
D.C. Office of Risk Management

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Table RK0-1

Description	FY 2021 Actual	FY 2022 Actual	FY 2023 Approved	FY 2024 Approved	% Change from FY 2023
OPERATING BUDGET	\$3,885,860	\$4,272,087	\$4,092,910	\$4,218,908	3.1
FTEs	29.3	31.2	31.0	31.0	0.0
CAPITAL BUDGET	\$26,084	\$63,582	\$0	\$0	N/A
FTEs	0.0	0.0	0.0	0.0	N/A

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 through the provision of risk identification, insurance analysis, and support to District agencies, and by efficiently and fairly administering the District’s public sector Workers’ Compensation, Tort Liability, and Insurance programs.

Summary of Services

ORM implements its mission through four programs: Risk Prevention and Safety (RPS); Public Sector Workers’ Compensation; Tort Liability; and the Insurance program. An individual summary of services is provided by program in each section.

The agency's FY 2024 approved budget is presented in the following tables:

FY 2024 Approved Gross Funds Operating Budget and FTEs, by Revenue Type

Table RK0-2 contains the approved FY 2024 budget by revenue type compared to the FY 2023 approved budget. It also provides FY 2021 and FY 2022 actual data.

Table RK0-2

(dollars in thousands)

	Dollars in Thousands						Full-Time Equivalents					
	Actual FY 2021	Actual FY 2022	Approved FY 2023	Approved FY 2024	Change from FY 2023	% Change*	Actual FY 2021	Actual FY 2022	Approved FY 2023	Approved FY 2024	Change from FY 2023	% Change
Appropriated Fund												
GENERAL FUND												
Local Funds	3,886	4,272	4,093	4,219	126	3.1	29.3	31.2	31.0	31.0	0.0	0.0
TOTAL FOR GENERAL FUND	3,886	4,272	4,093	4,219	126	3.1	29.3	31.2	31.0	31.0	0.0	0.0
GROSS FUNDS	3,886	4,272	4,093	4,219	126	3.1	29.3	31.2	31.0	31.0	0.0	0.0

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private) and Special Purpose Revenue type, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2024 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2024 Approved Operating Budget, by Comptroller Source Group

Table RK0-3 contains the approved FY 2024 budget at the Comptroller Source Group (object class) level compared to the FY 2023 approved budget. It also provides FY 2021 and FY 2022 actual expenditures.

Table RK0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2021	Actual FY 2022	Approved FY 2023	Approved FY 2024	Change from FY 2023	Percentage Change*
11 - Regular Pay - Continuing Full Time	2,572	2,680	2,551	3,022	472	18.5
12 - Regular Pay - Other	446	629	604	281	-323	-53.4
13 - Additional Gross Pay	0	119	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	660	664	726	767	41	5.7
SUBTOTAL PERSONAL SERVICES (PS)	3,678	4,092	3,880	4,070	190	4.9
20 - Supplies and Materials	13	15	8	8	0	0.0
31 - Telecommunications	0	0	2	2	0	0.0
40 - Other Services and Charges	184	161	178	137	-41	-23.1
41 - Contractual Services - Other	4	0	0	0	0	N/A
70 - Equipment and Equipment Rental	7	4	25	2	-23	-92.0
SUBTOTAL NONPERSONAL SERVICES (NPS)	207	180	213	149	-64	-30.2
GROSS FUNDS	3,886	4,272	4,093	4,219	126	3.1

*Percent change is based on whole dollars.

FY 2024 Approved Operating Budget and FTEs, by Division/Program and Activity

Table RK0-4 contains the approved FY 2024 budget by division/program and activity compared to the FY 2023 approved budget. It also provides FY 2021 and FY 2022 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table RK0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2021	Actual FY 2022	Approved FY 2023	Approved FY 2024	Change from FY 2023	Actual FY 2021	Actual FY 2022	Approved FY 2023	Approved FY 2024	Change from FY 2023
(1000) AGENCY MANAGEMENT										
(1010) Personnel	252	517	483	505	22	0.9	3.9	4.0	4.0	0.0
(1050) Financial Management	97	175	2	0	-2	0.0	0.0	0.0	0.0	0.0
(1055) Risk Management	111	5	211	149	-62	0.9	0.0	0.0	0.0	0.0
(1090) Performance Management	1,100	1,403	1,385	1,471	87	9.2	9.7	9.0	9.0	0.0
No Activity Assigned	22	0	0	0	0	0.0	0.0	0.0	0.0	0.0
SUBTOTAL (1000) AGENCY MANAGEMENT	1,581	2,100	2,081	2,125	45	11.0	13.6	13.0	13.0	0.0
(2100) RISK PREVENTION AND SAFETY (RPS)										
(2110) Risk Inspections and Coordination of ARMRS	450	270	271	269	-2	2.8	2.9	3.0	3.0	0.0
(2120) Risk Analysis	161	313	278	298	20	1.8	2.0	2.0	2.0	0.0
SUBTOTAL (2100) RISK PREVENTION AND SAFETY (RPS)	611	583	549	567	18	4.6	4.9	5.0	5.0	0.0
(3100) INSURANCE PROGRAM										
(3110) Insurance Analysis	183	174	167	174	7	0.9	1.0	1.0	1.0	0.0
SUBTOTAL (3100) INSURANCE PROGRAM	183	174	167	174	7	0.9	1.0	1.0	1.0	0.0
(4100) PUBLIC SECTOR WORKER'S COMPENSATION										
(4110) Claims Examination and Management	411	423	365	386	21	3.7	3.9	4.0	4.0	0.0
SUBTOTAL (4100) PUBLIC SECTOR WORKER'S COMPENSATION	411	423	365	386	21	3.7	3.9	4.0	4.0	0.0
(6100) TORT LIABILITY PROGRAM										
(6110) Claims Examination	1,101	992	932	967	35	9.2	7.8	8.0	8.0	0.0
SUBTOTAL (6100) TORT LIABILITY PROGRAM	1,101	992	932	967	35	9.2	7.8	8.0	8.0	0.0
TOTAL APPROVED OPERATING BUDGET	3,886	4,272	4,093	4,219	126	29.4	31.2	31.0	31.0	0.0

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

Note: For more detailed information regarding the approved funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2024 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

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

Risk Prevention and Safety (RPS) – coordinates the work of Agency Risk Management Representatives (ARMRs) who systematically identify, measure, analyze, and document the District government’s exposure to risk. The program also reviews and guides the activities of agency Risk Assessment Control Committees (RACC) 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 minimizes the frequency, severity, and probability of losses to which agencies are exposed. It also provides training to increase District employees’ knowledge of risk prevention, including the creation of Emergency Response Plans (ERPs). ERPs include agency evacuation plans and responses to various hazards, including the threat of terrorism (for example, intentional releases of hazardous materials, use of explosive devices, or acts of arson).

This program contains the following 2 activities:

- **Risk Inspections and Coordination of ARMRs** – pursuant to subchapter XX of the Comprehensive Merit Personnel Act, ORM has inspectors who conduct risk assessment and safety inspections of District government buildings. The inspections are based on federal Occupational Safety and Health Act guidelines and are intended to ensure a safe and healthful work environment for employees and users of District government facilities. ORM also coordinates a Risk Management Council that is made up of ARMRs. The Risk Management Council is intended to coordinate the work of ARMRs to reduce District government risk exposure and to cultivate a culture of risk awareness and management in the government; and
- **Risk Analysis** – is tasked with using the information and data from ORM’s various programs, as well as from members of the Risk Management Council and other sources, to conduct analyses for the purpose of reducing the District’s overall exposure to risk.

Insurance – administers the Captive Insurance Agency, which provides medical malpractice insurance to non-profit community health clinics in the District, as well as property insurance for risks to District government real property assets for various hazards. In addition, it works closely with the Office of Contracting and Procurement (OCP) to ensure that contracts have the appropriate insurance requirements. The Insurance program also serves as a general resource to all District agencies wishing to obtain policy and other guidance on protecting the District through insurance and other contractual risk management techniques.

This program contains the following activity:

- **Insurance Analysis**– administers the three primary goals of the Insurance program, including the Captive Insurance Agency, the review of OCP contracts, and the provision of guidance to District government agencies on risk management techniques.

Public Sector Workers’ Compensation – responds to workplace injuries with the best, most appropriate medical care at a reasonable cost, and to return employees back to work as soon as medically possible. Workers’ Compensation is a system of benefits provided by law for workers who have job-related injuries or illnesses. The Office of Risk Management oversees the management of the Public Sector Workers’ Compensation program. Benefits include medical services, vocational rehabilitation, and compensation for permanent loss of use of a body part or function, and death benefits for beneficiaries. Employees are eligible for benefits when an injury or illness arises out of and in the course and scope of his or her employment. The program also oversees a Return-to-Work initiative, which helps employees get back to work as soon as possible after a job-related injury or illness. Return-to-Work is successful when there is communication between the injured worker and his or her agency, a key factor in his or her recovery.

This program contains the following activity:

- **Claims Examination and Management**– oversees the processing of claims for public sector workers’ compensation benefits that are filed by District government employees.

Tort Liability – investigates and resolves tort liability claims filed against the District of Columbia. Effective January 20, 2004, the Mayor delegated to the Office of Risk Management the authority to accept notice of claim letters under D.C. Official Code § 12-309. As such, individuals can file claims against the District of Columbia for loss, damage, or injury. An action may not be maintained against the District of Columbia for unliquidated damages to person or property unless, within six months after the injury or damage was sustained, the claimant, his agent, or attorney has given notice in writing to the Mayor of the District of Columbia of the approximate time, place, cause, and circumstances of the injury or damage. Under certain circumstances, reports of the Metropolitan Police Department may also satisfy the notice requirement provided that they contain all of the information required by the statute. The Tort Liability program also pursues subrogation claims against third parties whose acts of negligence have resulted in damage to District government property.

This program contains the following activity:

- **Claims Examination** – investigates and resolves tort liability claims filed against the District of Columbia under D.C. Official Code § 12-309, and pursues subrogation claims against third parties.

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 Risk Management has no program structure changes in the FY 2024 approved budget.

FY 2023 Approved Budget to FY 2024 Approved Budget, by Revenue Type

Table RK0-5 itemizes the changes by revenue type between the FY 2023 approved budget and the FY 2024 approved budget. For a more comprehensive explanation of changes, please see the FY 2024 Approved Budget Changes section, which follows the table.

Table RK0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2023 Approved Budget and FTE		4,093	31.0
No Change		0	0.0
LOCAL FUNDS: FY 2024 Recurring Budget		4,093	31.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	190	0.0
Decrease: To partially offset projected adjustments in personal services costs	Agency Management	-64	0.0
LOCAL FUNDS: FY 2024 Mayor’s Proposed Budget		4,219	31.0
No Change		0	0.0
LOCAL FUNDS: FY 2024 District’s Approved Budget		4,219	31.0
GROSS FOR RK0 - OFFICE OF RISK MANAGEMENT		4,219	31.0

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

Note: For more detailed information regarding the approved funding for interagency projects funded within this agency, please see Appendix J, FY 2024 Interagency Budgets, in the Executive Summary budget volume.

FY 2024 Approved Operating Budget Changes

Table RK0-6 contains the approved FY 2024 budget by fund compared to the FY 2023 approved budget.

Table RK0-6

Appropriated Fund	FY 2023 Approved	FY 2024 Approved	% Change from FY 2023
Local Funds	\$4,092,910	\$4,218,908	3.1
GROSS FUNDS	\$4,092,910	\$4,218,908	3.1

Mayor's Proposed Budget

Increase: ORM's proposed budget includes an increase of \$190,234 in personal services across multiple programs to support projected salary and Fringe Benefits costs.

Decrease: A proposed decrease of \$64,236 in the Agency Management program is to partially offset the projected increase in personal services.

District's Approved Budget

No Change: ORM's approved Local funds budget reflects no change from the Mayor's proposed budget to the District's approved budget.