	0.0
(1320) All Hazards Emergency Support Services	2,470	1,935	1,770	-165	11.4	17.0	15.0	-2.0
No Activity Assigned	9	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>2,549</b>	<b>2,018</b>	<b>1,874</b>	<b>-143</b>	<b>11.4</b>	<b>17.0</b>	<b>15.0</b>	<b>-2.0</b>
<b>(2000) Plans and Preparedness</b>								
(2100) Planning	2,783	373	272	-101	1.5	3.0	3.0	0.0
(2400) Training	277	0	6	6	0.0	0.0	0.0	0.0
<b>Subtotal (2000) Plans and Preparedness</b>	<b>3,061</b>	<b>373</b>	<b>278</b>	<b>-95</b>	<b>1.5</b>	<b>3.0</b>	<b>3.0</b>	<b>0.0</b>
<b>(3000) Operations</b>								
(3100) Incident Command and Disaster	1,662	1,292	2,309	1,016	13.1	15.0	24.0	9.0
<b>Subtotal (3000) Operations</b>	<b>1,662</b>	<b>1,292</b>	<b>2,309</b>	<b>1,016</b>	<b>13.1</b>	<b>15.0</b>	<b>24.0</b>	<b>9.0</b>
<b>(4000) Homeland Security Grants</b>								
(4100) Homeland Security/State	98,566	127,113	88,631	-38,482	6.9	14.0	16.0	2.0
(4101) Homeland Security/State	0	435	600	165	0.0	0.0	0.0	0.0
(4102) Homeland Security/State	0	36	50	14	0.0	0.0	0.0	0.0
(4103) Homeland Security/State	18	0	350	350	0.0	0.0	0.0	0.0
(4104) Homeland Security/DC Command and Cont. Ex.	0	2,328	1,600	-728	0.0	0.0	0.0	0.0
(4105) Homeland Security/UASI	0	0	100	100	0.0	0.0	0.0	0.0
(4106) HS/Citizen Preparedness and Public Education	0	0	130	130	0.0	0.0	0.0	0.0
(4107) HS/Vertical Communities	0	0	85	85	0.0	0.0	0.0	0.0
(4108) Homeland Security/EOC Staff Support	30	0	0	0	0.0	0.0	0.0	0.0
(4109) Homeland Security/State/RCPG	405	1,060	1,115	55	0.0	0.0	0.0	0.0
(4110) HS/Inauguration Ex.Backfill and OT	0	0	37	37	0.0	0.0	0.0	0.0
(4111) HS/Outreach Marketing and Promotion	0	73	73	0	0.0	0.0	0.0	0.0
(4112) HS/Enhancement of VIPS Program	331	200	0	-200	0.0	0.0	0.0	0.0

(Continued on next page)

**Table BN0-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
(4113) Homeland Security/UASI Mass Not Sys Main	0	400	50	-350	0.0	0.0	0.0	0.0
(4114) Homeland Security/Exercise Plan	0	5	205	200	0.0	0.0	0.0	0.0
(4118) HS/Cyber Security Strategic Roadmap	0	0	85	85	0.0	0.0	0.0	0.0
(4119) HS/Compliance Officer	32	2	2	0	0.0	0.0	0.0	0.0
(4120) HS/Strat. Anay. and Info Sharing	0	0	210	210	0.0	0.0	0.0	0.0
(4123) HS/CCTV Expansion	1,735	500	100	-400	0.0	0.0	0.0	0.0
(4126) HS/EOC Staff Support Continuation	318	200	0	-200	0.0	0.0	0.0	0.0
(4127) HS/SHSP Outreach	278	100	0	-100	0.0	0.0	0.0	0.0
(4128) HS/Five Year Exercise Plan	296	100	0	-100	0.0	0.0	0.0	0.0
(4131) Homeland Security	48	0	2,523	2,523	0.0	0.0	0.0	0.0
(4133) HS/Situational Awareness Dashboard	0	0	850	850	0.0	0.0	0.0	0.0
(4136) HS/Hazardous Materials Rep. System	0	0	220	220	0.0	0.0	0.0	0.0
(4200) Homeland Security/Regional	5,235	500	0	-500	0.0	0.0	0.0	0.0
<b>Subtotal (4000) Homeland Security Grants</b>	<b>107,292</b>	<b>133,053</b>	<b>97,016</b>	<b>-36,037</b>	<b>6.9</b>	<b>14.0</b>	<b>16.0</b>	<b>2.0</b>
<b>(5000) Training and Exercise</b>								
(5100) Training	79	624	562	-62	3.3	6.0	7.0	1.0
(5300) Outreach	0	87	0	-87	0.6	1.0	0.0	-1.0
<b>Subtotal (5000) Training and Exercise</b>	<b>79</b>	<b>712</b>	<b>562</b>	<b>-149</b>	<b>4.0</b>	<b>7.0</b>	<b>7.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>114,641</b>	<b>137,448</b>	<b>102,039</b>	<b>-35,409</b>	<b>36.9</b>	<b>56.0</b>	<b>65.0</b>	<b>9.0</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 divisions, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.



## **FY 2013 Proposed Budget Changes**

The Homeland Security and Emergency Management Agency's (HSEMA) proposed FY 2013 gross budget is \$102,039,144, which represents a 25.8 percent decrease from its FY 2012 approved gross budget of \$137,447,730. The budget is comprised of \$2,006,892 in Local funds and \$100,032,252 in Federal Grants 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

HSEMA's FY 2013 CSFL budget is \$1,940,303, which represents an \$111,264, or 6.1 percent, increase over the FY 2012 approved Local funds budget of \$1,829,039.

### **Initial Adjusted Budget**

**Cost Increase:** HSEMA increased Local funds by \$9,370 in Other Services and Charges to cover new project expenses, \$6,145 in Equipment for the replacement of computers, and \$1,600 for additional Supplies. In Federal Grant funds, the agency increased Contractual Services by \$3,612,975, Other Services and Charges by \$3,184,624, Equipment by \$2,214,480, and Supplies by \$5,000. Personal services for salary, steps and Fringe Benefits in Federal Grant funds increased \$1,171,481 and include 9.0 new full-time equivalent (FTE) positions.

**Cost Decrease:** To offset increases in Local funds nonpersonal services, the agency reduced Additional Gross Pay by \$16,462 and Contractual Services by \$653. In Federal Grant funds, Subsidies and Transfers were reduced by \$45,775,000 from the expiration and reduction of funding in existing grants.

### **Additionally Adjusted Budget**

**Technical Adjustments:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$6,589 to HSEMA's Local funds and \$15,229 to Federal Grant funds.

**Additional Adjustments:** Federal Grant funds were reduced by \$15,229 in Overtime to offset the cost of the health insurance contribution.

### **Policy Initiatives**

**Cost Increase:** Local funds were increased by \$60,000 in Additional Gross Pay to cover the higher rate for union pay differential.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table BN0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table BN0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>1,829</b>	<b>16.5</b>
Fringe Benefit Rate Adjustment	Multiple Programs	19	0.0
Recurring Budget Items	Multiple Programs	80	0.0
Consumer Price Index	Multiple Programs	5	0.0
Personal services growth factor	Multiple Programs	6	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>1,940</b>	<b>16.5</b>
Cost Increase: Adjustment to Other Services and Charges	Agency Management	9	0.0
Cost Increase: Adjustment to Equipment	Agency Management	6	0.0
Cost Increase: Adjustment to Supplies	Agency Management	2	0.0
Cost Decrease: Adjustment for salary, steps, and Fringe Benefits	Multiple Programs	-16	0.0
Cost Decrease: Adjustment to Contractual Services	Agency Management	-1	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>1,940</b>	<b>16.5</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	7	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>1,947</b>	<b>16.5</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: Policy adjustment for union pay differential	Operations	60	0.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>2,007</b>	<b>16.5</b>
<b>FEDERAL GRANT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>135,619</b>	<b>39.5</b>
Cost Increase: Adjustment to Contractual Services	Homeland Security Grants	3,613	0.0
Cost Increase: Adjustment to Other Services and Charges	Homeland Security Grants	3,185	0.0
Cost Increase: Adjustment to Equipment	Homeland Security Grants	2,214	0.0
Cost Increase: Adjustments for salary, steps, Fringe Benefits and new FTEs	Multiple Programs	1,171	9.0
Cost Increase: Adjustment to Supplies	Homeland Security Grants	5	0.0
Cost Decrease: Adjustment to Subsidies and Transfers	Homeland Security Grants	-45,775	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>100,032</b>	<b>48.5</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	15	0.0
Additional Adjustments: Adjustment to compensate for the Health insurance contribution	Homeland Security Grants	-15	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>100,032</b>	<b>48.5</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>100,032</b>	<b>48.5</b>
<b>Gross for BN0 - Homeland Security and Emergency Management Agency</b>		<b>102,039</b>	<b>65.0</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

### 1. Plans and Preparedness Division

**Objective 1:** Identify the District's greatest risks, prioritize preparedness efforts according to those risks, and enhance capabilities that address the risks.

**Objective 2:** Devise contingencies to sustain essential government operations and protect critical infrastructure and key assets.

## Plans and Preparedness Division

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Number of COOP plans developed for lead Emergency Support Function agencies (ESF) <sup>1</sup>	12	6	17	TBD	TBD	TBD
Number of critical infrastructure plans (CIP) developed, reviewed and/or updated <sup>2</sup>	1	1	1	1	1	1
Number of reviewed and updated HSEMA plans annually	36	10	19	29	29	29
Percentage of finalized CONOPS (Concept of Operations Plan) within 72 hours of EOC Activations for planned events	Not Available	100%	100%	100%	100%	100%

COOP: Continuity of Operations Plan

## 2. Training and Exercise Division

**Objective 1:** Ensure compliance with Homeland Security Exercise and Evaluation Program (HSEEP) requirements<sup>3</sup>.

**Objective 2:** Ensure that all programs and exercises are compliant with National Incident Management System (NIMS) standards and guidelines<sup>4</sup>.

**Objective 3:** Ensure that all programs, training classes and exercises incorporate requirements for the District's special needs population.

**Objective 4:** The Training and Exercise Division will engage local, regional, federal and private sector entities in the development and execution of training and exercises when required.

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### Training and Exercise Division

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of all programs and exercises compliant with National Incident Management System (NIMS) standards and guidelines	100%	100%	100%	100%	100%	100%
Percentage of all programs, training classes and exercises incorporate requirements for the District's special needs population	100%	100%	100%	100%	100%	100%
Increase exercise participants' satisfaction rating by 5% annually	64%	80%	80%	TBD	TBD	80%
Percentage of corrective action items in after action reports successfully implemented in compliance with HSEEP <sup>5</sup>	100%	100%	100%	100%	100%	100%
Percentage of new District employees trained in emergency preparedness	100%	100%	Not <sup>5</sup> Available	Not <sup>6</sup> Available	Not <sup>7</sup> Available	Not <sup>8</sup> Available
Number of exercises conducted	2	4	4	5	5	5
Percentage of After Action Reports (AAR) completed after every exercise <sup>9</sup>	100%	100%	100%	100%	100%	100%

HSEEP: Homeland Security Exercise and Evaluation Program

### 3. Operations Division

**Objective 1:** Ensure a common operating picture during emergencies to facilitate informed decision-making and response.

**Objective 2:** Coordinate and integrate all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

#### Operations Division

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Number of District special events supported each quarter <sup>10</sup>	8 <sup>11</sup>	4	TBD	TBD	TBD	TBD
Number of unannounced tests of the Emergency Alert System completed annually	365	365	365	365	365	365
Percentage of After Action Reports (AAR) for every Emergency Operations Center activation <sup>12</sup>	Not Available	Not Available	Not Available	Baseline <sup>13</sup>	100%	100%
Percentage of testing the Emergency Operations Center Emergency Communications tools <sup>14</sup>	Not Available	Not Available	Not Available	Baseline <sup>15</sup>	100%	100%
Updating Emergency Contact list on WebEOC <sup>16</sup>	Not Available	Not Available	Not Available	Baseline <sup>17</sup>	100%	100%

### 4. Homeland Security Grants Division

**Objective 1:** Improve the District's and the Region's administration of grant funding for preparedness, response, and recovery capabilities.

**Objective 2:** Identify emergency preparedness areas in need of improvement.

**Objective 3:** Provide critical information for dissemination, as needed, to Congress, the public, the media, and the emergency management community.

#### Homeland Security Grants Division

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of grant dollars spent within the timeframe of the grants	100%	100%	100%	100%	100%	100%
Number of audit exceptions reported in the annual D.C. Single Audit <sup>18</sup>	6	Not Available	2	TBD	TBD	TBD
Percentage of subgrants issued within 45 days of award receipt	Baseline <sup>19</sup>	80%	97.4%	85%	90%	90%
Percentage of subgrantee's budget spent on programmatic costs <sup>20</sup>	Not Available	65%	90.25%	65%	65%	65%
Percentage of scheduled monitoring reports as defined in agency monitoring plan completed for each grant award <sup>21</sup>	Not Available	100%	100%	100%	100%	100%

## 5. Office of the Director (Agency Management Program)

**Objective 1:** Ensure that HSEMA provides its divisions with sufficient resources while ensuring that all fiscal requirements are fulfilled.

**Objective 2:** Increase awareness to the public and District agencies on community preparedness, resiliency and emergency management.

**Objective 3:** Ensure that the District of Columbia's overall homeland security objectives are addressed as part of the NCR UASI homeland security grant awards decision-making process.

### Agency Management / Office of the Director

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Number of HSEMA planned outreach events <sup>22</sup>	Not Available	20	37	55	55	55
Percent increase of recipients of DC Alerts <sup>23</sup>	Not Available	15%	23%	16%	17%	18%
Percentage of Neighborhood Block Party Permits processed within 15 business days <sup>24</sup>	Not Available	Not Available	Not Available	Baseline <sup>25</sup>	100%	100%
Percentage of travel reimbursements processed and closed within 30 business days of receipt <sup>26</sup>	Not Available	Not Available	Not Available	Baseline <sup>27</sup>	100%	100%

#### Performance Plan Endnotes:

- 1 All COOP plans for lead ESF agencies were completed in FY 2010.
- 2 Only one CIP Plan will be developed because the District of Columbia is a single jurisdiction.
- 3 HSEEP is a capabilities and performance-based exercise program which provides a standardized policy, methodology, and terminology for exercise design, development, conduct, evaluation, and improvement planning. HSEEP Policy and Guidance is presented in detail in HSEEP Volumes I-III, US Department of Homeland Security. Adherence to the policy and guidance presented in the HSEEP Volumes ensures that exercise programs conform to established best practices and helps provide unity and consistency of effort for exercises at all levels of government. [https://hseep.dhs.gov/pages/1001\\_About.aspx](https://hseep.dhs.gov/pages/1001_About.aspx).
- 4 The National Incident Management System (NIMS) is a nationally mandated systematic, proactive approach to guide agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment. NIMS provides the template for the management of incidents nationwide. The Secretary of Homeland Security, through the National Integration Center (NIC), publishes the standards, guidelines, and compliance protocols for determining whether a Federal, State, tribal, or local government has implemented NIMS as is federally mandated and required for DHS funding.
- 5 This data is no longer available. In the past, HSEMA's outreach staff delivered new hire orientation. The Training and Exercise Division is no longer directly involved in the delivery of new hire orientation. The Office of Personnel has made the new hire orientation available to new hires via video.
- 6 See citation 12
- 7 See citation 12
- 8 See citation 12
- 9 May be a short AAR, Summary with Evaluations, Quick look, or full AAR depending on depth and breadth of exercise.

**Performance Plan Endnotes: (Continued)**

- 10 This value was obtained using the following formula: # of FY 2011 events (September 30, 2010 to October 1, 2011) HSEMA Operations Division supported divided by four quarters per year = # of Special events supported per quarter.
- 11 The total number of special events approved by the Mayor's Special Events Task Group and supported by HSEMA Operations Division for FY 2010 is 30.
- 12 For all planned and unplanned EOC activations, each AAR will include the collection of Situation Reports, final summary memo with documentation that closes out the activation activity.
- 13 FY 2012 is the first year this KPI will be measured.
- 14 Includes Conference Bridge testing at every shift every day, Video teleconference testing every week with other EOCs in the National Capital Region, and EOC stationary satellite phone testing annually (with other EOCs and select Cabinet members).
- 15 FY 2012 is the first year this KPI will be measured.
- 16 Quarterly updates of emergency contacts for key utilities (such as PEPCO, DC Water, etc.), Emergency Liaisons, federal partners, Cabinet members, etc.
- 17 FY 2012 is the first year this KPI will be measured.
- 18 The Department of Homeland Security grants are audited annually in the District of Columbia's Single Audit of federal grant expenditures; it can be concluded that the fewer number of audit exceptions reported is an indicator of stronger management and oversight by the HSEMA Grants Division staff.
- 19 FY 2010 is the first year this KPI will be measured.
- 20 The Wise Giving Alliance of the Better Business Bureau identifies 65% to be an industry standard for this measure <http://www.bbb.org/us/Charity-Standards/>. This metric measures all sub grantees' programmatic costs as a percentage of their overall costs.
- 21 Pursuant to 11.4 of the Grants Manual and Source Book all District agencies must complete monitoring reports. All District agencies should be in compliance with this standard. The standard is 100%.
- 22 FY 2012, 2013 and 2014 projections are based on eight ward events, up to twelve DC language access and functional needs community events, up to eight events anticipated from the Office of the Director, ten community emergency management planning meetings, up to five National Preparedness Month (NPM) events, up to twelve Truck Touch events- up. FY 2011 values are based on estimated number of events annually which includes: three focus groups in 2010, eight ward based exercises in 2011, one functional exercise of DC alert in 2011, four special needs seminars in 2011, ten community management planning meetings in 2011, ten Truck Touch events for the Deputy Mayor's office in 2011, four events for NPM in 2011 and the severe weather symposium in 2011.
- 23 As of 9/16/11, FY 2011 users: 44,546. FY 2010 users: 34,176. YTD total: 117,145.
- 24 Upon HSEMA receipt of completed applications.
- 25 FY 2012 is the first year this KPI will be measured.
- 26 Process begins once travel reimbursement request documentation has been submitted by staff.
- 27 FY 2012 is the first year this KPI will be measured.

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# Commission on Judicial Disabilities and Tenure

[www.cjdt.dc.gov](http://www.cjdt.dc.gov)  
Telephone: 202-727-1363

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$272,710	\$295,000	\$295,000	0.0
FTEs	1.9	2.0	2.0	0.0

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The mission of the Commission on Judicial Disabilities and Tenure (CJDT) is to preserve an independent and fair judiciary.

## Summary of Services

The services provided by CJDT are as follows: reviewing complaints concerning the misconduct of judges; conducting performance evaluations of associate judges eligible for reappointment; conducting fitness and qualification reviews of retiring and senior judges; and processing the involuntary retirement of judges for health reasons.

The agency's FY 2013 proposed budget is presented in the following tables:



## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table DQ0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table DQ0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>Federal Resources</b>						
Federal Payments	263	273	295	295	0	0.0
<b>Total for Federal Resources</b>	<b>263</b>	<b>273</b>	<b>295</b>	<b>295</b>	<b>0</b>	<b>0.0</b>
<b>Gross Funds</b>	<b>263</b>	<b>273</b>	<b>295</b>	<b>295</b>	<b>0</b>	<b>0.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table DQ0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table DQ0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>Federal Resources</b>						
Federal Payments	2.0	1.9	2.0	2.0	0.0	0.0
<b>Total for Federal Resources</b>	<b>2.0</b>	<b>1.9</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>2.0</b>	<b>1.9</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>	<b>0.0</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table DQ0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table DQ0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	189	186	184	193	9	4.9
13 - Additional Gross Pay	0	0	5	0	-5	-100.0
14 - Fringe Benefits - Current Personnel	20	18	24	25	1	5.8
<b>Subtotal Personal Services (PS)</b>	<b>208</b>	<b>204</b>	<b>212</b>	<b>218</b>	<b>5</b>	<b>2.5</b>
20 - Supplies and Materials	5	2	4	4	0	0.0
31 - Telephone, Telegraph, Telegram, Etc.	3	11	3	9	6	196.9
40 - Other Services and Charges	20	27	40	31	-9	-22.0
41 - Contractual Services - Other	25	16	28	28	0	0.0
70 - Equipment and Equipment Rental	2	12	8	6	-2	-30.7
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>55</b>	<b>69</b>	<b>83</b>	<b>77</b>	<b>-5</b>	<b>-6.4</b>
<b>Gross Funds</b>	<b>263</b>	<b>273</b>	<b>295</b>	<b>295</b>	<b>0</b>	<b>0.0</b>

\*Percent change is based on whole dollars.

### Program Description

The Commission on Judicial Disabilities and Tenure operates through the following 2 programs:

**Judicial Disabilities and Tenure** - provides administrative support to the Judicial Disabilities and Tenure Commission to ensure the Commission fulfills its mission, pursuant to section 11-1521 of the D.C. Official Code.

**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 Commission on Judicial Disabilities and Tenure has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table DQ0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table DQ0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management</b>								
(1020) Contracting and Procurement	0	1	1	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(2000) Judicial Disabilities and Tenure</b>								
(2100) Commission Administration and Support	273	294	294	0	1.9	2.0	2.0	0.0
<b>Subtotal (2000) Judicial Disabilities and Tenure</b>	<b>273</b>	<b>294</b>	<b>294</b>	<b>0</b>	<b>1.9</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>273</b>	<b>295</b>	<b>295</b>	<b>0</b>	<b>1.9</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

### FY 2013 Proposed Budget Changes

The Commission on Judicial Disabilities and Tenure's (CJDT) proposed FY 2013 gross budget is \$295,000, no change from its FY 2012 approved gross budget. The budget is comprised entirely of Federal Payment funds.

#### Initial Adjusted Budget

**Cost Increase:** CJDT increased its personal services by \$5,306 due to an increase in step costs and Fringe Benefits.

**Cost Decrease:** \$5,306 was decreased from nonpersonal services to absorb the personal services increase.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table DQ0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table DQ0-5**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>FEDERAL PAYMENTS: FY 2012 Approved Budget and FTE</b>		<b>295</b>	<b>2.0</b>
Cost Increase: In personal services cost due to step increase and associated benefits	Judicial Disabilities Tenure	5	0.0
Cost Decrease: In nonpersonal services cost	Judicial Disabilities Tenure	-5	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>295</b>	<b>2.0</b>
<b>FEDERAL PAYMENTS: FY 2013 Proposed Budget and FTE</b>		<b>295</b>	<b>2.0</b>
<b>Gross for DQ0 - Commission on Judicial Disabilities and Tenure</b>		<b>295</b>	<b>2.0</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

**Objective 1:** Implement electronic filing for judges of DC Courts to submit financial reports and upgrade data cabling.

## Performance Measures

Measure	FY 2010 Actual	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Measure 1: Complaints Reviewed	47	54	35	35	35
Measure 2: Judicial Misconduct Investigations Completed	18	13	15	15	15
Measure 3: Judicial Reappointment Evaluations Completed	3	1	2	5	2
Measure 4: Senior Judge Reviews Completed	16	13	13	13	14

### Performance Plan Endnotes:

1. The Commission's enabling statutes mandate the completion of judicial reappointment evaluations and senior judge reviews within strict time frames. The target numbers projected reflect the actual number of associate and senior judges of both Courts whose terms will expire during FY 2012 through FY 2013.
2. The statutes also mandate that Commission investigations are limited to matters concerning the conduct or health of a judge. The Commission complies with the statutory requirements, and the target numbers reflected for complaints and investigations represents the average the Commission receives and conducts annually.

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# Judicial Nomination Commission

[www.jnc.dc.gov](http://www.jnc.dc.gov)

Telephone: 202-879-0478

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$188,236	\$205,000	\$205,000	0.0
FTEs	1.8	2.0	2.0	0.0

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The mission of the District of Columbia Judicial Nomination Commission (JNC) is to screen, select, and recommend candidates to the President of the United States for nomination for judicial vacancies on the Superior Court of the District of Columbia and the District of Columbia Court of Appeals, and to appoint the chief judges for both courts.

## Summary of Services

The Judicial Nomination Commission notifies the bench, bar, and public of upcoming judicial vacancies, and solicits bench, bar, and public comment on applicants. JNC screens, selects, and recommends candidates to the President of the United States for nomination to judicial vacancies on the Superior Court of the District of Columbia and the District of Columbia Court of Appeals. It is also responsible for appointing the chief judges for the Superior Court of the District of Columbia and the District of Columbia Court of Appeals.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table DV0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table DV0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>Federal Resources</b>						
Federal Payments	146	188	205	205	0	0.0
<b>Total for Federal Resources</b>	<b>146</b>	<b>188</b>	<b>205</b>	<b>205</b>	<b>0</b>	<b>0.0</b>
<b>Gross Funds</b>	<b>146</b>	<b>188</b>	<b>205</b>	<b>205</b>	<b>0</b>	<b>0.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table DV0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table DV0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>Federal Resources</b>						
Federal Payments	1.5	1.8	2.0	2.0	0.0	0.0
<b>Total for Federal Resources</b>	<b>1.5</b>	<b>1.8</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>1.5</b>	<b>1.8</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>	<b>0.0</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table DV0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table DV0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	80	121	110	155	46	41.6
12 - Regular Pay - Other	26	20	46	0	-46	-100.0
13 - Additional Gross Pay	4	1	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	9	12	15	15	0	0.0
<b>Subtotal Personal Services (PS)</b>	<b>119</b>	<b>154</b>	<b>170</b>	<b>170</b>	<b>0</b>	<b>0.0</b>
20 - Supplies and Materials	6	10	7	7	0	0.0
31 - Telephone, Telegraph, Telegram, Etc.	1	1	6	7	1	8.5
40 - Other Services and Charges	10	15	14	14	0	0.0
41 - Contractual Services - Other	6	0	4	3	-1	-14.4
70 - Equipment and Equipment Rental	5	8	4	4	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>28</b>	<b>34</b>	<b>35</b>	<b>35</b>	<b>0</b>	<b>0.0</b>
<b>Gross Funds</b>	<b>146</b>	<b>188</b>	<b>205</b>	<b>205</b>	<b>0</b>	<b>0.0</b>

\*Percent change is based on whole dollars.

### Program Description

The Judicial Nomination Commission operates through the following 2 programs:

**Judicial Nomination Commission** - solicits, screens, and recommends candidates to the President of the United States for judicial vacancies on the District of Columbia Court of Appeals and the Superior Court of the District of Columbia.

This program contains the following 2 activities:

- **Advertising Judicial Vacancies** – publishes, posts, and disseminates notices of judicial vacancies so that an expanded and diverse pool of candidates can be identified and considered for judicial vacancies; and
- **Commission Administration and Support** - provides administration and support to ensure that applications are complete, applicant background investigations are conducted, public comments are sought, and applicant materials are readily available for Commission members' review.

**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 Judicial Nomination Commission has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table DV0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table DV0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management</b>								
(1020) Contracting and Procurement	0	1	1	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(2000) Judicial Nomination</b>								
(2100) Advertising Judicial Vacancies	0	2	2	0	0.0	0.0	0.0	0.0
(2500) Commission Administration and Support	188	202	202	0	1.8	2.0	2.0	0.0
<b>Subtotal (2000) Judicial Nomination</b>	<b>188</b>	<b>204</b>	<b>204</b>	<b>0</b>	<b>1.8</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>188</b>	<b>205</b>	<b>205</b>	<b>0</b>	<b>1.8</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

### FY 2013 Proposed Budget Changes

The District of Columbia Judicial Nomination Commission's (JNC) proposed FY 2013 gross budget is \$205,000, which represents no change from the FY 2012 approved budget. The budget is comprised entirely of Federal Payments.

#### Initial Adjusted Budget

**Cost Increase:** \$45,560 in Regular Pay - Continuing Full Time and 1.0 FTE to align budget with projected personal services costs and \$529 for Telecom fixed costs.

**Cost Decrease:** \$45,560 and 1.0 FTE from Regular Pay - Other for personal services adjustment and \$529 from Contractual Services to fund the fixed cost increase for Telecom.



## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table DV0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table DV0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>FEDERAL PAYMENTS: FY 2012 Approved Budget and FTE</b>		<b>205</b>	<b>2.0</b>
Cost Increase: Align budget with personal services adjustment	Judicial Nomination	46	1.0
Cost Increase: Fixed costs for Telecom	Judicial Nomination	1	0.0
Cost Decrease: Reduce Regular Pay-Other	Judicial Nomination	-46	-1.0
Cost Decrease: Reduce Contractual Services to fund fixed costs	Judicial Nomination	-1	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>205</b>	<b>2.0</b>
<b>FEDERAL PAYMENTS: FY 2013 Proposed Budget and FTE</b>		<b>205</b>	<b>2.0</b>
<b>Gross for DV0 - Judicial Nomination Commission</b>		<b>205</b>	<b>2.0</b>

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

## Agency Performance Plan

The agency's performance plan has the following objective for FY 2013:

**Objective 1:** Increase the pool of highly qualified applicants to fill each judicial vacancy within the required 60-day period either prior to or following the occurrence of a vacancy in accordance with the agency's statute.

## Agency Performance Measures

Measure	FY 2010 Actual	FY 2011 Target	FY 2012 Target	FY 2013 Projection	FY 2014 Projection
Percent of candidate panels for judicial vacancies presented within statutory time frames	100%	100%	100%	100%	100%
Percent of required background investigations conducted and completed on judicial vacancy applicants within statutory time frames	100%	100%	100%	100%	100%

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# Office of Police Complaints

[www.policecomplaints.dc.gov](http://www.policecomplaints.dc.gov)

Telephone: 202-727-3838

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$1,770,245	\$2,051,138	\$2,091,473	2.0
FTEs	21.7	23.2	23.2	0.0

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The mission of the Office of Police Complaints (OPC) is to increase public confidence in the police and promote positive community-police interactions.

## Summary of Services

OPC receives, investigates, adjudicates, and mediates police misconduct complaints filed by the public against Metropolitan Police Department (MPD) and D.C. Housing Authority Police Department (DCHAPD) police officers. In addition to these responsibilities, the agency issues policy recommendations to the Mayor, the Council of the District of Columbia, and the Chiefs of Police of MPD and DCHAPD proposing reforms that will promote greater police accountability by reducing the level of police misconduct or improving the citizen complaint process.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table FH0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides the FY 2010 and FY 2011 actual expenditures.

**Table FH0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	2,587	1,770	2,051	2,091	40	2.0
<b>Total for General Fund</b>	<b>2,587</b>	<b>1,770</b>	<b>2,051</b>	<b>2,091</b>	<b>40</b>	<b>2.0</b>
<b>Private Funds</b>						
Private Donations	0	0	0	0	0	N/A
<b>Total for Private Funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>2,587</b>	<b>1,770</b>	<b>2,051</b>	<b>2,091</b>	<b>40</b>	<b>2.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table FH0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table FH0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	23.2	21.7	23.2	23.2	0.0	0.0
<b>Total for General Fund</b>	<b>23.2</b>	<b>21.7</b>	<b>23.2</b>	<b>23.2</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>23.2</b>	<b>21.7</b>	<b>23.2</b>	<b>23.2</b>	<b>0.0</b>	<b>0.0</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table FH0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table FH0-3**  
(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
11 - Regular Pay - Continuing Full Time	1,076	951	1,208	1,258	50	4.2
12 - Regular Pay - Other	482	423	311	272	-39	-12.6
13 - Additional Gross Pay	20	17	17	17	0	0.0
14 - Fringe Benefits - Current Personnel	252	248	305	334	29	9.6
15 - Overtime Pay	0	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>1,830</b>	<b>1,639</b>	<b>1,840</b>	<b>1,881</b>	<b>40</b>	<b>2.2</b>
20 - Supplies and Materials	21	10	9	10	1	7.1
31 - Telephone, Telegraph, Telegram, Etc.	8	5	0	3	3	N/A
32 - Rentals - Land and Structures	383	0	0	0	0	N/A
34 - Security Services	45	0	0	0	0	N/A
35 - Occupancy Fixed Costs	3	0	0	0	0	N/A
40 - Other Services and Charges	35	22	75	71	-4	-5.2
41 - Contractual Services - Other	235	85	110	113	3	2.7
70 - Equipment and Equipment Rental	27	10	17	15	-3	-16.4
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>757</b>	<b>132</b>	<b>211</b>	<b>211</b>	<b>0</b>	<b>0.0</b>
<b>Gross Funds</b>	<b>2,587</b>	<b>1,770</b>	<b>2,051</b>	<b>2,091</b>	<b>40</b>	<b>2.0</b>

\*Percent change is based on whole dollars.

## Program Description

The Office of Police Complaints operates through the following 4 programs:

**Complaint Resolution** – investigates, adjudicates, and mediates misconduct complaints against sworn officers of MPD and DCHAPD in a fair, impartial, and timely manner.

This program contains the following 3 activities:

- **Investigation** – investigates and produces reports related to complaints of misconduct against sworn MPD and DCHAPD officers;
- **Adjudication** – renders final determinations of police misconduct complaints against sworn officers of MPD and DCHAPD; and
- **Mediation** – provides a forum for complainants and subject officers to interact and, therefore, develop a better awareness and understanding of the incident that led to the filing of a misconduct complaint, and if possible, reach an agreement to resolve the conflict.

**Public Relations** – informs and educates the public through outreach concerning OPC’s mission, authority, and processes to ensure that the agency’s services can be fully accessed; performs liaison functions between the office, other District agencies, and the public.

**Policy Recommendation** – proposes to the Mayor, District Council, and Chiefs of Police for MPD and DCHAPD improvements to those elements of management of the law enforcement agencies that affect the incidence of police misconduct, such as recruitment, training, evaluation, discipline, and supervision of police officers.

**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 Office of Police Complaints has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table FH0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table FH0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1015) Training and Employee Development	4	9	19	10	0.0	0.0	0.0	0.0
(1030) Property Management	6	4	0	-4	0.0	0.0	0.0	0.0
(1040) Information Technology	22	29	17	-12	0.0	0.0	0.0	0.0
(1070) Fleet Management	1	2	1	-1	0.0	0.0	0.0	0.0
(1085) Customer Service	97	99	43	-56	0.0	2.0	1.0	-1.0
(1090) Performance Management	521	559	578	19	3.7	5.0	4.0	-1.0
<b>Subtotal (1000) Agency Management Program</b>	<b>651</b>	<b>701</b>	<b>658</b>	<b>-43</b>	<b>3.7</b>	<b>7.0</b>	<b>5.0</b>	<b>-2.0</b>
<b>(2000) Complaint Resolution</b>								
(2010) Investigation	877	1,053	1,116	63	15.4	13.5	15.5	2.0
(2020) Adjudication	31	58	29	-29	0.0	0.0	0.0	0.0
(2030) Mediation	3	6	48	42	0.0	0.0	0.0	0.0
<b>Subtotal (2000) Complaint Resolution</b>	<b>911</b>	<b>1,117</b>	<b>1,193</b>	<b>76</b>	<b>15.4</b>	<b>13.5</b>	<b>15.5</b>	<b>2.0</b>
<b>(3000) Public Relations</b>								
(3010) Outreach	70	70	84	14	0.9	1.0	1.2	0.2
<b>Subtotal (3000) Public Relations</b>	<b>70</b>	<b>70</b>	<b>84</b>	<b>14</b>	<b>0.9</b>	<b>1.0</b>	<b>1.2</b>	<b>0.2</b>
<b>(4000) Policy Recommendation</b>								
(4010) Policy Recommendation	139	162	156	-6	1.6	1.8	1.5	-0.2
<b>Subtotal (4000) Policy Recommendation</b>	<b>139</b>	<b>162</b>	<b>156</b>	<b>-6</b>	<b>1.6</b>	<b>1.8</b>	<b>1.5</b>	<b>-0.2</b>
<b>Total Proposed Operating Budget</b>	<b>1,770</b>	<b>2,051</b>	<b>2,091</b>	<b>40</b>	<b>21.7</b>	<b>23.2</b>	<b>23.2</b>	<b>0.0</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Office of Police Complaints' (OPC) proposed FY 2013 gross budget is \$2,091,473, which represents a 2.0 percent increase over its FY 2012 approved gross budget of \$2,051,138. The budget is comprised entirely of Local 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

OPC's FY 2013 CSFL budget is \$2,084,274, which represents a \$33,136, or 1.6 percent, increase over the FY 2012 approved Local funds budget of \$2,051,138.

### **Initial Adjusted Budget**

**Cost Increase:** In Local funds, OPC increased personal services by \$4,304 due to projected increases in steps and Fringe Benefits. The agency also established a \$3,000 budget to cover Requests for Telecom Services (RTS) provided by the Office of the Chief Technology Officer (OCTO). Additionally, the agency increased its Contractual Services budget by \$820 and Supplies by \$478.

**Cost Decrease:** In Local funds, reductions of \$5,394 in Other Services and Charges and \$3,208 in Equipment were made to compensate for increased costs in personal services for salary, steps, and Fringe Benefits.

**Correct:** In Local funds, OPC moved \$96,334 and 2.0 full-time employee (FTE) positions from the Agency Management program to the Complaint Resolution program. This correction places the expenses within the program where the work was being performed by the two FTEs.

### **Additionally Adjusted Budget**

**Technical Adjustments:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$7,199 to OPC's Local funds.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table FH0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table FH0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>2,051</b>	<b>23.2</b>
Fringe Benefit Rate Adjustment	Multiple Programs	21	0.0
Consumer Price Index	Multiple Programs	4	0.0
Personal Services Growth Factor	Multiple Programs	8	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>2,084</b>	<b>23.2</b>
Cost Increase: Adjustment for salary, step increases, and Fringe Benefits costs	Multiple Programs	4	0.0
Cost Increase: Request for Telecommunication Service (RTS) fees	Agency Management Program	3	0.0
Cost Increase: Adjustment to Contractual Services	Multiple Programs	1	0.0
Cost Increase: Adjustment to Supplies (less than \$500)	Multiple Programs	0	0.0
Cost Decrease: Adjustment to Other Services and Charges	Multiple Programs	-5	0.0
Cost Decrease: Adjustment to Equipment	Multiple Programs	-3	0.0
Correct: FTEs from Agency Management	Complaint Resolution	96	2.0
Correct: FTEs moved to Complaint Resolution	Agency Management Program	-96	-2.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>2,084</b>	<b>23.2</b>
Technical Adjustment: Health Care Contribution	Multiple Programs	7	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>2,091</b>	<b>23.2</b>
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>2,091</b>	<b>23.2</b>
<b>Gross for FH0 - Office of Police Complaints</b>		<b>2,091</b>	<b>23.2</b>

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



## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

**Objective 1:** Resolve police misconduct complaints in an impartial, timely, and professional manner.

**Objective 2:** Promote positive community-police interactions through public education and awareness.

**Objective 3:** Enhance OPC's ability to effect police reform by issuing policy recommendations to the Mayor, the District Council, MPD, and DCHA.

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## Agency Performance Measures

Measure	FY 2010 Actual	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percent of investigations completed and reports produced by the agency within six months.	65.73%	57.14%	75%	75%	75%
Percent of Complaint Examiner decisions issued within 120 days.	81.82%	42.86%	90%	90%	90%
Percent of complaints resolved through mediation. <sup>1</sup>	9.03%	8.70%	9%	9%	9%
Number of outreach activities sponsored or attended by OPC.	24	24	24	24	24

### Performance Plan Endnotes:

1. This Key Performance Indicator is also an industry measure. In assessing the effectiveness of mediation programs used by different police oversight agencies, experts in the field consider the percentage of all complaints that were successfully mediated by an oversight agency. See Samuel Walker, Carol Archbold, and Leigh Herbst, *Mediating Citizen Complaints Against Police Officers: A Guide for Police and Community Leaders*, U.S. Department of Justice, Office of Community Oriented Policing Services at 40 (2002). With 9.03 percent of its complaints resolved through mediation in FY 2010, OPC's performance places it at or near the top when compared to other mediation programs in the United States.

# District of Columbia Sentencing and Criminal Code Revision Commission

[www.scdc.dc.gov](http://www.scdc.dc.gov)

Telephone: 202-727-8822

Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$630,247	\$887,659	\$1,388,813	56.5
FTEs	6.8	8.0	10.0	25.0

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

## Summary of Services

SCCRC advises the District of Columbia on 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 those guidelines and make adjustments to them 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 of felony convictions. In addition, the Advisory Commission on Sentencing Amendment Act of 2006 requires the commission to conduct a multi-year study of the District's Criminal Code reform, including analysis of current criminal statutes and the development of recommendations that reorganize and reformulate for the District's Criminal Code.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table FZ0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table FZ0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	794	630	888	1,389	501	56.5
<b>Total for General Fund</b>	<b>794</b>	<b>630</b>	<b>888</b>	<b>1,389</b>	<b>501</b>	<b>56.5</b>
<b>Gross Funds</b>	<b>794</b>	<b>630</b>	<b>888</b>	<b>1,389</b>	<b>501</b>	<b>56.5</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table FZ0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table FZ0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	6.4	6.8	8.0	10.0	2.0	25.0
<b>Total for General Fund</b>	<b>6.4</b>	<b>6.8</b>	<b>8.0</b>	<b>10.0</b>	<b>2.0</b>	<b>25.0</b>
<b>Total Proposed FTEs</b>	<b>6.4</b>	<b>6.8</b>	<b>8.0</b>	<b>10.0</b>	<b>2.0</b>	<b>25.0</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table FZ0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table FZ0-3**  
(dollars in thousands)

	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>Comptroller Source Group</b>						
11 - Regular Pay - Continuing Full Time	392	349	495	807	312	62.9
12 - Regular Pay - Other	71	74	0	0	0	-100.0
13 - Additional Gross Pay	1	5	16	16	0	0.0
14 - Fringe Benefits - Current Personnel	70	80	127	231	104	81.9
15 - Overtime Pay	1	1	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>536</b>	<b>509</b>	<b>638</b>	<b>1,054</b>	<b>416</b>	<b>65.1</b>
20 - Supplies and Materials	16	6	9	13	4	41.7
30 - Energy, Comm. and Building Rentals	12	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	2	1	0	0	0	N/A
34 - Security Services	3	0	0	0	0	N/A
35 - Occupancy Fixed Costs	3	0	0	0	0	N/A
40 - Other Services and Charges	57	37	97	110	13	13.0
41 - Contractual Services - Other	156	77	133	201	69	51.9
70 - Equipment and Equipment Rental	9	1	10	10	0	2.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>258</b>	<b>121</b>	<b>249</b>	<b>335</b>	<b>86</b>	<b>34.3</b>
<b>Gross Funds</b>	<b>794</b>	<b>630</b>	<b>888</b>	<b>1,389</b>	<b>501</b>	<b>56.5</b>

\*Percent change is based on whole dollars.

### Program Description

The District of Columbia Sentencing and Criminal Code Revision Commission operates through the following 2 programs:

**Data Collection, Analysis, and Implementation** – produces sentencing research for the Commission and the Council; monitors and evaluates sentencing practices in the District; and provides guideline manuals, a guideline hotline, and training for criminal justice personnel to effectively and efficiently work within a structured sentencing system.

This program contains the following 5 activities:

- **ACS Offense and Offender Database** – transfers data electronically from the court to incorporate the data into the agency's database, which includes both historic and real-time sentencing information. The criminal history information is provided by Court Services and Offender Supervision Agency (CSOSA) and is integrated into the agency's database, also enabling sentencing trends, offender and offense based analysis of the application of the sentencing guidelines;
- **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** – prepares reports and recommendations to the Commission to improve and expand criminal justice programs related to sentencing policy when requested or necessary;
- **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 and Criminal Code Revision Commission has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table FZ0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table FZ0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Management</b>								
(1010) Personnel	64	68	74	5	0.8	1.0	1.0	0.0
(1015) Training	0	10	11	0	0.0	0.0	0.0	0.0
(1017) Labor Management Partnerships	0	10	10	0	0.0	0.0	0.0	0.0
(1030) Property Management	1	3	3	0	0.0	0.0	0.0	0.0
(1040) Information Technology	13	68	66	-2	0.0	0.0	0.0	0.0
(1060) Legal Services	186	286	692	406	3.4	4.0	6.0	2.0
No Activity Assigned	28	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Management</b>	<b>292</b>	<b>445</b>	<b>855</b>	<b>409</b>	<b>4.2</b>	<b>5.0</b>	<b>7.0</b>	<b>2.0</b>
<b>(2000) Data Collection (AIP)</b>								
(2010) ACS Offense and Offender Database	59	75	79	4	0.8	1.0	1.0	0.0
(2020) Sentencing Guidelines Monitoring	77	133	201	69	0.0	0.0	0.0	0.0
(2040) Policy Reports and Proposals	146	163	181	19	0.8	1.0	1.0	0.0
(2050) Sentencing Guidelines Training	0	9	9	0	0.0	0.0	0.0	0.0
(2060) Prep Sentencing Guidelines Materials	57	63	64	1	0.8	1.0	1.0	0.0
<b>Subtotal (2000) Data Collection (AIP)</b>	<b>338</b>	<b>442</b>	<b>534</b>	<b>92</b>	<b>2.6</b>	<b>3.0</b>	<b>3.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>630</b>	<b>888</b>	<b>1,389</b>	<b>501</b>	<b>6.8</b>	<b>8.0</b>	<b>10.0</b>	<b>2.0</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The District of Columbia Sentencing and Criminal Code Revision Commission's (SCCRC) proposed FY 2013 gross budget is \$1,388,813, which represents a 56.5 percent increase over its FY 2012 approved gross budget of \$887,659. The budget is comprised entirely of Local 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

SCCRC's FY 2013 CSFL budget is \$904,015, which represents a \$16,356, or 1.8 percent, increase over the FY 2012 approved Local funds budget of \$887,659.

### **Initial Adjusted Budget**

**Cost Increase:** \$82,087 in Contractual Services to support the Data Collection program.

**Cost Decrease:** \$82,087 in personal services and 2.0 FTEs were reduced to offset the increase in Contractual Services.

### **Additional Adjusted Budget**

**Technical Adjustment:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$2,615.

### **Policy Initiative**

**Cost Increase:** \$482,183 and 4.0 FTEs to provide additional operational support.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table FZ0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table FZ0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>888</b>	<b>8.0</b>
Fringe Benefit Rate Adjustment	Multiple Programs	9	0.0
Consumer Price Index	Multiple Programs	5	0.0
Personal Services Growth Factor	Multiple Programs	2	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>904</b>	<b>8.0</b>
Cost Increase: In Contractual Services	Data Collection (AIP)	82	0.0
Cost Decrease: In personal services	Management	-82	-2.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>904</b>	<b>6.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	3	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>907</b>	<b>6.0</b>
<b>FY 2013 Policy Initiative</b>			
Cost Increase: In personal services	Management	482	4.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>1,389</b>	<b>10.0</b>
<b>Gross for FZ0 - District of Columbia Sentencing and Criminal Code Revision Commission</b>		<b>1,389</b>	<b>10.0</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

**Objective 1:** Promulgate the accurate, timely, and effective use of the sentencing guidelines in every felony case.

**Objective 2:** Promulgate compliance with the guidelines in at least 85 percent of all felony cases.

**Objective 3:** Analyze the District of Columbia's current criminal code and propose reforms in the criminal code to create a uniform and coherent body of criminal law in the District of Columbia.

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## Agency Performance Measures

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of Judicial Compliance with the D.C. Sentencing Guidelines <sup>1</sup>	88%	86%	90%	90%	92%	Not Available
Response Rate for Departure Reasons	20%	40%	52%	55%	60%	Not Available
Percentage of guidelines questions answered within 24 hours	87%	80%	98%	95%	95%	Not Available
Number of issue papers released	2	4	3	2	2	Not Available

### Performance Plan Endnotes:

1. Judicial Compliance is considered an Industry Standard measure among Sentencing Commissions and a measure of the extent to which judges follow the sentencing guidelines when imposing a felony sentence. Compliance is defined as a judge imposing a sentence that is within the range recommended by the sentencing guidelines given the defendant's current offense and prior criminal history. The National Association of Sentencing Commissions identifies 80 percent compliance as standard, indicating the imposition of judicial discretion in 20 percent of cases.



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# Office of the Chief Medical Examiner

[www.ocme.dc.gov](http://www.ocme.dc.gov)  
Telephone: 202-698-9000

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$7,248,815	\$7,659,313	\$7,924,365	3.5
FTEs	66.0	68.0	69.0	1.5

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The mission of the Office of Chief Medical Examiner (OCME) is to ensure that justice is served and that the health and safety of the public is improved by conducting quality death investigations and certification, and providing forensic services for government agencies, health care entities, and grieving families.

## Summary of Services

OCME provides forensic services to local and federal government agencies, health care providers, institutions of higher learning, and citizens in the District and metropolitan area. Forensic services include: forensic investigation of certain deaths, those occurring as a result of violence (injury), as well as those that occur unexpectedly, without medical attention, in custody, or pose a threat to public health; review of deaths of specific populations; grief counseling; performance of a full range of toxicological examinations; cremation approvals; and public disposition of unclaimed remains.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table FX0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table FX0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	8,074	6,923	7,569	7,834	265	3.5
Special Purpose Revenue Funds	251	230	0	0	0	N/A
<b>Total for General Fund</b>	<b>8,325</b>	<b>7,154</b>	<b>7,569</b>	<b>7,834</b>	<b>265</b>	<b>3.5</b>
<b>Intra-District Funds</b>						
Intra-District Funds	83	95	90	90	0	0.0
<b>Total for Intra-District Funds</b>	<b>83</b>	<b>95</b>	<b>90</b>	<b>90</b>	<b>0</b>	<b>0.0</b>
<b>Gross Funds</b>	<b>8,407</b>	<b>7,249</b>	<b>7,659</b>	<b>7,924</b>	<b>265</b>	<b>3.5</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's web-site.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table FX0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table FX0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	70.4	64.7	68.0	69.0	1.0	1.5
Special Purpose Revenue Funds	1.8	1.2	0.0	0.0	0.0	N/A
<b>Total for General Fund</b>	<b>72.2</b>	<b>66.0</b>	<b>68.0</b>	<b>69.0</b>	<b>1.0</b>	<b>1.5</b>
<b>Total Proposed FTEs</b>	<b>72.2</b>	<b>66.0</b>	<b>68.0</b>	<b>69.0</b>	<b>1.0</b>	<b>1.5</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table FX0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table FX0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	4,814	4,813	5,092	5,373	281	5.5
12 - Regular Pay - Other	311	210	185	185	0	0.0
13 - Additional Gross Pay	382	332	301	314	13	4.3
14 - Fringe Benefits - Current Personnel	1,066	997	1,119	1,403	284	25.4
15 - Overtime Pay	90	52	70	52	-18	-25.7
<b>Subtotal personal services (PS)</b>	<b>6,663</b>	<b>6,405</b>	<b>6,767</b>	<b>7,327</b>	<b>560</b>	<b>8.3</b>
20 - Supplies and Materials	197	174	181	137	-45	-24.6
30 - Energy, Comm. and Building Rentals	195	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	43	0	0	0	0	N/A
33 - Janitorial Services	91	0	0	0	0	N/A
34 - Security Services	25	0	0	0	0	N/A
35 - Occupancy Fixed Costs	175	-5	0	0	0	N/A
40 - Other Services and Charges	566	519	514	392	-121	-23.6
41 - Contractual Services - Other	376	143	69	69	0	0.0
70 - Equipment and Equipment Rental	76	13	129	0	-129	-100.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>1,744</b>	<b>843</b>	<b>892</b>	<b>597</b>	<b>-295</b>	<b>-33.1</b>
<b>Gross Funds</b>	<b>8,407</b>	<b>7,249</b>	<b>7,659</b>	<b>7,924</b>	<b>265</b>	<b>3.5</b>

\*Percent change is based on whole dollars.

### Division Description

The Office of the Chief Medical Examiner operates through the following 5 divisions:

**Death Investigations and Certification** – is responsible for forensic pathology, forensic investigation, and forensic support services. Forensic pathology involves conducting decedent examination, determining the cause and manner of death and providing that information to next of kin, law enforcement, designated government entities, and interested parties. Forensic investigation includes evidence-gathering, medical interpretation, and provision of information to aid in the determination of the cause and manner of death. The purpose of forensic support services is to provide body disposition and autopsy support to forensic pathology staff and the funeral industry.

This division contains the following 3 activities:

- **Forensic Pathology** – provides in a timely manner decedent external and/or internal examination, documentation (i.e., medical transcription), and analysis services to law enforcement, government agencies, interested parties, and families to determine and understand the cause and manner of death;

- **Forensic Investigations** – provides information, evidence gathering, and medical interpretation services to OCME, law enforcement agencies, legal counsel, and the community to identify decedents and determine the cause and manner of death; and
- **Forensic Support Services** – provides body disposition and autopsy support services to OCME, the funeral industry, and the public so that they can have a body that is properly prepared for autopsy or disposition in a timely manner.

**Forensic Toxicology** – maintains standards of practice for the detection, identification and quantization of alcohol, drugs, and other toxins in biological specimens. The laboratory provides scientific support services to OCME in order that the agency may provide accurate death investigation information in a timely manner to the next of kin, law enforcement agencies, legal counsel, and the community when required. It also provides services to various external government entities regarding specified types of testing.

**Fatality Review** – responsible for reviewing the circumstances of the deaths of individuals within certain populations, including their interaction with District government services. The purpose of the reviews is to provide analysis and recommendations to the public and District entities serving defined populations so that they can address systemic problems and provide better services.

**Administrative/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.

**Agency Financial Operations** – provides comprehensive and efficient financial management services to, and on behalf of, the District agencies so that the financial integrity of the District of Columbia is maintained. This division is standard for all agencies using performance-based budgeting.

### **Division Structure Change**

The Office of the Chief Medical Examiner has no division structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Division and Activity

Table FX0-4 contains the proposed FY 2013 budget by division and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table FX0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Administrative Management Program</b>								
(1010) Personnel	154	173	189	16	1.9	2.0	2.0	0.0
(1020) Training	278	298	251	-47	3.8	4.0	3.0	-1.0
(1030) Property Management	7	6	0	-6	0.0	0.0	0.0	0.0
(1040) Information Technology	385	461	387	-74	2.9	3.0	3.0	0.0
(1050) Financial Management	(2)	0	0	0	0.0	0.0	0.0	0.0
(1070) Fleet Management	42	39	28	-11	0.0	0.0	0.0	0.0
(1080) Communications	(4)	29	0	-29	0.0	0.0	0.0	0.0
(1085) Customer Service	172	181	199	18	2.9	3.0	3.0	0.0
(1090) Performance Management	697	725	704	-22	5.7	6.0	5.0	-1.0
<b>Subtotal (1000) Administrative Management Program</b>	<b>1,731</b>	<b>1,913</b>	<b>1,758</b>	<b>-155</b>	<b>17.1</b>	<b>18.0</b>	<b>16.0</b>	<b>-2.0</b>
<b>(100F) Agency Financial Operation</b>								
(110F) Budget Operations	118	121	126	5	1.0	1.0	1.0	0.0
<b>Subtotal (100F) Agency Financial Operation</b>	<b>118</b>	<b>121</b>	<b>126</b>	<b>5</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>
<b>(2000) Death Investigations/ Certifications</b>								
(2100) Forensic Pathology	1,567	1,680	1,748	68	8.6	9.0	9.0	0.0
(2200) Forensic Investigations	1,482	1,669	1,759	89	15.2	16.0	17.0	1.0
(2300) Mortuary Services	23	0	0	0	0.0	0.0	0.0	0.0
(2301) Forensic Support Services	1,146	1,070	1,090	21	11.7	12.0	12.0	0.0
(2400) Laboratory Services	(10)	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (2000) Death Investigations/ Certifications</b>	<b>4,209</b>	<b>4,420</b>	<b>4,597</b>	<b>178</b>	<b>35.5</b>	<b>37.0</b>	<b>38.0</b>	<b>1.0</b>
<b>(3000) Fatality Review Committees</b>								
(3100) Child Fatality Review Committee	294	295	316	21	2.9	3.0	3.0	0.0
<b>Subtotal (3000) Fatality Review Committees</b>	<b>294</b>	<b>295</b>	<b>316</b>	<b>21</b>	<b>2.9</b>	<b>3.0</b>	<b>3.0</b>	<b>0.0</b>
<b>(4000) Forensic Toxicology</b>								
(4100) Forensic Toxicology Lab	897	910	1,126	216	9.5	9.0	11.0	2.0
<b>Subtotal (4000) Forensic Toxicology</b>	<b>897</b>	<b>910</b>	<b>1,126</b>	<b>216</b>	<b>9.5</b>	<b>9.0</b>	<b>11.0</b>	<b>2.0</b>
<b>Total Proposed Operating Budget</b>	<b>7,249</b>	<b>7,659</b>	<b>7,924</b>	<b>265</b>	<b>66.0</b>	<b>68.0</b>	<b>69.0</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 divisions, please see Schedule 30-PBB Program Summary by Activity in the FY 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Office of the Chief Medical Examiner's (OCME) proposed FY 2013 gross budget is \$7,924,365, which represents a 3.5 percent increase over its FY 2012 approved gross budget \$7,659,313. The budget is comprised of \$7,834,365 in Local funds and \$90,000 in Intra-District 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

OCME's FY 2013 CSFL budget is \$7,591,304, which represents a \$21,999 or 0.3 percent, increase over the FY 2012 approved Local funds budget of \$7,569,313.

### **Initial Adjusted Budget**

**Cost Increase:** \$111,000 in the Forensic Toxicology program, \$81,000 in the Death Investigations and Certification program, and \$14,000 in the Child Fatality Review Committee program for projected step and Fringe Benefit costs.

**Cost Decrease:** \$1,371 in Contractual Services - Other, \$26,491 in Equipment and Equipment Rental, \$48,204 in Supplies and Materials, and \$129,934 in Other Services and Charges to offset cost increases in personal services.

### **Initial Adjusted Budget**

**Technical Adjustment:** Adjustment of Fringe Benefits to restore a 72 percent District Government contribution for employee health insurance from 72 percent implemented in the FY 2011 budget, to 75 percent in FY 2013, which resulted in an increase of \$27,264 in Local funds.

### **Policy Initiatives**

**Cost Increase:** Local funds were increased by \$215,795 in personal services, of which \$112,500 is for the Chief Toxicologist position and \$103,295 is for union pay differential.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table FX0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table FX0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>7,569</b>	<b>68.0</b>
Removal of One-time Funding	Multiple Programs	-129	0.0
Recurring Budget Items	Multiple Programs	33	0.0
Fringe Benefit Rate Adjustment	Multiple Programs	78	0.0
Consumer Price Index	Multiple Programs	13	0.0
Personal Services Growth Factor	Multiple Programs	26	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>7,591</b>	<b>68.0</b>
Cost Increase: In personal services for steps and Fringe Benefits	Forensic Toxicology	111	0.0
Cost Increase: In personal services for steps and Fringe Benefits	Death Investigations/ Certifications	81	0.0
Cost Increase: In personal services for steps and Fringe Benefits	Fatality Review Committees	14	0.0
Cost Decrease: In Contractual Services	Multiple Programs	-1	0.0
Cost Decrease: In Equipment and Equipment Rental	Multiple Programs	-26	0.0
Cost Decrease: In Supplies and Materials	Multiple Programs	-48	0.0
Cost Decrease: In Other Services and Charges	Multiple Programs	-130	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>7,591</b>	<b>68.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	27	0.
<b>FY 2013 Additionally Adjusted Budget</b>		<b>7,619</b>	<b>68.0</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: Chief Toxicologist position	Forensic Toxicology	112	1.0
Technical Adjustments: In personal services for union pay differential	Multiple Programs	103	0.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>7,834</b>	<b>69.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>90</b>	<b>0.0</b>
No Changes		0	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>90</b>	<b>0.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>90</b>	<b>0.0</b>
<b>Gross for FX0 - Office of the Chief Medical Examiner</b>		<b>7,924</b>	<b>69.0</b>

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

## Agency Performance Plan

The agency's performance plans has the following objectives for FY 2013:

### 1. Agency Management

**Objective 1:** Maintain high quality office and system operations to support effective medicolegal death investigation, efficient and quality autopsy reporting, and accurate certification of deaths.

### 2. Death Investigation and Certification

**Objective 1:** Provide efficient, timely, and accurate death investigation and certification of cases within the jurisdiction of the agency as statutorily mandated.

## Death Investigation and Certification

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of reports of all postmortem examinations completed within 60 calendar days from time of autopsy* TO BE ELIMINATED AND REPLACED WITH THE TWO INDICATORS BELOW.	88.74%	90%	88.31%	Not Available	Not Available	Not Available
Percentage of reports of all postmortem examinations completed within 90 calendar days from the time of autopsy in homicide cases**	Not Available**	Not Available	Not Available**	90%	90%	90%
Percentage of reports of all postmortem examinations completed within 60 calendar days from the time of autopsy in all cases (homicides excluded)**	Not Available**	Not Available	Not Available**	90%	90%	90%
Percentage of positively identified bodies ready for release within 48 hours	95.3%	95%	93.04%	95%	95%	95%
Percentage of primary contacts (case decision for jurisdiction) made within 8 hours of case assignment to investigator. TO BE ELIMINATED AND REPLACED WITH THE INDICATOR BELOW.	9.131%	95%	92.29%	Not Available	Not Available	Not Available
Percentage of preliminary investigative reports complete for utilization in the daily case review morning meetings	Not Available	Not Available	Not Available	95%	95%	95%
Percentage of mortuary scene response within one hour of transport notification by an investigator or medical examiner of an accepted case	92.66%	95%	91.50%	95%	95%	95%

\*This measure is an industry standard, adopted in September 2009, by the National Association of Medical Examiners (NAME) within its accreditation guidelines. The previous standard, which set forth a different percentage for completion of cases and varied deadlines for homicide and non-homicide cases, was used by the agency as a measure for FY 2009 and previous fiscal years. The agency is currently provisionally accredited and continues to work toward meeting the newly adopted measure.

\*\*This measure is an industry standard adopted by NAME after the September 2009 revision in the recent year. The agency will work toward meeting this adopted measure.



### 3. Forensic Toxicology

**Objective 1:** Implementation of a Breath Alcohol Instrument Service for the District.

**Objective 2:** Provision of Statistical Reporting of Interest to Various District Agencies .

#### Forensic Toxicology

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of toxicology examinations completed within 90 calendar days of case submission* TO BE ELIMINATED AND REPLACED BY THE TWO INDICATORS BELOW.	99.79%	90%	99.62%	Not Available	Not Available	Not Available
Percentage of negative toxicology examinations completed within 30 calendar days of case submission**	Not Available**	Not Available	Not Available**	90%	90%	90%
Percentage of positive toxicology examinations completed within 60 calendar days of case submission**	Not Available**	Not Available	Not Available**	90%	90%	90%

\*This measure is an industry standard, adopted in September 2009, by the National Association of Medical Examiners (NAME) within its accreditation guidelines. The previous standard, which set forth a different percentage for completion of cases and varied deadlines for homicide and non-homicide cases, was used by the agency as a measure for FY 2009 and previous fiscal years. The agency is currently provisionally accredited and continues to work toward meeting the newly adopted measure.

\*\*This measure is an industry standard adopted by NAME after the September 2009 revision in the recent year. The agency will work toward meeting this adopted measure.

### 4. Fatality Review\*

**Objective 1:** Provide analysis and make recommendations that result in improved services and outcomes for those populations served by the Fatality Review Unit.

#### Fatality Review

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of CFRC fatality reviews held within six months of notification of the death	85.53%	90%	88%	75%	75%	75%
Percentage of MRDD fatality reviews held within three months of receipt of the investigative report from DHS/DDS and determination of the cause and manner of death	100%	90%	78%	75%	75%	75%

CFRC: Child Fatality Review Committee

MRDD: Mental Retardation and Developmental Disabilities

DHS: Department of Human Services

DDS: Department on Disability Services

\*Due to the lack of dedicated supervisory staff for the Fatality Review Division, the measures herein related to the Division have been reduced for FY 2012.

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# Office of Administrative Hearings

[www.oah.dc.gov](http://www.oah.dc.gov)

Telephone: 202-442-9094

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<b>Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Approved</b>	<b>FY 2013 Proposed</b>	<b>% Change from FY 2012</b>
Operating Budget	\$7,783,083	\$8,864,885	\$9,234,726	4.2
FTEs	63.9	74.6	75.6	1.3

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The mission of the Office of Administrative Hearings (OAH) is to provide District of Columbia's citizens and government agencies a fair, efficient, and effective forum to manage and resolve administrative disputes.

OAH is an impartial, independent agency that adjudicates cases for more than 40 District of Columbia agencies, boards, and commissions. OAH holds hearings, conducts mediations, and provides other adjudication services to resolve disputes arising under the District's laws and regulations.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table FS0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table FS0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	7,003	6,706	7,637	7,962	325	4.3
Special Purpose Revenue Funds	0	4	0	0	0	N/A
<b>Total for General Fund</b>	<b>7,003</b>	<b>6,710</b>	<b>7,637</b>	<b>7,962</b>	<b>325</b>	<b>4.3</b>
<b>Intra-District Funds</b>						
Intra-District Funds	1,045	1,073	1,228	1,273	45	3.6
<b>Total for Intra-District Funds</b>	<b>1,045</b>	<b>1,073</b>	<b>1,228</b>	<b>1,273</b>	<b>45</b>	<b>3.6</b>
<b>Gross Funds</b>	<b>8,048</b>	<b>7,783</b>	<b>8,865</b>	<b>9,235</b>	<b>370</b>	<b>4.2</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table FS0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table FS0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	55.0	55.8	66.6	67.6	1.0	1.4
Special Purpose Revenue Funds	0.0	0.1	0.0			N/A
<b>Total for General Fund</b>	<b>55.0</b>	<b>55.9</b>	<b>66.6</b>	<b>67.6</b>	<b>1.0</b>	<b>1.4</b>
<b>Intra-District Funds</b>						
Intra-District Funds	8.3	8.0	8.0	8.0	0.0	0.0
<b>Total for Intra-District Funds</b>	<b>8.3</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>63.3</b>	<b>63.9</b>	<b>74.6</b>	<b>75.6</b>	<b>1.0</b>	<b>1.3</b>

\*Numbers may not add due to rounding.

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table FS0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table FS0-3**

(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	5,889	5,662	6,309	6,356	-47	-0.7
12 - Regular Pay - Other	4	138	194	490	296	152.4
13 - Additional Gross Pay	92	60	10	54	44	440.4
14 - Fringe Benefits - Current Personnel	1,010	1,007	1,330	1,508	178	13.4
15 - Overtime Pay	1	0	1	0	-1	-100.0
<b>Subtotal Personal Services (PS)</b>	<b>6,996</b>	<b>6,867</b>	<b>7,844</b>	<b>8,409</b>	<b>564</b>	<b>7.2</b>
20 - Supplies and Materials	85	163	149	169	20	13.6
30 - Energy, Comm. and Building Rentals	20	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	-50	10	0	0	0	N/A
32 - Rentals - Land and Structures	-201	0	0	0	0	N/A
33 - Janitorial Services	44	0	0	0	0	N/A
34 - Security Services	599	0	0	0	0	N/A
35 - Occupancy Fixed Costs	108	0	0	0	0	N/A
40 - Other Services and Charges	172	277	304	223	-80	-26.4
41 - Contractual Services - Other	199	395	468	397	-71	-15.2
70 - Equipment and Equipment Rental	76	71	100	36	-63	-63.6
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>1,052</b>	<b>916</b>	<b>1020</b>	<b>826</b>	<b>-194</b>	<b>-19.1</b>
<b>Gross Funds</b>	<b>8,048</b>	<b>7,783</b>	<b>8,865</b>	<b>9,325</b>	<b>370</b>	<b>4.2</b>

\*Percent change is based on whole dollars.

## **Program Description**

The Office of Administrative Hearings operates through the following 6 programs:

**Judicial** – ensures due process while working to improve the quality, efficiency, and efficacy of justice management. This program provides pre-trial management, hearings, appeals, and mediations.

**Court Counsel** – supports the administrative court's judicial function by assisting judges in legal analysis, research, and drafting orders and notices; ensures agency compliance with applicable laws; assists with the tracking of legislative and regulatory initiatives; and maintains the law library.

**Clerk of Court** – provides an efficient intake of cases and supports the agency's case management system and case-load reporting; maintains forms and documentation; and serves as the primary customer service interface.

**Executive** – provides agency direction and performance oversight, including administering the agency's infrastructure and related support services and functions.

**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.

**Agency Financial Operations** – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This program is standard for all agencies using performance-based budgeting.

## **Program Structure Change**

The Office of Administrative Hearings adds the Agency Financial Operations program in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table FS0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table FS0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(100A) Agency Management Program</b>								
(1010) Personnel-Master	98	107	113	6	1.2	1.2	1.3	0.0
(1040) Information Technology	180	264	278	14	1.0	1.0	1.0	0.0
(1050) Financial Services	120	119	0	-119	1.0	1.0	0.0	-1.0
<b>Subtotal (100A) Agency Management Program</b>	<b>398</b>	<b>490</b>	<b>391</b>	<b>-99</b>	<b>3.2</b>	<b>3.2</b>	<b>2.3</b>	<b>-1.0</b>
<b>(100F) Agency Financial Operation</b>								
(110F) Budget Operations	0	0	122	122	0.0	0.0	1.0	1.0
<b>Subtotal (100F) Agency Financial Operation</b>	<b>0</b>	<b>0</b>	<b>122</b>	<b>122</b>	<b>0.0</b>	<b>0.0</b>	<b>1.0</b>	<b>1.0</b>
<b>(200A) Judicial</b>								
(020A) Trials/Appeals and Justice Management	5,371	5,546	5,378	-169	33.4	34.0	34.0	0.0
<b>Subtotal (200A) Judicial</b>	<b>5,371</b>	<b>5,546</b>	<b>5,378</b>	<b>-169</b>	<b>33.4</b>	<b>34.0</b>	<b>34.0</b>	<b>0.0</b>
<b>(300A) Court Counsel</b>								
(030A) Judicial Assistance and Legal Counsel	446	1,316	1,677	361	4.8	16.5	17.2	0.8
<b>Subtotal (300A) Court Counsel</b>	<b>446</b>	<b>1,316</b>	<b>1,677</b>	<b>361</b>	<b>4.8</b>	<b>16.5</b>	<b>17.2</b>	<b>0.8</b>
<b>(400A) Clerk of Court</b>								
(040A) Case Management and Judicial Support Services	1,101	1,011	1,115	104	18.6	16.8	17.0	0.1
<b>Subtotal (400A) Clerk of Court</b>	<b>1,101</b>	<b>1,011</b>	<b>1,115</b>	<b>104</b>	<b>18.6</b>	<b>16.8</b>	<b>17.0</b>	<b>0.1</b>
<b>(500A) Executive</b>								
(050A) Program Direction and Oversight	467	502	553	50	3.9	4.0	4.0	0.0
<b>Subtotal (500A) Executive</b>	<b>467</b>	<b>502</b>	<b>553</b>	<b>50</b>	<b>3.9</b>	<b>4.0</b>	<b>4.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>7,783</b>	<b>8,865</b>	<b>9,235</b>	<b>370</b>	<b>63.9</b>	<b>74.6</b>	<b>75.6</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Office of Administrative Hearings' (OAH) proposed FY 2013 gross budget is \$9,234,726, which represents a 4.2 percent increase over its FY 2012 approved gross budget of \$8,864,885. The budget is comprised of \$7,962,081 in Local funds and \$1,272,637 in Intra-District 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

OAH's FY 2013 CSFL budget is \$7,799,781, which represents a \$162,976, or 2.1 percent, increase over the FY 2012 approved Local funds budget of \$7,636,805.

### **Initial Adjusted Budget**

**Cost Increase:** \$116,000 of Local funds in Other Services and Charges to support new Information Technology services.

**Cost Decrease:** \$116,000 of Local funds from personal services to offset the increase in Other Services and Charges.

### **Additionally Adjusted Budget**

**Technical Adjustment:** Adjustment of Fringe Benefits to restore a 72 percent District Government contribution for employee health insurance, implemented in the FY 2011 budget, to 75 percent in FY 2013. These technical adjustments include increases of \$28,067 in Local funds and \$1,573 in Intra-District funds.

### **Policy Initiatives**

**Cost Increase:** \$109,818 and 1.0 FTE of Local funds to personal services cost to hire a Supervisory Clerk of the Court and \$67,413 in Intra-District funds to properly align the budget with expected revenues.

**Shift:** \$24,000 was shifted from Intra-District funds to Local funds in personal services.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table FS0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table FS0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>7,637</b>	<b>66.6</b>
Recurring Budget Items	Multiple Programs	39	0.0
Fringe Benefit Rate Adjustment	Multiple Programs	85	0.0
Consumer Price Index	Multiple Programs	10	0.0
Personal Services Growth Factor	Multiple Programs	30	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL):</b>		<b>7,800</b>	<b>66.6</b>
Cost Increase: In Other Services and Charges to cover information technology cost	Multiple Programs	116	0.0
Cost Decrease: In personal services to offset Other Services and Charges	Multiple Programs	-116	0.0
<b>FY 2013 Initial Adjusted Budget:</b>		<b>7,800</b>	<b>66.6</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	28	0.0
<b>FY 2013 Additionally Adjusted Budget:</b>		<b>7,828</b>	<b>66.6</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: In personal services	Court Counsel	110	1.0
Shift: From Intra-District funds for personal services costs	Multiple Programs	24	0.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>7,962</b>	<b>67.6</b>
<b>INTRADISTRICT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>1,228</b>	<b>8.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	2	0.0
<b>FY 2013 Additionally Adjusted Budget:</b>		<b>1,230</b>	<b>8.0</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: To properly align the budget	Multiple Programs	67	0.0
Shift: To Local funds to support personal services costs	Multiple Programs	-24	0.0
<b>INTRA-DISTRICT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>1,273</b>	<b>8.0</b>
<b>Gross for FS0 - Office of Administrative Hearings</b>		<b>9,235</b>	<b>75.6</b>

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



## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

Objective 1: Reduce the time for reaching final disposition.

Objective 2: Improve the experience of participants in administrative hearings through quality customer service.

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### Agency Performance Measures

Measure	FY 2010 Actual	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Percentage of unemployment insurance cases resolved within 90 days of filing <sup>1</sup>	93%	98.20%	95%	95%	95%
Percentage of hearings reduced due to mediation	2.0%	4.21%	2.5%	3.5%	5%
Percentage of non-unemployment insurance cases resolved within 120 days of filing	61.28%	40.09% <sup>2</sup>	50%	55%	60%
Percentage of consumer satisfaction surveys with a rating of at least "Agree" regarding the level of quality of OAH's service	92%	96.10%	93%	95%	97%

#### Performance Plan Endnotes:

1. The U.S. Department of Labor industry standard is 95 percent of cases resolved within 90 days of filing.
2. Reflects OAH's highly successful efforts to clear backlogged cases (greater than 120 days old) through the FY 2010 - FY 2011 Operation Clean Slate initiative.

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# Criminal Justice Coordinating Council

www.cjcc.dc.gov

Telephone: 202-442-9283

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$2,828,277	\$2,105,176	\$2,358,161	12.0
FTEs	9.8	15.0	16.0	6.7

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The mission of the Criminal Justice Coordinating Council (CJCC) is to serve as the forum for identifying issues and their solutions, proposing actions, and facilitating cooperation that will improve public safety and the criminal and juvenile justice system of the District of Columbia for its residents, visitors, victims, and offenders.

## Summary of Service

CJCC carries out its mission by striving to:

- Provide a forum for effective collaboration and problem solving among criminal and juvenile justice agencies.
- Identify, develop and coordinate innovative inter-agency solutions to address District of Columbia public safety challenges.
- Research and analyze critical issues identified by the criminal and juvenile justice system.
- Facilitate and provide long-term performance monitoring of collaborative solutions to public safety and criminal justice challenges.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table FJ0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table FJ0-1**

(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	298	173	195	449	253	129.7
<b>Total for General Fund</b>	<b>298</b>	<b>173</b>	<b>195</b>	<b>449</b>	<b>253</b>	<b>129.7</b>
<b>Federal Resources</b>						
Federal Payments	1,350	1,963	1,800	1,800	0	0.0
Federal Grant Funds	33	35	0	0	0	N/A
<b>Total for Federal Resources</b>	<b>1,383</b>	<b>1,998</b>	<b>1,800</b>	<b>1,800</b>	<b>0</b>	<b>0.0</b>
<b>Private Funds</b>						
Private Grant Funds	38	16	0	0	0	N/A
<b>Total for Private Funds</b>	<b>38</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Intra-District Funds</b>						
Intra-District Funds	721	642	110	109	-1	-0.5
<b>Total for Intra-District Funds</b>	<b>721</b>	<b>642</b>	<b>110</b>	<b>109</b>	<b>-1</b>	<b>-0.5</b>
<b>Gross Funds</b>	<b>2,440</b>	<b>2,828</b>	<b>2,105</b>	<b>2,358</b>	<b>253</b>	<b>12.0</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Full-Time Equivalent, by Revenue Type**

Table FJ0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table FJ0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change</b>
<b><u>General Fund</u></b>						
Local Funds	1.7	1.3	1.3	1.3	0.0	0.0
<b>Total for General Fund</b>	<b>1.7</b>	<b>1.3</b>	<b>1.3</b>	<b>1.3</b>	<b>0.0</b>	<b>0.0</b>
<b><u>Federal Resources</u></b>						
Federal Payments	11.0	8.5	12.7	13.7	1.0	7.9
<b>Total for Federal Resources</b>	<b>11.0</b>	<b>8.5</b>	<b>12.7</b>	<b>13.7</b>	<b>1.0</b>	<b>7.9</b>
<b><u>Intra-District Funds</u></b>						
Intra-District Funds	0.0	0.0	1.0	1.0	0.0	0.0
<b>Total for Intra-District Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>12.7</b>	<b>9.8</b>	<b>15.0</b>	<b>16.0</b>	<b>1.0</b>	<b>6.7</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table FJ0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table FJ0-3**

(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	883	784	1,206	1,350	144	11.9
12 - Regular Pay - Other	121	144	130	86	-45	-34.2
13 - Additional Gross Pay	25	23	0	20	20	N/A
14 - Fringe Benefits - Current Personnel	161	170	228	266	38	16.9
<b>Subtotal Personal Services (PS)</b>	<b>1,191</b>	<b>1,121</b>	<b>1,564</b>	<b>1,723</b>	<b>158</b>	<b>10.1</b>
20 - Supplies and Materials	193	46	28	26	-2	-6.7
30 - Energy, Comm. and Building Rentals	15	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	18	0	0	0	0	N/A
33 - Janitorial Services	8	0	0	0	0	N/A
34 - Security Services	5	0	0	0	0	N/A
35 - Occupancy Fixed Costs	11	0	0	0	0	N/A
40 - Other Services and Charges	-94	153	268	227	-41	-15.2
41 - Contractual Services - Other	993	1,259	245	382	137	56.0
70 - Equipment and Equipment Rental	100	250	0	0	0	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>1,249</b>	<b>1,708</b>	<b>541</b>	<b>636</b>	<b>95</b>	<b>17.5</b>
<b>Gross Funds</b>	<b>2,440</b>	<b>2,828</b>	<b>2,105</b>	<b>2,358</b>	<b>253</b>	<b>12.0</b>

\*Percent change is based on whole dollars.

## Program Description

The Criminal Justice Coordinating Council (CJCC) operates through the following 4 programs:

**Research, Analysis and Evaluation** – enhances the knowledge base of the justice community in the city so that informed decisions and strategic planning occur based on factual information and evaluation of initiatives to determine their value.

This program contains the following activity:

- **Research, Analysis and Evaluation (Fed and ID)** – This function enables CJCC agencies with sound approaches to emerging or chronic challenges within the District’s criminal justice system to plan effectively and measure the effectiveness of key CJCC initiatives and committee progress for the year to determine success and to recommend initiatives for replication.

**Collaboration and Planning Across Justice Agencies** – provides a structure for joint work by District, federal, and judicial criminal justice and juvenile justice stakeholders toward a stronger and more responsive justice system.

This program contains the following 4 activities:

- **Operational Infrastructure for Problem Solving (Local and Fed)** – provides an operational infrastructure for criminal justice agencies across the city to identify public safety priorities and to plan and solve problems;
- **Topical Work Groups** – examines emerging and chronic trends and issues that impact multiple agencies in the District of Columbia’s criminal justice system, and provides recommendations that enable the CJCC to plan appropriate responses;
- **CJCC Meetings** – provides member agencies a regular forum to collectively review and consider the implementation of recommendations from committees, subcommittees, and workgroup, and provides research and training to address barriers and execute necessary action items; and
- **Technical Assistance and Training** – provides CJCC members with opportunities to network with other jurisdictions on criminal justice approaches and to provide member agencies access to state-of-the-art knowledge and field-tested approaches to multi-agency criminal justice issues.

**Integrated Information Sharing System** – connects criminal and juvenile justice agencies through technology to share public safety information and to mobilize effectively when responding to issues that extend beyond any one agency, by providing authorized criminal justice users an integrated criminal and juvenile justice information-sharing system called JUSTIS for effective tracking and monitoring of criminal activities across agencies and jurisdictions.

**Agency Management (ASMP)** – 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 Criminal Justice Coordinating Council has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table FJ0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table FJ0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Research Analysis and Evaluation</b>								
(1010) Research and Analysis	6	0	0	0	0.0	0.0	0.0	0.0
(1110) Research and Analysis (Fed)	252	202	265	62	0.7	1.0	2.0	1.0
(1117) Research and Analysis (ID)	0	0	109	109	0.0	0.0	1.0	1.0
(1120) Evaluation (Fed)	253	218	0	-218	0.7	2.0	0.0	-2.0
<b>Subtotal (1000) Research Analysis and Evaluation</b>	<b>511</b>	<b>420</b>	<b>374</b>	<b>-47</b>	<b>1.4</b>	<b>3.0</b>	<b>3.0</b>	<b>0.0</b>
<b>(2000) Collaboration and Planning Across Agencies</b>								
(2010) Operational Infrastructure	173	195	199	3	1.3	1.3	1.3	0.0
(2110) Operational Infrastructure (Fed)	214	164	214	50	1.0	1.7	1.7	0.0
(2120) Topical Work Groups (Fed)	246	381	409	28	2.0	3.0	4.0	1.0
(2130) CJCC Meetings (Fed)	0	14	16	2	0.0	0.0	0.0	0.0
(2140) Technical Assistance and Training (Fed)	53	65	21	-44	0.0	0.0	0.0	0.0
(2153) Operational Infrastructure-Private Grant	1	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (2000) Collaboration and Planning Across Agencies</b>	<b>688</b>	<b>819</b>	<b>859</b>	<b>40</b>	<b>4.4</b>	<b>6.0</b>	<b>7.0</b>	<b>1.0</b>
<b>(3000) Integrated Information System</b>								
(3010) JUSTIS	532	0	0	0	0.0	0.0	0.0	0.0
(3110) JUSTIS (Fed)	1,087	852	1,109	257	4.1	6.0	6.0	0.0
<b>Subtotal (3000) Integrated Information System</b>	<b>1,619</b>	<b>852</b>	<b>1,109</b>	<b>257</b>	<b>4.1</b>	<b>6.0</b>	<b>6.0</b>	<b>0.0</b>
<b>(4000) ASMP</b>								
(4030) Property Management	11	14	0	-14	0.0	0.0	0.0	0.0
(4140) Information Technology (Fed)	0	0	16	16	0.0	0.0	0.0	0.0
<b>Subtotal (4000) ASMP</b>	<b>11</b>	<b>14</b>	<b>16</b>	<b>2</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>2,828</b>	<b>2,105</b>	<b>2,358</b>	<b>253</b>	<b>9.8</b>	<b>15.0</b>	<b>16.0</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Criminal Justice Coordinating Council (CJCC) proposed FY 2013 gross budget is \$2,358,161, which represents a 12.0 percent increase over its FY 2012 approved gross budget of \$2,105,176. The budget is comprised of \$448,969 in Local funds, \$1,800,000 in Federal Payments, and \$109,192 in Intra-District 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 2012 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 initial adjustment in the budget proposal represents changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

CJCC's FY 2013 CSFL budget is \$198,304, which represents a \$2,828, or 1.4 percent, increase over the FY 2012 approved Local funds budget of \$195,476.

### **Initial Adjusted Budget**

**Cost Increase:** CJCC proposes adjustments in Local funds for an increase of \$11,635 to support projected salary step increases and a net increase of \$1,432 for Additional Gross Pay and Fringe Benefits. Similarly, the budget proposal for Intra-District funds includes increases of \$2,705 to cover salary step cost projections and \$1,404 for Fringe Benefits.

**Cost Decrease:** The budget proposal for Local funds includes a reduction of \$13,067 in Regular Pay - Other to offset increased costs in Regular Pay - Continuing Full Time. The agency reallocated NPS resources to support additional personnel. In Intra-District funds, CJCC proposes reductions of \$4,108 for Contractual Services and \$700 for Other Services and Charges.

### **Additionally Adjusted Budget**

**Technical Adjustments:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in increases of \$665 in Local funds, \$4,891 in Federal Payments, and \$192 in Intra-District funds.

**Additional Adjustments:** CJCC is adjusting Federal Payments by a reduction of \$4,891 to offset the impact of the policy that reverses the District's health insurance contribution from 72 percent to 75 percent.

### **Policy Initiatives**

**Cost Increase:** The Local funds budget was increased by \$250,000 to support the integrated criminal and Juvenile Justice Information-Sharing System. CJCC increased the Federal Payments budget by \$154,310 and 1.0 FTE to align it with the President's FY 2013 budget request sent to Congress.

**Cost Decrease:** Federal Payments includes a reduction of \$150,000 in order to reallocate nonpersonal services resources to support additional personnel.



## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table FJ0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table FJ0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>195</b>	<b>1.3</b>
Fringe Benefit Rate Adjustment	Multiple Programs	2	0.0
Personal Services Growth Factor	Multiple Programs	1	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>198</b>	<b>1.3</b>
Cost Increase: To adjust salaries for projected step increases	Collaboration and Planning Across Agencies	12	0.0
Cost Increase: Net adjustments to Additional Gross Pay and Fringe Benefits	Collaboration and Planning Across Agencies	1	0.0
Cost Decrease: To reallocate funding from Regular Pay - Other to Regular Pay - Continuing Full Time	Collaboration and Planning Across Agencies	-13	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>198</b>	<b>1.3</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	1	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>199</b>	<b>1.3</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: To support the JUSTIS data sharing program	Integrated Information System	250	0.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>449</b>	<b>1.3</b>
<b>FEDERAL PAYMENTS: FY 2012 Approved Budget and FTE</b>		<b>1,800</b>	<b>12.7</b>
Cost Decrease: To align the budget with FY 2013 projections	Multiple Programs	-4	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>1,796</b>	<b>12.7</b>
Additional Adjustments: To adjust the budget to offset the impact of health insurance	Multiple Programs	-5	0.0
Technical Adjustment: Health insurance contribution	Multiple Programs	5	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>1,796</b>	<b>12.7</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: Adjust the budget to support additional position	Multiple Programs	154	1.0
Cost Decrease: Reallocate nonpersonal resources to support additional personnel	Multiple Programs	-150	0.0
<b>FEDERAL PAYMENTS: FY 2013 Proposed Budget and FTE</b>		<b>1,800</b>	<b>13.7</b>
<b>INTRA-DISTRICT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>110</b>	<b>1.0</b>
Cost Increase: To adjust salary for step increase projection	Research Analysis and Evaluation	3	0.0
Cost Increase: To align Fringe Benefits with projections	Research Analysis and Evaluation	1	0.0
Cost Decrease: In Contractual Services - Other	Research Analysis and Evaluation	-4	0.0
Cost Decrease: In Other Services and Charges	Research Analysis and Evaluation	-1	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>109</b>	<b>1.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	0	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>109</b>	<b>1.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>109</b>	<b>1.0</b>
<b>Gross for FJ0 - Criminal Justice Coordinating Council</b>		<b>2,358</b>	<b>16.0</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

**Objective 1:** Improve multi-agency collaboration and planning and encourage data-driven decision making by providing CJCC members with updated information and analysis.

**Objective 2:** Provide a multi-agency structure to facilitate strategic planning, tracking priorities, evaluating progress, generating reports, and implementing pilot projects.

**Objective 3:** Assist member agencies with information sharing across the federal and local criminal justice system.

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## Agency Performance Measures

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Issue research reports within the agreed-upon timeframe	100%	100%	100%	100%	100%	100%
Release of Policy guidance reports in a timely manner	100%	100%	100%	100%	100%	100%
Surveyed users "very satisfied" with JUSTIS experience	95%	95%	97.16%	95%	95%	95%
Surveyed users respond that JUSTIS is easy to navigate, user-friendly "Agreed" or "Strongly Agreed"	95%	95%	94.14%	95%	95%	95%
Periodic Reports on GUNSTAT sessions produced timely	100%	100%	100%	100%	100%	100%
Analytical reports produced timely to support Juvenile Stat	100%	100%	100%	100%	100%	100%
JDAI Reports and Evaluations Produced timely	100%	100%	100%	100%	100%	100%

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# Forensic Laboratory Technician Training Program

[www.mpd.c.dc.gov](http://www.mpd.c.dc.gov)  
Telephone: 202-727-9099

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$1,791,854	\$1,550,554	\$0	-100.0
FTEs	12.5	17.0	0.0	-100.0

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The Forensic Laboratory Technician Training will be absorbed into the Department of Forensic Sciences. Its mission, funding, and all full time equivalents (FTEs) will be transferred. The total funding amount and FTEs transferred, based on the FY 2012 Approved Budget, is \$1,550,554 and 17.0 FTEs, respectively. The proposed programs and projects for FY 2013 are shown in the Department of Forensic Sciences budget chapter within the Public Safety and Justice Appropriation Title.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table FV0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table FV0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	1,293	1,191	1,551	0	-1,551	-100.0
<b>Total for General Fund</b>	<b>1,293</b>	<b>1,191</b>	<b>1,551</b>	<b>0</b>	<b>-1,551</b>	<b>-100.0</b>
<b>Federal Resources</b>						
Federal Payments	0	601	0	0	0	N/A
<b>Total for Federal Resources</b>	<b>0</b>	<b>601</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>1,293</b>	<b>1,792</b>	<b>1,551</b>	<b>0</b>	<b>-1,551</b>	<b>-100.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table FV0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table FV0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	14.9	12.5	170	0.0	-170	-100.0
<b>Total for General Fund</b>	<b>14.9</b>	<b>12.5</b>	<b>170</b>	<b>0.0</b>	<b>-170</b>	<b>-100.0</b>
<b>Total Proposed FTEs</b>	<b>14.9</b>	<b>12.5</b>	<b>170</b>	<b>0.0</b>	<b>-170</b>	<b>-100.0</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table FV0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table FV0-3**  
(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
11 - Regular Pay - Continuing Full Time	1,007	953	1,238	0	-1,238	-100.0
12 - Regular Pay - Other	7	0	0	0	0	N/A
13 - Additional Gross Pay	9	17	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	224	190	265	0	-265	-100.0
15 - Overtime Pay	3	7	8	0	-8	-100.0
<b>Subtotal Personal Services (PS)</b>	<b>1,251</b>	<b>1,168</b>	<b>1,511</b>	<b>0</b>	<b>-1,511</b>	<b>-100.0</b>
20 - Supplies and Materials	17	7	15	0	-15	-100.0
40 - Other Services and Charges	25	5	5	0	-5	-100.0
41 - Contractual Services - Other	0	601	0	0	0	N/A
70 - Equipment and Equipment Rental	0	11	19	0	-19	-100.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>42</b>	<b>624</b>	<b>40</b>	<b>0</b>	<b>-40</b>	<b>-100.0</b>
<b>Gross Funds</b>	<b>1,293</b>	<b>1,792</b>	<b>1,551</b>	<b>0</b>	<b>-1,551</b>	<b>-100.0</b>

\*Percent change is based on whole dollars.

### Program Description

Please see the Department of Forensic Sciences (DFS) budget chapter for a description of programs related to the prior functions of the Forensic Laboratory Technician Training Program.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table FV0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table FV0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Forensic Health and Science Laboratory</b>								
(1100) Forensic Health and Science Laboratory	1,191	1,551	0	-1,551	12.5	17.0	0.0	-17.0
(1102) Federal Payment for FBI	601	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Forensic Health and Science Laboratory</b>	<b>1,792</b>	<b>1,551</b>	<b>0</b>	<b>-1,551</b>	<b>12.5</b>	<b>17.0</b>	<b>0.0</b>	<b>-17.0</b>
<b>Total Proposed Operating Budget</b>	<b>1,792</b>	<b>1,551</b>	<b>0</b>	<b>-1,551</b>	<b>12.5</b>	<b>17.0</b>	<b>0.0</b>	<b>-17.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

### FY 2013 Proposed Budget Changes

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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

### Policy Initiatives

**Transfer Out:** In FY 2013, the Forensic Laboratory Technician Training Program will transfer out its entire budget and FTEs to DFS. All functions and responsibilities that currently exist in the Forensic Laboratory Technician Training Program will now reside within DFS. The program description, structure, and other information about the consolidation are presented in DFS' budget chapter.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table FV0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table FV0-5**

(dollars in thousands)

	<b>PROGRAM</b>	<b>BUDGET</b>	<b>FTE</b>
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>1,551</b>	<b>17.0</b>
Fringe Benefit Rate Adjustment	Forensic Health and Science Laboratory	19	0.0
Consumer Price Index	Forensic Health and Science Laboratory	1	0.0
Personal Services Growth Factor	Forensic Health and Science Laboratory	6	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>1,576</b>	<b>17.0</b>
<b>FY 2013 Policy Initiatives</b>			
Transfer Out: To the Department of Forensic Sciences	Multiple Programs	-1,576	-17.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>0</b>	<b>0.0</b>
<b>Gross for FV0 - Forensic Laboratory Technician Training Program</b>		<b>0</b>	<b>0.0</b>

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

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# Office of Unified Communications

[www.ouc.dc.gov](http://www.ouc.dc.gov)

Telephone: 202-730-0524

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$41,783,057	\$40,090,134	\$44,086,790	10.0
FTEs	336.9	345.0	326.8	-5.3

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The mission of the Office of Unified Communications (OUC) is to provide a fast, professional, and cost-effective response to emergency (911) and non-emergency (311) calls in the District. The OUC also provides centralized, District-wide coordination and management of public safety voice radio technology and other public safety wireless and data communication systems and resources.

## Summary of Services

OUC serves as the answering point for emergency (911) and non-emergency (311) calls. OUC develops and enforces policy directives and standards regarding public safety and non-public safety communications. It handles telephone reporting, provides audio transcribing, processes city service requests, and operates and maintains public safety and non-public safety voice radio technology. It also oversees all land and mobile radio systems tied to the response network, in addition to managing building facilities that support call center and public safety voice radio technology.

The agency's FY 2013 proposed budget is presented in the following tables:



## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table UC0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table UC0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>						
Local Funds	31,003	26,685	26,536	26,715	178	0.7
Special Purpose Revenue Funds	15,777	13,787	12,028	16,826	4,798	39.9
<b>Total for General Fund</b>	<b>46,780</b>	<b>40,472</b>	<b>38,564</b>	<b>43,540</b>	<b>4,976</b>	<b>12.9</b>
<b>Private Funds</b>						
Private Grant Funds	0	0	1,280	300	-980	-76.6
<b>Total for Private Funds</b>	<b>0</b>	<b>0</b>	<b>1,280</b>	<b>300</b>	<b>-980</b>	<b>-76.6</b>
<b>Intra-District Funds</b>						
Intra-District Funds	962	1,311	246	247	0	0.1
<b>Total for Intra-District Funds</b>	<b>962</b>	<b>1,311</b>	<b>246</b>	<b>247</b>	<b>0</b>	<b>0.1</b>
<b>Gross Funds</b>	<b>47,742</b>	<b>41,783</b>	<b>40,090</b>	<b>44,087</b>	<b>3,997</b>	<b>10.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table UC0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table UC0-2**

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change
<b>General Fund</b>						
Local Funds	358.0	335.8	343.0	324.8	-18.2	-5.3
Total for General Fund	358.0	335.8	343.0	324.8	-18.2	-5.3
<b>Intra-District Funds</b>						
Intra-District Funds	0.6	1.1	2.0	2.0	0.0	0.0
<b>Total for Intra-District Funds</b>	<b>0.6</b>	<b>1.1</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>358.6</b>	<b>336.9</b>	<b>345.0</b>	<b>326.8</b>	<b>-18.2</b>	<b>-5.3</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table UC0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table UC0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	16,821	15,662	17,662	17,656	-7	0.0
12 - Regular Pay - Other	2,548	2,104	2,058	1,341	-716	-34.8
13 - Additional Gross Pay	2,015	2,086	1,556	1,789	234	15.0
14 - Fringe Benefits - Current Personnel	4,854	4,750	4,295	5,175	880	20.5
15 - Overtime Pay	1,575	1,208	833	833	0	0.0
<b>Subtotal Personal Services (PS)</b>	<b>27,813</b>	<b>25,810</b>	<b>26,403</b>	<b>26,794</b>	<b>390</b>	<b>1.5</b>
20 - Supplies and Materials	150	20	177	177	0	0.0
30 - Energy, Comm. and Building Rentals	1,164	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	1,743	64	1,613	1,191	-422	-26.2
32 - Rentals - Land and Structures	840	128	131	0	-131	-100.0
33 - Janitorial Services	0	39	78	0	-78	-100.0
34 - Security Services	962	1,613	0	0	0	N/A
35 - Occupancy Fixed Costs	71	-2	0	0	0	N/A
40 - Other Services and Charges	7,960	6,456	6,912	9,277	2,365	34.2
41 - Contractual Services - Other	1,729	516	3,826	1,975	-1,851	-48.4
70 - Equipment and Equipment Rental	5,310	7,139	951	4,674	3,723	391.6
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>19,929</b>	<b>15,973</b>	<b>13,687</b>	<b>17,293</b>	<b>3,606</b>	<b>26.3</b>
<b>Gross Funds</b>	<b>47,742</b>	<b>41,783</b>	<b>40,090</b>	<b>44,087</b>	<b>3,997</b>	<b>10.0</b>

\*Percent change is based on whole dollars.

### Division Description

The Office of Unified Communications operates through the following 6 divisions:

**Emergency (911) Operations** – receives and processes 911 calls accurately and efficiently. Police and fire incidents are created through Computer-Aided Dispatch (CAD) and transferred to the Fire and Emergency Medical Services Department (FEMS) and/or the Metropolitan Police Department (MPD), as well as additional agencies in the National Capital Region (NCR), by voice transmission and computer-to-computer dispatch. Emergency Operations personnel receive ongoing training and updates through the training unit. The policy unit is also part of the division.

This division contains the following 4 activities:

- **911 Call Taking** – process calls for emergency response;
- **911 Dispatching** – dispatches calls for emergency services to first responders of MPD and FEMS;

- **911 Training** – provides training to emergency call takers and dispatchers to accurately and expeditiously handle calls for emergency service; and
- **Quality Assurance** – maintains and monitors performance.

**Non-Emergency (311) Operations** – serves as the access point for customers seeking assistance in situations that are not life-threatening, not serious, or not currently in progress. It is the single access number for constituents, residents, and visitors in search of District government services and information.

This division contains the following 2 activities:

- **Customer Service** – provides customer services policies and directives and administers related quality assurance activities; and
- **311 Call Taking** – processes calls for non-emergency city services.

**Technology Operations** – provides centralized, District-wide coordination and management of public safety and other city services communication technology including voice radio, 911/311 telephony, CAD systems, customer interaction relationship management (CIRM) systems, mobile data computing systems (MDC), and other technologies including wireless and data communication systems and resources.

This division contains the following 3 activities:

- **911 and 311 Telephone Operations** – responsible for the maintenance and upkeep of all voice and data telecommunications equipment located in two separate locations. The infrastructure consists of mission-critical voice, video, and data equipment staffed by engineering and technical personnel 24 hours per day, 365 days a year;
- **Radio Engineering** – responsible for all radio engineering planning, coordination, implementation, and operation of the District’s Public Safety Radio Networks in order to ensure adequate support to the city’s first responders. This includes maintaining, upgrading, and supporting all radio communications for FEMS and MPD; and
- **Information Technology (IT) Management** – responsible for enhancing the overall operations of the OUC IT group by managing, coordinating, and updating the different processes within the IT group. IT Management maintains all procurement and documentation for the OUC IT group and supports the agency through IT help desk support and application management.

**Transcription and Quality** – provides audio transcriptions of conversations between field providers, call takers, dispatchers, and callers requesting emergency and non-emergency service to members of MPD and FEMS and other public safety and governmental organizations.

**Agency Management Program** – 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.

**Agency Financial Operations** – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This division is standard for all agencies using performance-based budgeting.

## Division Structure Change

The Office of Unified Communications has no division structure changes in the FY 2013 proposed budget.

### FY 2013 Proposed Operating Budget and FTEs, by Division and Activity

Table UC0-4 contains the proposed FY 2013 budget by division and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table UC0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Agency Management Program</b>								
(1010) Personnel	340	269	300	31	2.9	3.0	3.0	0.0
(1030) Property Management	1,763	1,893	1,207	-686	0.0	0.0	0.0	0.0
(1040) Information Technology	2,001	1,057	1,763	705	0.0	0.0	0.0	0.0
(1050) Financial Services	0	0	10	10	0.0	0.0	0.0	0.0
(1087) Language Access	923	959	850	-110	12.7	15.0	13.0	-2.0
(1090) Performance Management	687	970	943	-27	4.9	6.0	7.0	1.0
No Activity Assigned	481	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Agency Management Program</b>	<b>6,196</b>	<b>5,148</b>	<b>5,072</b>	<b>-76</b>	<b>20.6</b>	<b>24.0</b>	<b>23.0</b>	<b>-1.0</b>
<b>(100F) Agency Financial Operations</b>								
(110F) Budget Operations	126	129	140	10	1.0	1.0	1.0	0.0
(120F) Accounting Operations	66	50	50	0	0.0	0.0	0.0	0.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>192</b>	<b>179</b>	<b>190</b>	<b>10</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>
<b>(2000) Emergency Operations (911) Division</b>								
(2010) 911 Call Taking Activity	6,212	8,600	8,748	147	97.9	95.0	90.8	-4.2
(2020) 911 Dispatching Activity	10,464	10,295	10,001	-294	117.5	118.0	114.0	-4.0
(2030) 911 Training Activity	614	327	107	-220	1.0	0.0	0.0	0.0
(2040) Quality Assurance	-11	90	90	0	0.0	0.0	0.0	0.0
<b>Subtotal (2000) Emergency Operations (911) Division</b>	<b>17,279</b>	<b>19,313</b>	<b>18,946</b>	<b>-367</b>	<b>216.4</b>	<b>213.0</b>	<b>204.8</b>	<b>-8.2</b>
<b>(3000) Non-Emergency Operations (311) Division</b>								
(3010) Customer Service Activity	763	617	699	82	14.8	3.0	2.0	-1.0
(3020) 311 Call Taking Activity	4,186	3,415	4,158	743	38.2	65.0	69.0	4.0
(3030) Telephone Reporting Activity	253	81	0	-81	15.7	1.0	0.0	-1.0
<b>Subtotal (3000) Non-Emergency Operations (311) Division</b>	<b>5,203</b>	<b>4,114</b>	<b>4,858</b>	<b>744</b>	<b>68.7</b>	<b>69.0</b>	<b>71.0</b>	<b>2.0</b>
<b>(4000) Technology Operations Division</b>								
(4010) 911 and 311 Telephone Operation Activity	1,490	5,204	2,146	-3,058	2.9	0.0	0.0	0.0
(4020) Radio Engineering Activity	9,420	3,975	11,053	7,078	12.7	14.0	10.0	-4.0
(4030) Information Technology Management Activity	1,153	1,422	1,525	103	7.8	12.0	11.0	-1.0
No Activity Assigned	74	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (4000) Technology Operations Division</b>	<b>12,136</b>	<b>10,601</b>	<b>14,724</b>	<b>4,123</b>	<b>23.5</b>	<b>26.0</b>	<b>21.0</b>	<b>-5.0</b>

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**Table UC0-4 (Continued)**

(dollars in thousands)

Divison/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(5000) Transcription and Quality Division</b>								
(5010) Transcription and Quality Division	776	735	298	-437	6.8	12.0	6.0	-6.0
<b>Subtotal (5000) Transcription and Quality Division</b>	<b>776</b>	<b>735</b>	<b>298</b>	<b>-437</b>	<b>6.8</b>	<b>12.0</b>	<b>6.0</b>	<b>-6.0</b>
<b>Total Proposed Operating Budget</b>	<b>41,783</b>	<b>40,090</b>	<b>44,087</b>	<b>3,997</b>	<b>336.9</b>	<b>345.0</b>	<b>326.8</b>	<b>-18.2</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 divisions, please refer to Schedule 30-PBB Program Summary by Activity in the FY 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Budget Changes

The Office of Unified Communications' (OUC) proposed FY 2013 gross budget is \$44,086,790, which represents a 10.0 percent increase over its FY 2012 approved gross budget of \$40,090,134. The budget is comprised of \$26,714,501 in Local funds, \$300,000 in Private Grant funds, \$16,825,757 in Special Purpose Revenue funds, and \$246,532 in Intra-District 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

OUC's FY 2013 CSFL Local budget is \$27,168,847, which represents a \$632,709, or 2.4 percent, increase over the FY 2012 approved Local funds budget of \$26,536,138.

### Initial Adjusted Budget

**Cost Increase:** OUC increased Other Services and Charges in Local funds by \$362. OUC continues to work towards completing the upgrade of the P25 radio system. In support of the project, in Special Purpose Revenue (SPR) funds, Equipment has been increased by \$3,723,143 and Other Services and Charges by \$2,367,438. Intra-District funds were increased by \$3,381 for higher Fringe Benefits costs.

**Cost Decrease:** In Local funds, OUC reduced Local funds personal services by \$151,080 and eliminated 18.2 vacant full-time equivalent (FTE) positions. The agency transferred \$131,262 for Rentals and \$77,521 for Janitorial Services to the Department of General Services (DGS). Private Grant funds were reduced by \$979,687. In Special Purpose Revenue funds, the agency reduced Contractual Services by \$871,051 to reflect the conversion of contractors to open FTE positions and decreased Telecom fixed costs by \$421,774. The agency reduced \$3,381 in Intra-District Other Services and Charges to compensate for the increase in Fringe Benefits.

### **Additionally Adjusted Budget**

**Technical Adjustments:** Adjustment of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$111,155 in Local funds and \$223 in Intra-District funds.

### **Policy Initiatives**

**Cost Decrease:** Local funds were decreased in Overtime by \$206,000 in the Emergency Operations (911) division.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table UC0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table UC0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>26,536</b>	<b>343.0</b>
Recurring Budget Items	Multiple Programs	235	0.0
Consumer Price Index	Multiple Programs	0	0.0
Fringe Benefit Rate Adjustment	Multiple Programs	300	0.0
Personal Services Growth Factor	Multiple Programs	98	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL)</b>		<b>27,169</b>	<b>343.0</b>
Cost Decrease: Adjustment to Other Services and Charges (less than \$500)	Technology Operations Division	0	0.0
Cost Decrease: Adjustments to salary, steps, Fringe Benefits and the elimination of vacant FTE positions	Multiple Programs	-151	-18.2
Transfer Out: Transfer of Rentals costs to DGS	Agency Management Program	-131	0.0
Transfer Out: Transfer of Janatorial Services to DGS	Agency Management Program	-78	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>26,809</b>	<b>324.8</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	111	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>26,921</b>	<b>324.8</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Decrease: Reduction in Overtime	Emergency Operations (911) Division	-206	0.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>26,715</b>	<b>324.8</b>
<b>PRIVATE GRANT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>1,280</b>	<b>0.0</b>
Cost Decrease: Adjustment to remaining grant funds	Technology Operations Division	-980	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>300</b>	<b>0.0</b>
<b>PRIVATE GRANT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>300</b>	<b>0.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE</b>		<b>12,028</b>	<b>0.0</b>
Cost Increase: Adjustment to Equipment for the purchase of P25 radio upgrades	Multiple Programs	3,723	0.0
Cost Increase: Adjustment in Other Services and Charges to support the P25 radio system upgrade project	Multiple Programs	2,367	0.0
Cost Decrease: Adjustment to Contractual Services for the conversion of contractors to FTEs	Multiple Programs	-871	0.0
Cost Decrease: Adjustment to Telephone Fixed Costs	Agency Management Program	-422	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>16,826</b>	<b>0.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>16,826</b>	<b>0.0</b>

(Continued on next page)

**Table UC0-5**

(dollars in thousands)

	<b>PROGRAM</b>	<b>BUDGET</b>	<b>FTE</b>
<b>INTRA-DISTRICT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>246</b>	<b>2.0</b>
Cost Increase: Adjustment to Fringe Benefits	Non-Emergency Operations (311) Division	3	0.0
Cost Decrease: Adjustment to Other Services and Charges to compensate for increases in Fringe Benefits	Non-Emergency Operations (311) Division	-3	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>246</b>	<b>2.0</b>
Technical Adjustment: Health insurance contribution (less than \$500)	Multiple Programs	0	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>247</b>	<b>2.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>247</b>	<b>2.0</b>
<b>Gross for UC0 - Office of Unified Communications</b>		<b>44,087</b>	<b>326.8</b>

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



# Homeland Security Grants

Description	FY 2011	FY 2012	FY 2013	% Change
	Actual	Approved	Proposed	from FY 2012
Operating Budget	\$21,579,891	\$0	\$0	N/A

Homeland Security Grants records Intra-District budget authority provided from multi-year grants from the Department of Homeland Security. These grants are under the purview of the Director of the District's Homeland Security and Emergency Management Agency.

Prior to FY 2005, Intra-District authority was provided within individual agency budgets. Presently, the Intra-District budget authority for homeland security is provided at the request of the Director of the Homeland Security and Emergency Management Agency and is reflected as revised budget.

This agency does not have an FY 2013 proposed budget. The agency's FY 2010 and FY 2011 actual expenditures are presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table FT0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table FT0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>Intra-District Funds</b>						
Intra-District Funds	16,221	21,580	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>16,221</b>	<b>21,580</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>16,221</b>	<b>21,580</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table FT0-2 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table FT0-2**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
15 - Overtime Pay	69	57	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>69</b>	<b>57</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
20 - Supplies and Materials	1,082	429	0	0	0	N/A
40 - Other Services and Charges	419	460	0	0	0	N/A
41 - Contractual Services - Other	5,009	2,976	0	0	0	N/A
50 - Subsidies and Transfers	5,610	-4,689	0	0	0	N/A
70 - Equipment and Equipment Rental	4,032	22,346	0	0	0	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>16,152</b>	<b>21,523</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>16,221</b>	<b>21,580</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>

\*Percent change is based on whole dollars.

### Program Description

Homeland Security Grants operates through the following 4 programs:

**Homeland Security Grants (Public Safety)** – homeland security grants given to agencies that are in the Public Safety and Justice appropriation title.

**Homeland Security Grants (Human Support)** – homeland security grants given to agencies that are in the Human Support Services appropriation title.

**Homeland Security Grants (Government Direction)** – homeland security grants given to agencies that are in the Governmental Direction and Support appropriation title.

**Homeland Security Grants (Public Works)** – homeland security grants given to agencies that are in the Public Works appropriation title.

### Program Structure Change

Homeland Security Grants has no program structure changes in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table FT0-3 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table FT0-3**  
(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalent			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(2000) Homeland Security Grants (Public Safety)</b>								
(FAFA) Homeland Security Grants (Police)	4,032	0	0	0	0.0	0.0	0.0	0.0
(FBFB) Homeland Security Grants (Fire)	4,388	0	0	0	0.0	0.0	0.0	0.0
(UCUC) Homeland Security Grants (OUC)	11,759	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (2000) Homeland Security Grants (Public Safety)</b>	<b>20,178</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(3000) Homeland Security Grants (Human Support)</b>								
(HCHC) Homeland Security Grants (Health)	525	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (3000) Homeland Security Grants (Human Support)</b>	<b>525</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(4000) Homeland Security Grants (Government Direction)</b>								
(AAAA) Homeland Security Grants (Mayor)	6	0	0	0	0.0	0.0	0.0	0.0
(RSRS) Homeland Security Grants (Serve DC)	777	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (4000) Homeland Security Grants (Gov't Direction)</b>	<b>782</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(5000) Homeland Security Grants (Public Works)</b>								
(KTKT) Homeland Security Grants (DPW)	94	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (5000) Homeland Security Grants (Public Works)</b>	<b>94</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>21,580</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Budget Changes

Homeland Security Grants has no changes from the FY 2012 approved budget to the FY 2013 proposed budget.

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# Deputy Mayor for Public Safety and Justice

<http://mayor.dc.gov>

Telephone: 202-724-7173

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Description	FY 2011 Actual	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$368,256	\$22,715,649	\$18,607,739	-18.1
FTEs	2.8	19.0	18.3	-3.6

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The mission of the Deputy Mayor for Public Safety and Justice is to provide direction, guidance, support, and coordination to the District's public safety agencies to develop and lead interagency public safety initiatives that improve the quality of life in the District's neighborhoods.

## Summary of Services

The Deputy Mayor for Public Safety and Justice was created in January 2011 to provide guidance, support, and coordination of public safety and justice agencies of the District. For FY 2013, the role of the agency has been expanded to include oversight of service programs that previously had operated as independent agencies. This new structure will enhance the oversight function and improve service delivery.

The agency's FY 2013 proposed budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table FQ0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget. It also provides the FY 2010 and FY 2011 actual expenditures.

**Table FQ0-1**  
(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	0	296	8,161	11,144	2,983	36.6
Special Purpose Revenue Funds	0	0	3,883	1,954	-1,928	-49.7
<b>Total for General Fund</b>	<b>0</b>	<b>296</b>	<b>12,044</b>	<b>13,099</b>	<b>1,055</b>	<b>8.8</b>
<b>Federal Resources</b>						
Federal Grant Funds	0	0	10,462	5,317	-5,145	-49.2
<b>Total for Federal Resources</b>	<b>0</b>	<b>0</b>	<b>10,462</b>	<b>5,317</b>	<b>-5,145</b>	<b>-49.2</b>
<b>Intra-District Funds</b>						
Intra-District Funds	0	72	210	192	-18	-8.5
<b>Total for Intra-District Funds</b>	<b>0</b>	<b>72</b>	<b>210</b>	<b>192</b>	<b>-18</b>	<b>-8.5</b>
<b>Gross Funds</b>	<b>0</b>	<b>368</b>	<b>22,716</b>	<b>18,608</b>	<b>-4,108</b>	<b>-18.1</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Full-Time Equivalents, by Revenue Type**

Table FQ0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type. It also provides FY 2010 and FY 2011 actual data.

**Table FQ0-2**  
(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Approved FY 2012</b>	<b>Proposed FY 2013</b>	<b>Change from FY 2012</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	0.0	2.8	9.4	9.2	-0.2	-2.1
<b>Total for General Fund</b>	<b>0.0</b>	<b>2.8</b>	<b>9.4</b>	<b>9.2</b>	<b>-0.2</b>	<b>-2.1</b>
<b>Federal Resources</b>						
Federal Grant Funds	0.0	0.0	7.6	7.3	-0.3	-3.8
<b>Total for Federal Resources</b>	<b>0.0</b>	<b>0.0</b>	<b>7.6</b>	<b>7.3</b>	<b>-0.3</b>	<b>-3.8</b>
<b>Intra-District Funds</b>						
Intra-District Funds	0.0	0.0	2.0	1.8	-0.2	-10.0
<b>Total for Intra-District Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>2.0</b>	<b>1.8</b>	<b>-0.2</b>	<b>-10.0</b>
<b>Total Proposed FTEs</b>	<b>0.0</b>	<b>2.8</b>	<b>19.0</b>	<b>18.3</b>	<b>-0.7</b>	<b>-3.6</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table FQ0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget. It also provides FY 2010 and FY 2011 actual expenditures.

**Table FQ0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2010	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
11 - Regular Pay - Continuing Full Time	0	247	816	833	17	2.1
12 - Regular Pay - Other	0	68	823	986	163	19.8
14 - Fringe Benefits - Current Personnel	0	39	279	291	12	4.2
15 - Overtime Pay	0	0	11	0	-11	-100.0
<b>Subtotal Personal Services (PS)</b>	<b>0</b>	<b>354</b>	<b>1,929</b>	<b>2,110</b>	<b>181</b>	<b>9.4</b>
20 - Supplies and Materials	0	6	44	58	13	29.7
31 - Telephone, Telegraph, Telegram, Etc.	0	0	2	7	5	231.8
40 - Other Services and Charges	0	4	168	256	88	52.6
41 - Contractual Services - Other	0	0	3,350	3,150	-200	-6.0
50 - Subsidies and Transfers	0	0	17,214	13,026	-4,188	-24.3
70 - Equipment and Equipment Rental	0	5	9	2	-7	-83.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>0</b>	<b>14</b>	<b>20,787</b>	<b>16,498</b>	<b>-4,289</b>	<b>-20.6</b>
<b>Gross Funds</b>	<b>0</b>	<b>368</b>	<b>22,716</b>	<b>18,608</b>	<b>-4,108</b>	<b>-18.1</b>

\*Percent change is based on whole dollars.

### Program Description

The Deputy Mayor for Public Safety and Justice operates through the following 7 programs:

**Access to Justice** - provides financial assistance to organizations and individuals who provide direct civil legal services to low-income and underserved District residents.

This program contains the following 2 activities:

- **Access to Justice** – provides financial assistance to organizations and individuals who provide direct civil legal services to low-income and under served District residents; and
- **Poverty Lawyer Loan Repayment Assistance Program** – provides educational loan repayment assistance to lawyers who live and work in the District of Columbia and are employed in areas of legal practice that serve low-income residents.

**Homeland Security/Continuity of Operation Plan (COOP)** – provides direction, planning and coordination to local and regional partners to ensure that the Public Safety and Justice cluster is ready to respond to an emergency of any size, and implements a comprehensive COOP framework that allows Public Safety and Justice cluster agencies to continue essential criminal justice functions during an emergency affecting normal operations.

**Office of Victim Services** – provides Federal grants and administers the District Crime Victims Assistance fund and Local funds that support victims of domestic violence, sexual assault, homicide, child abuse, assault, and neglect by providing safe temporary transitional housing for victims of domestic violence; coordinates with area hospitals to improve their rape-trauma services and counseling; maintains outreach programs to area teens and residents regarding dynamics and impact of victimization from violent crime; and provides direction to the Executive Office of the Mayor on law and policies that enhance victims’ rights to justice, care, and safety in the aftermath of a crime.

**Justice Grants Administration (JGA)** – receives and accounts for United States Department of Justice grants awarded to the District of Columbia and provides resources to governmental and non-governmental organizations with an emphasis on improving District public safety and justice issues. The JGA manages the life-cycle of Federal and Local grants, sub-grants, and pass-through funds to other non-profit and government agencies in compliance with federal and local grant guidelines. JGA is responsible for gathering stakeholder input and identifying cross-cutting funding priorities each year; identifying sub-grantees that are well-positioned to advance these funding priorities; and providing financial, administrative, and programmatic oversight, training, and technical assistance to ensure program outcomes are achieved.

**Corrections Information Council (CIC)** – provides comprehensive inspections of District prisoners and represents their interests and well-being in the Federal Bureau of Prisons facilities. The CIC consist of three members, two appointed by the Mayor and one appointed by the Council of the District of Columbia.

**Agency Oversight** – provides administrative support to the Deputy Mayor of Public Safety and Justice while enhancing the Office’s ability to coordinate all of the agencies that report to the Deputy Mayor.

**Administrative 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 Deputy Mayor for Public Safety and Justice eliminates the Motor Vehicle Theft Prevention Commission program in the FY 2013 proposed budget.



## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table FQ0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget. It also provides the FY 2011 actual data.

**Table FQ0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Actual FY 2011	Approved FY 2012	Proposed FY 2013	Change from FY 2012
<b>(1000) Administrative Management Program</b>								
(1070) Fleet Management	0	3	3	0	0.0	0.0	0.0	0.0
(1090) Performance Management	295	649	494	-155	1.8	3.0	3.0	0.0
<b>Subtotal (1000) Administrative Management Program</b>	<b>295</b>	<b>652</b>	<b>497</b>	<b>-155</b>	<b>1.8</b>	<b>3.0</b>	<b>3.0</b>	<b>0.0</b>
<b>(2000) Agency Oversight</b>								
(2100) Agency Evaluation	1	0	0	0	0.9	0.0	0.0	0.0
(FQFQ) Homeland Security Grants (DMPSJ)	72	210	212	2	0.0	2.0	2.0	0.0
<b>Subtotal (2000) Agency Oversight</b>	<b>73</b>	<b>210</b>	<b>212</b>	<b>2</b>	<b>0.9</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>
<b>(2200) Access to Justice</b>								
(2201) Access to Justice	0	2,951	3,002	51	0.0	0.0	0.0	0.0
(2202) Loan Repayment Assistance Program	0	299	498	199	0.0	0.0	0.0	0.0
<b>Subtotal (2200) Access to Justice</b>	<b>0</b>	<b>3,250</b>	<b>3,500</b>	<b>250</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(3000) Homeland Security/Continuity of Operations Plan</b>								
(3100) Continuity of Operation Plan	0	12	17	5	0.0	0.0	0.0	0.0
<b>Subtotal (3000) Homeland Security/Continuity of Ops. Plan</b>	<b>0</b>	<b>12</b>	<b>17</b>	<b>5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(4200) Office of Victim Services</b>								
(4201) Victim Services Grants	0	10,118	9,955	-163	0.0	6.0	5.6	-0.4
<b>Subtotal (4200) Office of Victim Services</b>	<b>0</b>	<b>10,118</b>	<b>9,955</b>	<b>-163</b>	<b>0.0</b>	<b>6.0</b>	<b>5.6</b>	<b>-0.4</b>
<b>(5300) Justice Grants Administration</b>								
(5301) Grants Management	0	8,094	4,298	-3,795	0.0	7.0	6.7	-0.3
<b>Subtotal (5300) Justice Grants Administration</b>	<b>0</b>	<b>8,094</b>	<b>4,298</b>	<b>-3,795</b>	<b>0.0</b>	<b>7.0</b>	<b>6.7</b>	<b>-0.3</b>
<b>(6000) Corrections Information Council</b>								
(6100) Comprehensive Inspection of D.C. Prisoners	0	130	128	-2	0.0	1.0	1.0	0.0
<b>Subtotal (6000) Corrections Information Council</b>	<b>0</b>	<b>130</b>	<b>128</b>	<b>-2</b>	<b>0.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>
<b>(7000) Motor Vehicle Theft Prevention Commission</b>								
(7100) Motor Vehicle Theft Prevention	0	250	0	-250	0.0	0.0	0.0	0.0
<b>Subtotal (7000) Motor Vehicle Theft Prevention Commission</b>	<b>0</b>	<b>250</b>	<b>0</b>	<b>-250</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>368</b>	<b>22,716</b>	<b>18,608</b>	<b>-4,108</b>	<b>2.8</b>	<b>19.0</b>	<b>18.3</b>	<b>-0.7</b>

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

**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 2013 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2013 Proposed Budget Changes**

The Office of Deputy Mayor For Public Safety and Justice's (DMPSJ) proposed FY 2013 gross budget is \$18,607,739, which represents a 18.1 percent decrease from its FY 2012 approved gross budget of \$22,715,649. The budget is comprised of \$11,144,403 in Local funds, \$5,316,841 in Federal Grants funds, \$1,954,352 in Special Purpose Revenue funds, and \$192,143 Intra-District 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 2012 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2013 CSFL budget and not necessarily changes made to the FY 2012 Local funds budget. The FY 2013 CSFL adjustments to the FY 2012 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.

DMPSJ's FY 2013 CSFL budget is \$8,040,893, which represents a \$120,298, or 1.5 percent, decrease from the FY 2012 approved Local funds budget of \$8,161,191.

### **Initial Adjusted Budget**

**Cost Increase:** Local funds reflects increases of \$55,676 to cover training costs, \$5,237 for Telecom, \$2,084 for projected personal services and 0.2 reduction in FTEs. In Federal Grant funds, DMPSJ has increases of \$18,401 for Supplies and Materials and \$11,679 and 0.4 FTE in personal services.

**Cost Decrease:** DMPSJ has a reduction of \$62,997 in Local funds for Contractual Services. Federal Grant funds include reductions of \$3,089,377 due to the expiration of various grants awards, \$9,701 for Overtime, \$7,550 for Equipment, and \$50 for Travel and Training. In Special Purpose Revenue, there is a decrease of \$842,317 to align the budget with revenue estimates for the Crime Victim Assistance fund. In Intra-District funds, the budget includes a reduction of \$18,200 and 0.2 FTEs for personal services costs.

### **Additionally Adjusted Budget**

**Technical Adjustments:** Adjustments of Fringe Benefits to restore the District Government contribution for employee health insurance from 72 percent, implemented in the FY 2011 budget, to 75 percent in FY 2013, resulting in an increase of \$3,510 in Local funds, \$1,915 in Federal Grants funds, and \$343 in Intra-District funds.

### **Policy Initiative**

**Eliminate:** In Local funds, the agency will eliminate \$250,000 for Motor Vehicle Theft Prevention funding. In Federal Grants funds, the D.C. Enforcing Underage Drinking grant in the amount of \$299,030 and 0.1 FTE will be eliminated in FY 2013 due to the unavailability of funds.

**Cost Increase:** In Local funds, there are One-Time increases of \$1,100,000 for the Victim Services grants, and \$1,000,000 for Domestic Violence grants. There are also increases of \$900,000 for the Truancy grant funding, \$250,000 to cover the Access to Justice-Loan Repayment Assistance program, and \$100,000 to support the Truancy Task Force program. In Federal Grants, DMPSJ includes increases of \$200,043 to cover personnel services cost to align with FY 2013 grant awards, \$31,667 in Other Services and Charges due to grant changes, \$11,855 and 0.1 FTE adjustment to personal services, \$11,400 to cover Subsidies and Transfers, and \$8,888 for Sexual Assault Services.

**Cost Decrease:** Federal Grants reflects decreases of \$1,991,312 to adjust the cost of Subsidies and Transfers due to FY 2013 grant changes, \$25,398 and 0.6 FTE reduction in the Justice Grant Administration program (JGA), \$11,855 to adjust increases in personal services in JGA, \$2,000 in Subsidies and Transfers, and \$5,000 in Supplies and Materials. The FY 2013 Special Purpose Revenue budget includes decreases of \$1,086,000 to align the budget of Victim Services with expected costs.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table FQ0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table FQ0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>8,161</b>	<b>9.4</b>
Removal of One-Time Funding	Administrative	-200	0.0
Fringe Benefit Rate Adjustment	Multiple Programs	10	0.0
Consumer Price Index	Multiple Programs	65	0.0
Personal Services Growth Factor	Multiple Programs	4	0.0
<b>FY 2013 Current Services Funding Level Budget (CSFL):</b>		<b>8,041</b>	<b>9.4</b>
Cost Increase: Training expenses	Multiple Programs	56	0.0
Cost Increase: Align personal services with historical spending	Multiple Programs	2	-0.2
Cost Increase: Telecommunication Services	Multiple Programs	5	0.0
Cost Decrease: Contractual Services	Access to Justice	-63	0.0
<b>FY 2013 Initial Adjusted Budget:</b>		<b>8,041</b>	<b>9.2</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	4	0.0
<b>FY 2013 Additionally Adjusted Budget:</b>		<b>8,044</b>	<b>9.2</b>
<b>FY 2013 Policy Initiatives</b>			
Eliminate: To eliminate Motor Vehicle Theft Prevention funding	Motor Vehicle Theft Prevention Comm	-250	0.0
Cost Increase: To increase funding for Victim Services grants - One-Time costs	Office of Victim Services	1,100	0.0
Cost Increase: To provide additional funding for Domestic Violence grant - One-Time costs	Office of Victim Services	1,000	0.0
Cost Increase: To provide additional funding for Truancy grants	Office of Victim Services	900	0.0
Cost Increase: To cover additional cost of the Access to Justice - Loan Repayment Assistance Program	Access to Justice	250	0.0
Cost Increase: Additional funding for Truancy Task Force	Justice Grants Administration	100	0.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>11,144</b>	<b>9.2</b>
<b>FEDERAL GRANT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>10,462</b>	<b>7.6</b>
Cost Increase: Supplies and Materials	Multiple Programs	18	0.0
Cost Increase: Align personal services with projected expenses	Multiple Programs	12	0.4
Cost Decrease: Various grant awards due to expire in FY 2012	Multiple Programs	-3,089	0.0
Cost Decrease: Less Overtime pay	Justice Grants Administration	-10	0.0
Cost Decrease: Equipment purchases	Justice Grants Administration	-8	0.0
Cost Decrease: Travel and Training costs (Less than \$500)	Multiple Programs	0	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>7,385</b>	<b>8.0</b>
Technical Adjustment: Health insurance contribution	Multiple Programs	2	0.0
<b>FY 2013 Additionally Adjusted Budget:</b>		<b>7,387</b>	<b>8.0</b>

(Continued on next page)

**Table F00-5 (Continued)**  
(dollars in thousands)

	<b>PROGRAM</b>	<b>BUDGET</b>	<b>FTE</b>
<b>FEDERAL GRANT FUNDS: FY 2012 Approved Budget and FTE (continued)</b>			
<b>FY 2013 Policy Initiatives</b>			
Eliminate: Eliminate funding for the D.C. Enforcing Underage Drinking grant	Research, Analysis, and Evaluation	-299	-0.1
Cost Increase: Additional funding of personal services to align with FY 2013 grant awards	Justice Grants Administration	200	0.0
Cost Increase: To provide additional funding for Other Services and Charges due to grant changes	Justice Grants Administration	32	0.0
Cost Increase: To adjust personal services	Justice Grants Administration	12	0.1
Cost Increase: Adjustment to Subsidies and transfers	Justice Grants Administration	11	0.0
Cost Increase: Additional funding for Sexual Assault Services Program	Office of Victim Services	9	0.0
Cost Decrease: To adjust the cost of Subsidies and Transfers due to FY 2013 grant changes	Justice Grants Administration	-1,991	0.0
Cost Decrease: To reconcile with Victim Services grant	Justice Grants Administration	-25	-0.6
Cost Decrease: To offset increase in personal services	Justice Grants Administration	-12	0.0
Cost Decrease: Subsidies and Transfers	Office of Victim Services	-2	0.0
Cost Decrease: To reduce funding for supplies and material	Justice Grants Administration	-5	0.0
<b>FEDERAL GRANT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>5,317</b>	<b>7.3</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Approved Budget and FTE</b>		<b>3,883</b>	<b>0.0</b>
Cost Decrease: Crime Victim Assistance fund	Office of Victim Services	-842	0.0
<b>FY 2013 Initial Adjusted Budget</b>		<b>3,040</b>	<b>0.0</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Decrease: To adjust the budget of victim services due to contract cost reduction	Office of Victim Services	-1,086	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>1,954</b>	<b>0.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>210</b>	<b>2.0</b>
Cost Decrease: Align personal services with historical expenditure	Agency Oversight	-18	-0.2
<b>FY 2013 Initial Adjusted Budget</b>		<b>192</b>	<b>1.8</b>
Technical Adjustment: Health insurance contribution (less than \$500)	Multiple Programs	0	0.0
<b>FY 2013 Additionally Adjusted Budget</b>		<b>192</b>	<b>1.8</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>192</b>	<b>1.8</b>
<b>Gross for F00 - Deputy Mayor for Public Safety and Justice</b>		<b>18,608</b>	<b>18.3</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2013:

**Objective 1:** Coordinate with all the public safety and justice agencies to make sure they stay within budget.

**Objective 2:** Assist public safety and justice agencies in achieving their operational goals through monthly meetings and reports.

**Objective 3:** Foster a collaborative relationship with all District government agencies that allows for public safety goals to be achieved.

**Objective 4:** Homeland Security/ Continuity of Operation Plan (COOP) – Provide direction, planning and coordination to local and regional partners to ensure that the Public Safety and Justice cluster is ready to respond to an emergency of any size.

**Objective 5:** Provide financial assistance to low-income, under-deserving residents in the District.

**Objective 6:** Office of Victim Services - administers federal and District funding to organizations that serve crime victims.

**Objective 7:** Justice Grants Administration (JGA)- Receives and accounts for United States Department of Justice grants awarded to the District of Columbia to improve District public safety and justice issues.

**Objective 8:** Corrections Information Council – Provides comprehensive support to the Corrections Information Council.

## Proposed Key Performance Indicators

Measure	FY 2010 Actual	FY 2011 Target	FY 2011 Actual	FY 2012 Projection	FY 2013 Projection	FY 2014 Projection
Number of cluster agencies within budget	Not Available	Not Available	Not Available	5	7	8
Number of interagency initiatives implemented	Not Available	Not Available	Not Available	5	6	7
Number of cluster agencies that fully achieved 75 percent of fiscal year performance targets	Not Available	Not Available	Not Available	5	7	8
Number of cluster agencies fully achieved 75 percent fiscal year initiatives	Not Available	Not Available	Not Available	5	7	8
Percentage of scheduled monitoring reports completed by cluster agencies	Not Available	Not Available	Not Available	90%	95%	100%

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# Department of Forensic Sciences

[www.mpd.dc.gov](http://www.mpd.dc.gov)

Telephone: 202-727-9099

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Description	FY 2012 Approved	FY 2013 Proposed	% Change from FY 2012
Operating Budget	\$0	\$9,675,609	N/A
FTEs	0.0	72.2	N/A

The Department of Forensic Services was created in January 2012 to provide guidance and support to the Metropolitan Police Department, United States Capitol Police, United States Park Police, and many of the other specialized law enforcement units located in the District of Columbia. The agency was created by consolidating funding from three District agencies: the Forensic Laboratory Technician Training, the Metropolitan Police Department, and the Department of Health.

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The mission of the Department of Forensic Sciences (DFS) is to produce high quality, timely, accurate, and reliable forensic science with the use of the best available technology and practices. The department will focus on unbiased science and transparency with the overall goal of enhancing public health and safety.

## Summary of Services

DFS provides independent analysis of evidence found at crime scenes within the District of Columbia. The independent analysis of biological pathogens, chemical, radiological, firearms, fingerprinting, DNA and trace evidence is provided by DFS to the Metropolitan Police Department, U.S. Capitol Police, U.S. Park Police, and many of the other specialized law enforcement units located in the District of Columbia.

DFS also provides expert witness testimony in defense of their analytical reports in the District's courts of law. DFS also provides services for public health. The public health laboratory will operate within DFS, while providing diagnostic and analytical testing for biological pathogens, chemical and radiological agents from clinical or environmental sources.

The public health lab within DFS will also provide emergency response testing. The Advisory Board will provide guidance to the development of the DFS by providing peer review to ensure that strict scientifically valid protocols are followed and new technologies are incorporated timely.

The Department of Forensic Sciences' FY 2013 budget is presented in the following tables:

## FY 2013 Proposed Gross Funds Operating Budget, by Revenue Type

Table FR0-1 contains the proposed FY 2013 agency budget compared to the FY 2012 approved budget.

**Table FR0-1**  
(dollars in thousands)

Appropriated Fund	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>				
Local Funds	0	8,505	8,505	N/A
<b>Total for General Fund</b>	<b>0</b>	<b>8,505</b>	<b>8,505</b>	<b>N/A</b>
<b>Federal Resources</b>				
Federal Grant Funds	0	431	431	N/A
<b>Total for Federal Resources</b>	<b>0</b>	<b>431</b>	<b>431</b>	<b>N/A</b>
<b>Intra-District Funds</b>				
Intra-District Funds	0	740	740	N/A
<b>Total for Intra-District Funds</b>	<b>0</b>	<b>740</b>	<b>740</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>0</b>	<b>9,676</b>	<b>9,676</b>	<b>N/A</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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Full-Time Equivalents, by Revenue Type

Table FR0-2 contains the proposed FY 2013 FTE level compared to the FY 2012 approved FTE level by revenue type.

**Table FR0-2**

Appropriated Fund	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>General Fund</b>				
Local Funds	0.0	68.2	68.2	N/A
<b>Total for General Fund</b>	<b>0.0</b>	<b>68.2</b>	<b>68.2</b>	<b>N/A</b>
<b>Intra-District Funds</b>				
Intra-District Funds	0.0	4.0	4.0	N/A
<b>Total for Intra-District Funds</b>	<b>0.0</b>	<b>4.0</b>	<b>4.0</b>	<b>N/A</b>
<b>Total Proposed FTEs</b>	<b>0.0</b>	<b>72.2</b>	<b>72.2</b>	<b>N/A</b>

## FY 2013 Proposed Operating Budget, by Comptroller Source Group

Table FR0-3 contains the proposed FY 2013 budget at the Comptroller Source Group (object class) level compared to the FY 2012 approved budget.

**Table FR0-3**  
(dollars in thousands)

	Approved FY 2012	Proposed FY 2013	Change from FY 2012	Percent Change*
<b>Comptroller Source Group</b>				
11 - Regular Pay - Continuing Full Time	0	5,273	5,273	N/A
12 - Regular Pay - Other	0	619	619	N/A
14 - Fringe Benefits - Current Personnel	0	1,329	1,329	N/A
15 - Overtime Pay	0	8	8	N/A
<b>Subtotal Personal Services (PS)</b>	<b>0</b>	<b>7,229</b>	<b>7,229</b>	<b>N/A</b>
20 - Supplies and Materials	0	789	789	N/A
40 - Other Services and Charges	0	655	655	N/A
41 - Contractual Services - Other	0	516	516	N/A
50 - Subsidies and Transfers	0	172	172	N/A
70 - Equipment and Equipment Rental	0	315	315	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>0</b>	<b>2,446</b>	<b>2,446</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>0</b>	<b>9,676</b>	<b>9,676</b>	<b>N/A</b>

\*Percent change is based on whole dollars.

### Program Description

The Department of Forensic Sciences operates through the following 4 programs:

**Advisory Board** – comprised of nine scientists. Five published scholars, to include the fields of quality assurance and statistics, and four forensic scientists who do not serve the District.

**Investigative Forensic Services** – supports the evidence analysis that is typically needed by law enforcement entities within the District of Columbia.

This program contains the following 5 activities:

- **Administrative and Support Services** – provides administrative support for the needs of the Investigative Forensic Lab;
- **Forensic Biology Unit** – provides support for DNA, blood and other biological evidence examination for human identification;
- **Trace Evidence Analysis** – provides support for hair, fiber and other materials evidence identification;
- **Fingerprinting Analysis** – provides support for fingerprint identification; and
- **Firearms and Tool Mark Examination** – conducts ballistics and unique mark identification analysis on criminal firearms evidence.



**Public Health Laboratory Services** – provides analytical and diagnostic support services within the District of Columbia government, as well as free and nonprofit clinics.

This program contains the following 3 activities:

- **Administrative and Support Services** – provides administrative and ancillary support services for the Public Health Laboratory;
- **Biological Science Services** – provides testing for naturally occurring or man-made infectious agents responsible for human illness or mortality; and
- **Chemical Science Services** – provides testing for chemical agents in clinical or environmental specimens that negatively impact human health.

**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 Department of Forensic Sciences is a new agency in the FY 2013 proposed budget.

## FY 2013 Proposed Operating Budget and FTEs, by Program and Activity

Table FR0-4 contains the proposed FY 2013 budget by program and activity compared to the FY 2012 approved budget.

**Table FR0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands			Full-Time Equivalents		
	Approved FY 2012	Change Proposed FY 2013	from FY 2012	Approved FY 2012	Change Proposed FY 2013	from FY 2012
<b>(1000) Agency Management Program</b>						
(100F) AFO	0	32	32	0.0	0.0	0.0
(1010) Personnel	0	198	198	0.0	2.0	2.0
(1040) Information Technology	0	96	96	0.0	1.0	1.0
(1060) Legal	0	50	50	0.0	0.0	0.0
(1085) Customer Service	0	350	350	0.0	1.0	1.0
(1090) Performance Management	0	398	398	0.0	2.0	2.0
<b>Subtotal (1000) Agency Management Program</b>	<b>0</b>	<b>1,125</b>	<b>1,125</b>	<b>0.0</b>	<b>6.0</b>	<b>6.0</b>
<b>(1100) Advisory Board</b>						
(1110) Administrative and Support Services	0	22	22	0.0	1.0	1.0
<b>Subtotal (1100) Advisory Board</b>	<b>0</b>	<b>22</b>	<b>22</b>	<b>0.0</b>	<b>1.0</b>	<b>1.0</b>
<b>(2000) Investigative Forensic Services</b>						
(2010) Administrative and Support Services	0	1,406	1,406	0.0	8.0	8.0
(2020) Forensic Biology Unit	0	1,789	1,789	0.0	11.0	11.0
(2030) Trace Evidence Analysis	0	677	677	0.0	8.0	8.0
(2040) Fingerprinting Analysis	0	1,182	1,182	0.0	9.0	9.0
(2050) Firearms and Tool Mark Examination	0	1,382	1,382	0.0	9.0	9.0
<b>Subtotal (2000) Investigative Forensic Services</b>	<b>0</b>	<b>6,436</b>	<b>6,436</b>	<b>0.0</b>	<b>45.0</b>	<b>45.0</b>
<b>(3000) Public Health Laboratory Services</b>						
(3010) Administrative and Support Services	0	514	514	0.0	9.0	9.0
(3020) Biological Science Services	0	1,363	1,363	0.0	11.2	11.2
(3030) Chemical Science Services	0	215	215	0.0	0.0	0.0
<b>Subtotal (3000) Public Health Laboratory Services</b>	<b>0</b>	<b>2,093</b>	<b>2,093</b>	<b>0.0</b>	<b>20.2</b>	<b>20.2</b>
<b>Total Proposed Operating Budget</b>	<b>0</b>	<b>9,676</b>	<b>9,676</b>	<b>0.0</b>	<b>72.2</b>	<b>72.2</b>

(Change is calculated by whole numbers and numbers may not add 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 2013 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2013 Proposed Budget Changes

The Department of Forensic Sciences' (DFS) proposed FY 2013 gross budget is \$9,675,609. The budget is comprised of \$8,504,835 in Local funds, \$430,520 in Federal Grant funds, and \$740,253 in Intra-District funds.

### Policy Initiatives

**Create:** The following adjustments were made in Local funds: \$2,584,000 to establish personal services budget and \$622,293 to establish nonpersonal services budget.

**Cost Increase:** Federal Grant funds of \$430,520 were provided for DNA backlog reduction.

**Transfer In:** Funding was transferred from several agencies, with the following breakdown: \$2,796,661 from the Metropolitan Police Department; \$1,582,000 from the Forensic Laboratory Technician Training Program, which was abolished as a result of creating this agency; and \$920,000 from the Department of Health. In Intra-District funds, the personal services budget was increased by \$335,315, while the nonpersonal services budget was increased by \$404,938. Federal Grant funds of \$430,520 were transferred from MPD to support nonpersonal services budget.

## FY 2012 Approved Budget to FY 2013 Proposed Budget, by Revenue Type

Table FR0-5 itemizes the changes by revenue type between the FY 2012 approved budget and the FY 2013 proposed budget.

**Table FR0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2012 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
<b>FY 2013 Policy Initiatives</b>			
Create: Establish personal services budget for new agency - Department of Forensic Sciences	Multiple Programs	2,584	12.2
Create: Establish new agency Department of Forensic Sciences-Nonpersonal services	Multiple Programs	622	0.0
Transfer In: From Metropolitan Police Department	Investigative Forensic Services	2,797	27.0
Transfer In: From Forensic Laboratory Technician Training Program	Investigative Forensic Services	1,582	17.0
Transfer In: From Department of Health	Public Health Laboratory Services	920	9.0
Adjust: Align personal Services with the agency's budgetary needs	Agency Management Program	0	3.0
<b>LOCAL FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>8,505</b>	<b>68.2</b>
<b>FEDERAL GRANT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
<b>FY 2013 Policy Initiatives</b>			
Cost Increase: DNA backlog reduction Federal Grant	Investigative Forensic Services	431	0.0
<b>FEDERAL GRANT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>431</b>	<b>0.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2012 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
<b>FY 2013 Policy Initiatives</b>			
Transfer In: Align FTEs and budget with personal services costs	Multiple Programs	335	0.0
Transfer In: Nonpersonal services budget	Multiple Programs	405	4.0
<b>INTRA-DISTRICT FUNDS: FY 2013 Proposed Budget and FTE</b>		<b>740</b>	<b>4.0</b>
<b>Gross for FR0 - Department Of Forensic Sciences</b>		<b>9,676</b>	<b>72.3</b>

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

## Agency Performance Plan

The Department of Forensic Sciences is a new agency, and the agency's performance plan is under development. Once the plan is developed, it will be posted to the Office of the City Administrator's webpage.



**THE GOVERNMENT OF THE  
DISTRICT OF COLUMBIA**

**Office of the Chief Financial Officer | Office of Budget and Planning**

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